



## **TERMS OF REFERENCE**

### **Technical Service Provider for audio-visual equipment and support during meetings**

#### **BACKGROUND**

The Convention on Wetlands is an intergovernmental treaty that provides the framework for national action and international cooperation for the conservation and sustainable use of wetlands, wetland biodiversity and services. It was the first of the modern global multilateral environmental agreements and remains the only one dedicated to the conservation of a specific critical ecosystem.

The Secretariat of the Convention has its headquarters in Gland, Switzerland, where the International Union for Conservation of Nature (IUCN) provides legal status and related administrative services for the Secretariat support contracting Parties in the implementation of the Convention.

Every three years the Parties meet at the Conference of the Contracting Parties (the COP), where they adopt decisions to administer the Convention and guide its implementation.

Between the COPs, the Parties are represented by the Standing Committee, which meets yearly. The Standing Committee is guided by the framework of the decisions made by the COP.

Two advisory bodies develop technical guidance to help the Standing Committee and the COP formulate policies: the Scientific and Technical Review Panel (the STRP) and the Communication, Education, Participation and Awareness (CEPA) Oversight Panel.

They are all supported by the Convention's Secretariat and the International Organization Partners (IOPs) which the Parties have formally recognized as official partners of the Convention.

#### **DESCRIPTION AND DELIVERABLES**

##### Scientific & Technical Review Panel (STRP) meetings

The Secretariat of the Convention on Wetlands requires services and equipment for its annual STRP meeting, held at the Secretariat's headquarters in Gland/ Switzerland over four days in the first quarter of the year (Monday to Thursday, 09:00-18:00). The meeting dates are generally confirmed at least 6 months in advance.

This meeting does not have simultaneous interpretation. The set-up should occur on the Friday preceding the meeting. Dismantling of the equipment can be done on Thursday after the meeting or by Friday at the latest (8 days in total).

The estimated technical equipment and support required for the STRP meeting include:

- 35 microphones with request for the floor (1 microphone per table, 3 microphones on podium, 1 microphone on lectern)
- 2 wireless handheld microphones
- 3 screens (22 inches) for podium and presidency
- 2 speakers and amplifier
- Mixing table (sound and video)
- Live streaming through Zoom and multi-camera video capture equipment (including a laptop, converter, screen, distributor, HD camera, etc.)
- Onsite setup on the Friday before the meeting
- Continuous technical support throughout the meeting with a minimum 1 staff, including daily setup, maintenance and hygienic cleaning of equipment

### Standing Committee (SC) meetings

The Secretariat of the Convention on Wetlands requires services and equipment for its annual SC meeting, held at the Secretariat's headquarters in Gland/ Switzerland over five days in the second quarter of the year (Monday to Friday, 09:00-18:00). The meeting dates are generally confirmed at least 6 months in advance.

This meeting has simultaneous interpretation (English, French and Spanish). The set-up should occur on the Friday preceding the meeting. Dismantling of the equipment can be done on Friday after the meeting or by Saturday at the latest (9 days in total).

The estimated technical equipment and support required for the STRP meeting include:

- Transmission of video and sound to another room in 3 languages
- Live streaming through Zoom and multi-camera video capture equipment (including a laptop, converter, screen, distributor, HD camera, etc.) for both plenary and observer room
- Zoom hybrid equipment (1 laptop for audio-video management, 1 laptop for plenary transmission, 3 laptops for language transmission, 3 audio interpretation interfaces)
- 80 microphones including language selection, voting and request for the floor (1 microphone per table, 3 microphones on podium, 1 microphone on lectern)
- 2 wireless handheld microphones
- 3 screens (22 inches) for podium/ presidency
- 1 screen (55 inches) for plenary transmission in observer room
- 4 speakers and amplifier
- Equipment for simultaneous interpretation in 3 languages (6 interpreter positions, each with microphone and headphone)
- Infrared equipment for observers with 50 receivers and headsets for simultaneous interpretation
- 2 Infrared radiators
- Transmitters
- Mixing table (sound and video)
- Electronic voting system with President's screen
- Onsite setup on the Friday before the meeting

- Continuous technical support throughout the meeting with a minimum 3 staff, including daily setup, maintenance and hygienic cleaning of equipment

## **DURATION**

The Contract will be issued with an intent of five (5) years, subject to yearly reviews.

The Secretariat seeks to identify a company for the period of the next five years for various meetings, however an initial contract for a period of one year would be issued with the possibility of extension.

## **PAYMENT**

The payments will be made upon invoices for finalized meetings upon satisfactory and timely completion, payable within a maximum of 30 days after the date of invoice.

## **SKILLS AND EXPERIENCE**

The Technical Service Provider company shall operate in the field of conference technical equipment services, with expertise in interpretation technology and live transmission. The company should be able to meet all work requirements listed above.

The company shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable, qualified individuals.

The successful Bidder shall appoint a qualified project manager. The project manager will serve as primary liaison throughout the course of the project.