

# INVITATION TO TENDER

## WORLD WATER WEEK

### MODERATOR

### BUSINESS/ COMMUNICATION

### ACCELERATORS

#### Summary of procurement information

Procurement carried out by	Stockholm international Water Institute (SIWI)
Procurement of	Moderator (*2) World Water Week Business and Communication Accelerators
Estimated volume	Approx. 20 hours/moderator
Location	Stockholm, Sweden
Intended period of contract	July 15 – September 01, 2022
SIWI contact person	Susanne Halling Duffy: Susanne.Duffy@siwi.org
Questions addressed to	Any questions are addressed to SIWI's contact person above
Deadline for receipt of questions	<a href="#">2022-06-10</a>
Tender submitted to	The tender is submitted to SIWI's contact person above
Deadline for receipt of tenders	<a href="#">2022-06-15 23:59</a>
Tender period of validity	Tender valid through 2022-12-31
Intended date for award decision	<a href="#">2022-07-01</a>

## 1 Introduction

### 1.1 Stockholm International Water Institute (SIWI)

SIWI is a water institute which leverages knowledge and convening power to strengthen water governance for a just, prosperous and sustainable future. SIWI implements and participates in development projects around the world and arranges the annual World Water Week.

### 1.2 Background

World Water Week 2022, to take place on August 23-September 1, 2022, will return to Stockholm for a conference where convenors and participants can meet to network, collaborate, and be inspired. A global audience will be able to participate in a dedicated online conference leading up to the conference in Stockholm. Key events in Stockholm will also be broadcasted online.

Almost all aspects of a sustainable future are linked to water. And to bring about the lasting change our planet needs, all sectors of society must come together in a massive transformation of human and societal activities. To be able to do this, we must understand the challenges we are faced

with, and we must learn to appreciate the preciousness of what we have. We must learn to value water.

To contribute to this, the theme for World Water Week 2022 is: *Seeing the Unseen: The Value of Water*. World Water Week remains an important international agenda-setting moment, attracting and amplifying water champions to speak to the importance of water – both at World Water Week and beyond.

In 2021, [World Water Week](#) piloted Accelerators – a program of content and activities curated by WWW together with strategic partners. The Leadership in Business Accelerator (LiBA) highlighted the importance of effective private sector leadership on water issues and provided practical advice and best practice examples on global awareness of water in the international, regional, and local agendas. The Communication Initiative pilot aimed to improve the quality, accuracy, and intensity of reporting and storytelling on water.

As a component of World Water Week 2022, the Communication Accelerator will continue to highlight the importance of effective communication on water issues. The aspiration remains the same: to improve water communications and in doing so, build awareness and drive change. As for the Business Accelerator, it will pick up the baton and continue to engage the private sector further. ESG (Environmental, social and governance) is the driving investment thesis of today and future business leaders and financial institutions will have to make a stand for water. The Accelerator aim to be a motivational catalyst for more water-wise business decisions.

### 1.3 Information about the procurement

SIWI seeks two (2) Moderators to help us deliver the World Water Week Accelerators, to be recorded for Centre Stage as part of this year's World Water Week.

SIWI intends to enter into a contract with two suppliers. The contract will be awarded to the tenderers having submitted the tenders offering best value for money, based on the requirements and criteria set out in the following.

#### **Brief description**

During the Week, the Centre Stage programme will aim to help raise the profile of water and engage with communities beyond the water sector. It will be where SIWI's official sessions take place, such as the plenaries, and Stockholm Water Prize and Stockholm Junior Water Prize events. It will also be home to the Accelerators – a special programme of content and activities curated by SIWI together with World Water Week partners.

Each Accelerator programme will consist of 2 x 30min episodes live recordings in studio. All episodes will be recorded in a studio in Stockholm in the beginning of August. In addition to the pre-recorded sessions, the moderator will host 1 Live Centre Stage "Talk Show" onsite in Stockholm.

Read more about the 2 Accelerators [here](#).

In addition to conducting the interview on camera, the project includes working with the respective project teams to, in line with their goals, optimize the content for the channel and audience, and then write follow up questions and conduct interviews live and on-camera for World Water Week 2022.

*Please note: Travelling to/from Stockholm and accommodation will not be covered. Lunch and makeup services will be provided on-site.*

The estimated volume of hours required is estimated at 20 hours.

The intended period of contract is July 15– September 01, 2022

The assignment is described in more detail in **Annex A**.

## 1.4 Questions and clarifications

Any questions that a tenderer may have, or clarifications to be requested, must be directed to SIWI's contact person in indicated in the Summary of procurement information above.

## 1.5 Processing of personal data

SIWI will process the personal data included in tender documents and communications received from tenderers. For information about SIWI's processing of personal data, please use the following link:

[Processing of personal data](#)

## 2 Requirements and criteria

### 2.1 Information about the terms used for requirements and criteria

The procurement documents contain a number of compulsory requirements, which are designated by the term "**must**" in bold type. In order for a tender to be eligible for the award of the contract, these compulsory requirements have to be fulfilled.

The procurement documents also contain a number of non-compulsory conditions, which are so designated by the term "**should**" in bold type. Such criteria are used to evaluate and compare tenders, in order to determine the most economically advantageous tender.

### 2.2 Administrative conditions

The following requirements apply to the tender. The tender **must**:

1. Be written in English
2. Be perfectly legible so that there can be no doubt as to words and figures
3. Include the following information:
  - a. a description of the tenderer including its organisation type/legal status
  - b. descriptions of two relevant assignments that have been performed by the tenderer, together with the contact information for each client
  - c. a proposal for the assignment to be performed by the tenderer
4. Reach SIWI no later than the deadline for receipt of tenders stated in the Summary of procurement information above.

A tenderer may only submit one tender in this procurement. If more than one tender is submitted by the same tenderer, none of its tenders will be considered.

By emailing the tender, the tenderer confirms that it is valid through the date for tender period of validity stated in the Summary of procurement information above.

### 2.3 Requirements on the tenderer

In order to be eligible for the award of contact, the tenderer **must** fulfil the following requirements:

1. The tenderer **must** not be in any of the situations listed in Annex B: Exclusion grounds

2. The tenderer **must** have the legal capacity to perform the contract as an independent contractor.
3. The tenderer **must** hold residence and work permit for Sweden.
4. The tenderer **must** have the economic capacity to carry out the assignment. SIWI may order a credit reference from UC AB or another credit reference agency to verify the economic capacity of the tenderer.
5. The tenderer **must** have the technical and professional capacity to carry out the assignment. To demonstrate this, the tenderer **must** provide descriptions of two relevant previous assignments and the contact information for each client.
6. The tenderer **must** have appropriate insurance coverage in accordance with good professional practice.

## 2.4 Requirements on the goods or services

In order to be eligible for the award of contract, the project management support provided by the tenderer **must** fulfil the following requirements:

1. Be available from July 15 – September 1, 2022
2. Be fluent in written and spoken English
3. Be an experienced moderator
4. Be available to be in studio in Stockholm, Sweden, as needed, all day August 9, 2022, and onsite in Stockholm August 31 - September 1, 2022.

## 2.5 Criteria used to determine best value for money

The contract will be awarded to the tenderer(s) having submitted the tender offering best value for money, based on the following criteria. The tender **should**:

1. Have demonstrated ability to moderate discussion on at least one of the Accelerator topic areas. Expert knowledge of the area is not required, but tenderers should have a solid understanding of key issues and terminology, with the ability to follow up with questions organically, as well as build on guidance provided by the project team.
2. Have demonstrated experience moderating high level interviews and panels.
3. Have demonstrated experience speaking on TV in a live studio setting.

# 3 Evaluation of tenders and award decision

## 3.1 Eligibility

The tenderer is ineligible for the award of contract if it or its tender fails to fulfil any of the “**must**”-requirements used in this procurement.

## 3.2 Evaluation and award decision

The contract will be awarded to the qualified tenderers who has/have submitted a tender where the moderator fulfils the requirements of Section 2.4 above and which offer best value for money, based on the criteria in Section 2.5 above.

### 3.3 Disclaimer

This Invitation to Tender is in no way binding on SIWI. The award of contract is only an internal decision by SIWI concerning the evaluation of tenders. SIWI's obligations will commence only upon signature of a written agreement by the authorised signatories of SIWI and the Successful Tenderer.

SIWI reserves the right to reject any tender and to cancel the process and reject all tenders at any time prior to the signing of the contract, without thereby incurring any liability to the affected tenderer(s).

## Annex A: Scope of Work

Please review the descriptions for each of the Accelerators.

[Business Accelerator](#)

[Communication Accelerator](#)

Please indicate which Accelerator you are tendering for:

Communication Accelerator  Yes  No

Business Accelerator  Yes  No

### **Moderator, World Water Week- Business/Communication Accelerator**

#### **Activity Period**

The Consultant shall perform the Services during the period July 15 – September 1, 2022.

**(Estimated total approx. 20 hours)**

#### **Moderate 2 Pre-recorded Panel Discussions**

Description: With guidance from the project team, prepare to moderate 2 x 30min episodes live recordings in studio including opening and closing segments (Week of August 8; exact times to be confirmed).

Each episode will include 1-on-1 interviews and small panels with guests calling into the studio digitally, introduction to guests/speakers, and a short introduction and closing summary. The average number of interviewee/panellists per episode is estimated to be between 2-4

PREPARATION (est. 10–12 hours)

- Review the programme, run sheet, speaker information and speaker briefing notes that have been provided by the project team, and complement with background research as required to supplement knowledge base for each episode;
- Prepare follow-up questions for panels/interviews;
- Prepare for the introduction and summary, building on speaking points (intro) or guidance (summary) to be provided by the project team;
- Liaise with SIWI contact person to support your preparations and report on progress.

Note: Preparation till take place in July and recordings will happen during the week starting 8 August.

ARE THE REQUIREMENTS FULFILLED?  Yes  No

DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:

[.....  
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.....]

**IN STUDIO (approx. 5 hours)**

- Host/moderate the 30 minute long episodes from start to finish.
- Work with the production team on site to help ensure a smooth, professional production delivered on time and within budget.

Please provide:

- your fee to deliver the work request in this tender.
- At least 2 examples of recent on-camera work (preferably in an interview setting)
- A short bio/CV
- A paragraph indicating your knowledge of communications and/or business engagement, in a development and/or sustainability context
- Any limitations to your availability between July 15 and September 1, 2021.

ARE THE REQUIREMENTS FULFILLED?  Yes  No

DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:

[.....  
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**Host 1 onsite Live Centre Stage “Talk Show” style program – Preliminary September 1**

- Host/moderate a 25-minute talk show with up to 5 guests from start to finish.
- Work with the production team on site to help ensure a smooth, professional production delivered on time and within budget.
- The Talk show will be broadcast live to online participants

ARE THE REQUIREMENTS FULFILLED?  Yes  No

DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:

[.....  
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.....]

**Distribution**

- SIWI will be granted the right to share the material offline and online.
- The original footage will be shared, and SIWI will be given permission to adapt, use and share this material.
- You will represent SIWI

ARE THE REQUIREMENTS FULFILLED?  Yes  No

DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:

[.....  
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## Annex B: Exclusion grounds

### Criminal activities

A tenderer will be excluded from participation in a procurement procedure where SIWI is aware that the tenderer has been the subject of conviction by final judgement for any of the following reasons:

- participation in a criminal organization;
- corruption;
- fraud;
- terrorist offences or offences linked to terrorist activities;
- money laundering or terrorist financing; or
- human trafficking.

A tenderer will be excluded if a person who has been subject to such conviction is a member of the administrative, management or supervisory body of that tenderer or has powers of representation, decision or control therein.

By submitting the tender, the tenderer confirms that it is not in any of the situations above.

### Other irregularities

A tenderer will be excluded from participation in a procurement procedure where SIWI is aware that the tenderer is in any of the following situations:

- a) where it has been established by a final judicial or administrative decision that the tenderer is in breach of its obligations relating to the declaration or payment of taxes or employer contributions;
- b) where it can be demonstrated by appropriate means that the tenderer is guilty of a violation of applicable obligations in the fields of employment, environmental, labour or social law;
- c) where the tenderer is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is any analogous situation arising from a similar procedure under national laws and regulations;
- d) where it can be demonstrated by appropriate means that the tenderer is guilty of grave professional misconduct;
- e) where a conflict of interest cannot be effectively remedied by other less intrusive measures;
- f) where the tenderer has been guilty of serious misrepresentation in supplying the information required as a condition of participation in the procurement procedure or has withheld such information;
- g) where the tenderer has undertaken to unduly influence the decision-making process, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently or wilfully provide misleading information that may have a material influence on decisions concerning exclusion, selection or the award of contract.
- h) where the tenderer is included on a procurement debarment list such as that of the World Bank, the European Development Bank for Reconstruction and Development, the African Development Bank Group, the Asian Development Bank or the Inter-American Development Bank.

By submitting the Tender, the tenderer confirms that it is not in any of the situations above.