

REQUEST FOR PROPOSALS:

Women Deliver 2023 Conference Communications Agency Partner

Issue Date: 15 July 2021

Due Date: Accepted on a rolling basis | Final deadline of **8 August 2021**.

Budget: USD 1.0 to 1.5 million

To be considered, proposals must be submitted via email at careers@womendeliver.org by **8 August 2021** by **011:59pm EDT**.

Please direct any RFP questions or clarifications to Mariam Khan, mkhan@womendeliver.org.

PROJECT OVERVIEW

Women Deliver is seeking a communications agency to amplify the [Women Deliver 2023 Conference \(WD2023\)](#) — and the issues it tackles via a global dialogue — through various communications strategies and tactics before, during, and after the conference.

A list of deliverables, functionalities, and timeline is detailed in this RFP.

ABOUT WOMEN DELIVER

We are: a leading global advocacy organization for gender equality and the health and rights of girls and women in all their intersecting identities. Our advocacy drives investment – political and financial – in the lives of girls and women worldwide.

Every three years, Women Deliver Conferences bring together advocates from around the world and galvanize momentum toward collective action for girls and women. As one of the largest and most impactful convenings in the gender equality space, Women Deliver's globally recognized Conferences aim to improve policies and programs and set the stage for political and financial commitments that advance gender equality and SRHR. The Women Deliver Conference consistently attracts diverse participants from around the world.

Women Deliver has held five conferences to date: London (2007), Washington D.C. (2010), Kuala Lumpur (2013), Copenhagen (2016), and Vancouver (2019). Our next conference will be held in the first half of 2023. The timing and location of WD2023 will be announced at the UN General Assembly in September 2021 and the Conference will be celebrated in the host country one year ahead of WD2023.

The next Women Deliver Conference will serve as an important policy moment and accountability mechanism following a number of commitments that have been made around gender equality. Grounded in advancing gender equality and SRHR, WD2023 commits to developing an inclusive, diverse, accessible, and consultative convening that is co-led and co-

created. Women Deliver's Conferences foster new ideas and inspire action — convening thousands of decision-makers from diverse fields, including civil society, government, the private sector, and international agencies, alongside women's rights organizations and movements, youth-led and LGBTQIA+ organizations, and advocates representing the intersectional identities of girls, women, and underrepresented populations in low-and middle-income countries (LMICs), to identify solutions and drive change. WD2023 will promote a robust civic space for feminist action, organizing, and mobilization.

Women Deliver is closely monitoring the global response to the COVID-19 pandemic to ensure that the next Conference is safe and accessible, both for those attending in-person and those attending virtually. New for WD2023, we will offer the in-person program to online attendees, via the latest technology and best practices for engaging virtual convenings, for those who do not wish to attend WD2023 in-person.

Women Deliver is committed to developing an accessible and inclusive platform, both in-person and virtually, to ensure that underrepresented populations and advocates representing the intersectional identities of girls and women, particularly those living in low-and middle-income countries, are meaningfully engaged. We believe that gender equality will only be achieved once all people have equal access to power, dignity, justice, rights, health, and opportunities, including to network, develop skills, share knowledge, access funding opportunities, and participate in conversations that contribute to global agenda setting, such as WD2023. This year, Women Deliver is considering selecting "regional hosts" to support the mobilization of advocates around the world, particularly in LMICs, in the lead up the Conference. These hosts, which could be organizations, governments, or individuals, will serve on the WD2023 Advisory Group and represent their region at the Conference. They may also lead on specific program elements during the Global Dialogue and WD2023. Regional hosts may also serve in spokesperson roles in regional communications and media engagement to help facilitate and deepen the reach of the Global Dialogue and WD2023 around the world.

The Women Deliver Conference is more than what happens over four days in one city – it becomes an international policy moment that sparks a Global Dialogue before, during, and after the conference to drive political and social change. Today, this Global Dialogue around gender equality is more critical than ever, as the COVID-19 pandemic has changed the ways we connect, mobilize, advocate, and support one another, while simultaneously rolling back progress on gender equality.

Six months prior to WD2023, a Global Dialogue will be launched to equip advocates around the world with the knowledge and skills they need to address the most pressing challenges to gender equality and SRHR in their own communities, countries, and regions. The Global Dialogue will include webinars and workshops and will be carried out locally while remaining globally accessible. Satellite events will also be held in local communities around the world, hosted by a wide range of partners, including civil society and youth advocates. The Global Dialogue aims to present new evidence and knowledge, promote solutions, and engage a broader spectrum of voices than ever before to 1) catalyze action for girls and women in the lead up to WD2023, and 2) connect diverse communities and sectors by linking previously disparate organizations and movements to drive collective action on gender equality and SRHR.

We hope that advocates, whether engaging in our convenings in-person or virtually, will be inspired to take action and harness new knowledge, skills, and connections to achieve their advocacy goals.



For more information on Women Deliver conferences, please visit <https://womendeliver.org/conference>.

THE PARTNER WE SEEK

You are: a communications agency with a global composition and outlook, and a proven ability to think creatively and strategically. You have previous experience working on large scale projects, preferably a global conference or an event of similar scope and complexity. You have proven expertise in virtual and digital convenings, including hybrid event models with in-person components, and feel confident in navigating communications and media strategies in a COVID-19 world. You understand key issues related to gender equality, sexual and reproductive health and rights, and international development, but are able to think outside of sector-specific boxes. You are collaborative, open to working with the client, other agencies, and subcontractors to create the best possible outcomes. You have a strong record of creating tailored solutions to meet a client's needs, including successful media relations, creative communications strategies, experience in digital media, and selecting and managing sub-contractors. You have regional experts around the globe, particularly in Africa, Latin America and the Caribbean, Australia, and the United States, and are able to tailor communications strategies and tactics for global, regional, and country-level audiences and contexts.

Women Deliver highly values organizations that embrace diversity, equity, and inclusion, have diverse leadership, and engage in give-back initiatives, either through pro bono work or monetary donations.

PROJECT DELIVERABLES: OVERVIEW

The five main components of this project are:

1. **Multi-platform communications support and media engagement** leading up to, during, and following the conference (September 2021 through WD2023). Will include supporting development of the WD2023 theme, message development, press strategy and national and global media relations, securing media partnerships, media training for Women Deliver spokespeople, strategic communications planning and execution, social media strategy, paid advertising, and real-time social media support, and general on-site communications support. There will be a strong emphasis on regional amplification of WD2023, including engaging local media. Will also include communications strategy to support the global dialogue beyond the walls of the convention center. Will also include direction and editing of photo and video documentation of the Conference, which will be executed by our production firm.
2. **Manage Women Deliver's virtual conference.** Will include promotion of Women Deliver's 6-month out virtual event programming and livestream of in-person conference. Will include pitching virtual events to global and regional media and inviting press to attend events.
3. **Manage media scholarships program.** Will include promotion of media scholarship opportunity, managing the selection or fellowship partnership process, organizing on-site training, and liaising with our logistics firm to manage the journalists at the Conference.
4. **Secure and supervise graphic design support***, in partnership with our production firm, for all WD2023 promotional materials and campaigns in lead up and for on-site presence, in collaboration with our production firm. This may include creative design for digital graphics, website updates (such as speaker pages), signage, merchandise, templates for attendee posters, and printed materials. This could be an in-house design team at the Consultant's agency or a subcontract. Execution of design may be budgeted separately. (Design will be executed from established brand guidelines, led by the Women Deliver Communications Team)
5. **Secure and supervise translation support***, of written materials, such as press releases, website pages, virtual platforms, signage, and social media. This could be an in-house translation at the Consultant's agency or a subcontract. Execution of translation may be budgeted separately. (This does not include live interpretation of the Conference program.)

For all of these areas, proposals can include plans to hire a subcontractor specializing in certain areas, such as production studios.

* Please note that we do not expect the Consultant to have in-house graphic design or translation teams, and encourage subcontracts. We are looking for the Consultant to coordinate a vendor and play a supervisory role of this work and to coordinate between the Consultant, Women Deliver, and our production firm.

SCOPE OF WORK

The Consultant will be working under the supervision of the Director of Communications at Women Deliver, coordination with the Senior Manager, Conference & Convenings, with day-to-day management by the Senior Associate, Conference Communications, and with input from

various Women Deliver team members. Additionally, there will be a separate Conference Management/Production Firm and a Professional Congress Organizer (PCO), and the Consultant will work closely with both of these entities. The specific tasks of the Consultant will comprise the following, and please note that **Women Deliver welcomes new ideas and innovative approaches**, designed to achieve the stated objectives.

1. Support communications strategy and execution leading up to, during, and following the Women Deliver 2023 Conference to support the conference and the global dialogue.

As the world's largest conference on gender equality and the health and rights of girls and women, using communications to drive attention and coverage around the world for the conference, the global dialogue, and these issues will be vital. The Women Deliver conference is always more than just a moment in time, and for WD2023 we aim to create a global dialogue before, during, and after the conference. In light of COVID-19, this global dialogue approach is more important than ever and will include several regional activations led by Women Deliver and partners. Additionally, during the Conference itself, speakers, delegates, and digital participants attend from across the globe, and our communications strategy needs to reflect the Conference's diverse participation. **Communications engagement will start as early as September 2021 and continue through a drumbeat of several pre-Conference "moments" (detailed below) leading up to WD2023, during WD2023, and after WD2023.**

(Please note: this RFP does not include marketing for ticket sales, as that will be managed internally at Women Deliver.)

The work to promote WD2023 and the global dialogue includes, but is not limited to:

Before WD2023

- Supporting Women Deliver's Communications Team with developing the WD2023 theme and messaging.
- Supporting Women Deliver's Communications Team with overall communications strategy for WD2023. Starting in 2021 this includes ideation, with the Women Deliver Communications Team, on what will be newsworthy and get media attention in the lead up to (launch events, Global Dialogue, regional awareness building, and satellite events) and at WD2023.
- Supporting communications efforts around the announcement of conference location and dates, including a digital announcement of WD2023 in mid- to late-September, ideally at UNGA, promotion of the community-led consultative program design in Q4 ("Design Sprints"), in-person and livestreamed WD2023 launch in the host country one year out from the Conference, i.e. spring 2022, and the Global Dialogue. **In other words, promotional communications kicking off in September 2021 and continuing through multiple key moments through to WD2023.**
- Acting as a thought partner, facilitator, and observer for communications with Women Deliver, including joining an internal high-level virtual convening in October/November with diverse stakeholders to develop a strategy for the global dialogue and mobilization effort that will directly inform the themes, priorities, and goals for WD2023. We call this our "design sprints."
- Collaborating with Women Deliver on the development and execution of a strategic and creative communications plan, including a drumbeat leading up to the Conference to drive awareness, attention, and action for the Conference and the issues. This includes supporting Women Deliver's efforts to raise awareness

of the Conference with key audiences, including previously underrepresented regions such as Latin America and Asia via “regional hosts,” i.e. communications partners in specific regions, and issue areas such as the intersection of gender equality and climate.

- Ensure regional amplification of WD2023 in Africa, LAC, Australia, Asia/Pacific via your focals in regions, regional media engagement, and social media advertising.
- Collaborating with Women Deliver to strategize around the legacy goals of the conference and global dialogue, including crafting key messaging.
- Creating and executing a communications strategy to amplify the Global Dialogue, which will include regional media engagement, regional digital events, and global [satellite events](#) taking place in celebration of the Women Deliver 2023 Conference. (This starts in the Summer of 2022, but will continue during and after the Conference.)
- Creating activations to push us out of the box with key audiences, including at the one year out mark.
- Overseeing media relations, including working with media partners, pitching stories and op/eds about speakers, themes, Young Leaders, and more. Strong relationships with low- and middle-income country media, as well as global media and media in high-income countries is essential to ensure the scope of stories reflect the global nature of the organization and the Conference. (This starts before, but will continue during and after the Conference.)
- Overseeing media relations and pitching journalists to come to the Conference, in person, or engage virtually and cover from off-site.
- Media training of key Women Deliver spokespeople and affiliates, such as Young Leaders, to build their capacity and prepare them to speak effectively to journalists before, during, and after the Conference.
- Securing strategic media partnerships for WD2023 that are mutually beneficial to Women Deliver and the media partner. Ideally this would include an in-country or regional broadcast partner as well as a global broadcast partner who could distribute virtual footage.
- Supporting the re-imagining of the Communications and Advocacy Group, previously composed of hundreds of communications colleagues as an information sharing group. And support relationship managing of the WD2023 Communications and Advocacy Group in the lead up to and during the conference.
- Creating and executing a communications strategy to support national and regional mobilization efforts to drive action before, during, and after the conference.
- Providing recommendations for key partners for Women Deliver, including a translation vendor/firm.
- Supporting Women Deliver with setting measurable communications goals for WD2023 with Women Deliver’s Communications Team

During WD2023 (on-site and in-person)

- Managing media relations and media presence logistics on site at the conference, including check ins, badges, media room, pitching and organizing interviews, and troubleshooting. This includes logistics and credentialing of all media – not just media scholars – who attend online and in-person to cover the

Conference. For example, in the past, this has included press staging, wrangling, moving press through security sweeps, and managing all media coordination and communications, such as distributing press kits.

- Managing press conferences, including program and planning, promotion, execution, media presence, and follow ups.
- Creating and distributing a press kit as well as press releases for official news released at WD2023.
- Hosting an on-site media orientation for journalists at the start of WD2023 or a virtual orientation in advance of the conference to familiarize journalists with WD2023, opportunities, key staff, logistics, etc.
- In close collaboration with Women Deliver, creating a strategy and execution for promoting content generated at the Conference. This includes scheduled and live social media, daily recap newsletters to attendees and the public, Conference mobile app alerts and push notifications, and promotion of newsworthy content to media.
- Lead execution of daily recap newsletters to Conference attendees and the public.
- Providing communications expertise and guidance, including strategy pivots as required, in real time, while the Conference rolls out.
- Developing and executing a plan to lift up partners vis a vis media at the Conference. For example, at WD2019 we had an “Expert Desk” where experts on a specific topic would make themselves available to media during set times.
- Developing and executing a crisis communications plan, and monitoring for any communications risks.
- Keeping virtual attendees engaged in between and during sessions through creative online event engagement strategies, i.e. online networking, discussion rooms, online games, online participation in the Conference Expo, if possible.
- Directing **video and photo teams** (led by our production firm) to develop a highlight reel of the Conference for the closing ceremony and to ensure proper documentation of all aspects of the Conference.
- Optional: Arrange for networking opportunities for attending journalists. For example, at WD2016 we organized a “Pitchers and Pitches” event where journalists and organizations’ comms focals could mix and mingle over drinks.

After WD2023

- Compiling reports following the global dialogue and WD2023 on the success of media pick up, virtual participation, social media engagement, and other metrics. Reviewing and measuring communications goals set in pre-Conference discussions and reporting against them.
- Creating a recap video that can be used in post-Conference Communications and as we turn to promoting WD2026, which should include closed captioning in English, French, and Spanish.

2. Oversee Women Deliver’s virtual conference. The majority of the physical, in-person conference will be offered in a virtual format via either livestreaming or recording and online posting the program. Our goal is to engage more people around the world who would otherwise not be able to participate in the Conference, as well as adhere to COVID-19 safety precautions and ensure Conference access even as the pandemic continues in many areas of the world. We also want to amplify the messages from the Conference by providing the content to outlets who can broadcast select content to their audiences.

This includes, but is not limited to:

Before WD2023

- Advising our production firm on visual identity of the virtual platform and virtual offerings for online attendees working with Women Deliver and partners to ensure online attendance is as compelling as in-person attendance.
- Advising on types of content, news-worthiness of program, and what will resonate well with media.
- Partnering with Women Deliver and our production firm to make sure online program builds on and reinforces WD2023 theme.
- Proposing innovative new ways to engage a virtual audience through new platforms, techniques, etc.

During WD2023 (onsite and in person)

- Identifying and pitching newsworthy clips to relevant outlets for coverage.
- Identifying compelling clips for use on social media.
- Quickly creating a highlight reel using online footage that will be played at the closing ceremony of the conference. This will need to include close captioning.
- Managing engagement of media who are attending the virtual program.

After WD2023

- Evaluating performance of virtual program to see if we met our goals, and make suggestions for how to improve for future conferences.

3. Manage media scholarship program. Women Deliver leads a media scholarship program in which we support a selected cohort of journalists to attend the Conference. Our goal is to increase the capacity of journalists to report on our key issues, provide access to the Conference to journalists who would otherwise not be able to travel to the conference, increase the journalists' knowledge of key policy issues, and reach a wider global audience, and ultimately, move the needle on key policy issues, via the journalists' work. For WD2023, Women Deliver will provide scholarships and training to 100 journalists from around the world through a media scholarship program managed by the Consultant. (Please note this is not a program specifically for female journalists, but a program to increase the capacity of journalists when reporting on issues that relate to gender equality.)

This includes, but is not limited to:

Before WD2023

- Launching a call for applications at least 10 months in advance of the Conference, leaving 2 months for submissions and 2 months for review **OR** working on a partnership with an existing journalist fellowship program in the gender equality space. The agency should specifically target key journalists from low- and middle-income countries and high-income countries who would be mutually beneficial to cover the Conference.

- If launching a call, managing the selection process for the scholarships, ensuring we meet our pre-set goals for the makeup of the cohort, and awarding scholarships 6 months in advance to allow for time for visa applications and processes.
- Optional: Arrange for high profile journalists within each WD2023 regional conference location to be involved in the media scholarship program, potentially as part of the selection committee, as on-site trainers, mentors, etc.
- Serving as primary point of contact for the media scholars, including liaising with Women Deliver's logistics firm for the journalists, and serve as a focal for questions to ensure each scholarship recipient has a smooth experience.
- Arranging ways for the scholars to start connecting with each other and Women Deliver to build relationships.

During WD2023 (onsite and in person)

- Organizing an on-site training program along with key Women Deliver partners to provide substantive and impactful training to the journalists.
- Ensuring key events and press conferences are attended by relevant journalists.
- Matching journalists to speakers and attending experts for on-site interviews, and supporting the logistics necessary for successful interviews.
- Working with the journalists on story ideas and interviews for successful coverage of the Conference and the issues. (This starts before, but will continue during and after WD2023.)

After WD2023

- Surveying the journalists after their training and the conference to see if we met our stated goals, and to see where we can improve for future conferences.
- Creating a report for Women Deliver of lessons learned from the media scholars program, and coverage generated by the program.

4. Secure and supervise graphic design support for all WD2023 promotional materials and campaigns in lead up and for on-site presence, in collaboration with our production firm. We expect the Consultant to **supervise and project manage** the design responsibilities laid out below via either your in-house design team or a subcontract. Costs to execute design will have a separate budget. Please note that this is not a branding request. Design will be executed from established brand guidelines, led by the Women Deliver Communications Team.

This includes, but is not limited to:

Before WD2023

- Using our established brand and theme and working with Women Deliver and our production firm, reviewing the convention center layout and developing overall design concept of major areas of the Conference, from look and feel of rooms and hallways, to our "fueling station" (the expo), to creative print and electronic signage. The Consultant will provide the list of what needs to be developed and the corresponding designs to be executed, printed, etc. Our production firm will manage printing and manufacturing.

- Using our established brand, provide design for key digital and print materials, such as sponsorship packets, Conference program, map, features on the Conference app, and WD2023.org website pages, such as speaker pages.
- Support Women Deliver Communications Team with creative design, using our established brand and photo and video assets, of promotional communications, such as social media tiles, social media banners, e-newsletters, social media ads, etc.
- Design merchandise concepts for production firm to develop. Again, our production firm will lead on printing and manufacturing.
- Provide necessary design for virtual platform, including, if necessary, the virtual backdrop, thumbnails for events, etc.
- Provide additional design, as needed, for translations of materials or messaging. All major communications will be English, French, and Spanish.
- Provide design support for UNGA launch, in-country launch, and satellite events.

During WD2023 (onsite and in person)

- Develop design for daily recap newsletters.
- Ensure Women Deliver and WD2023 branding is visible across virtual platforms and offerings.
- Create quote graphic tiles to be used for live social media coverage.
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After WD2023

- Ensure video footage of the Conference includes WD2023 branding title cards.
- Support design of post-WD2023 communications, such as a thank you or recap newsletter.

5. Secure and supervise translation support of written materials, such as press releases, website pages, virtual platforms, signage, newsletters, and some social media from English to French and Spanish. We expect the Consultant to **supervise and project manage** the written translation responsibilities laid out below via either your in-house team or a subcontract. Costs to execute written translation will have a separate budget. Please note that this does not interpretation of the Conference program. Women Deliver will bring on an interpretation firm for live translation and interpretation of the Conference program. Spanish and French fluency on your team would be a plus.

This includes, but is not limited to:

Before WD2023, project manage:

- Review and develop translation & tone guides for Spanish and French.
- Translation of theme and key messaging to Spanish and French.
- Translation of website pages to Spanish and French.
- Translation of press releases to Spanish and French.
- Translation of materials for pre-Conference communications necessary for UNGA launch, Design Sprints, one year out Conference launch to Spanish and French.
- Translation of fundraising materials to Spanish and French.
- Tone and technical review of SRHR and gender equality terms in French and Spanish across all materials.

During WD2023 (onsite and in person), project manage:

- Fluent French and Spanish focals on-site at the Conference
- Fluent French and Spanish focals for the virtual program, to answer questions, provide real-time language support if needed, etc.
- Translation of daily recap e-newsletters and press releases.
- Some, not all, translation of live social media, such as key plenary quote graphics.
- Monitoring of French and Spanish social media to assist Women Deliver Communications Team with capturing and interacting with live social media.

After WD2023, project manage:

- Translation of recap materials, such as newsletters and highlight video reel (subtitles).

BUDGET

Women Deliver has budgeted between USD 1 to 1.5 million for the entirety of this project. This budget must incorporate all needs, including:

- Personnel costs to include: classification (i.e. job title/function), rates, and duration of work for each team member. Ideally, you would be able to assign a devoted team to work on this project, but at minimum a senior experienced project manager to act as Women Deliver's main point of contact over the duration of the project, including onsite in at the time of WD2023 in 2023.
- Project costs to include: cost of travel, including subsistence allowances; travel by air, train, road, etc.; telecommunication and miscellaneous expenses.
- Any planned costs for subcontractors.

A detailed, itemized price quotation must be completed for every submission, including a budget breakdown for each category of costs included in your proposal.

Agencies are welcome to provide a base option and upgrades within the budget, but must not exceed \$1.5 million.

Please quote in US dollars. Invoicing and payment will be in US dollars.

Cost-sharing or pro-bono support is encouraged and should be stated clearly in the financial proposal.

An initial payment will be made upon contract signature. Payments for the remaining amount will be made on acceptance of work performed thereafter. Payment will be made only upon acceptance of the work performed in accordance with the contractual milestones. Payment will be effected by bank transfer in US dollars. Financial proposals should include any proposed staged payments.

PROPOSAL REQUIREMENTS

The proposal must include:

- 1) Company profile and short bios for key team members
- 2) Proposed methodology, workplan, and schedule
- 3) Information on relevant experience and portfolio

In particular, your proposal should:

- a. Articulate the Consultant's vision for carrying out the proposed scope of work in support of Women Deliver's advocacy for gender equality and the health and rights of girls and women, vis a vis the Women Deliver 2023 Conference
- b. Describe in detail the proposed process and methodology to address the requirements outlined in this RFP
- c. Include a proposed workplan and timeline, identifying the specific activities the bidder will engage in and describing the sequence of activities that would be undertaken by the vendor, including deliverables, inputs that would be needed from Women Deliver, subcontracts, and any potential risks
- d. Provide examples that illustrate the firm's expertise in supporting communications of a similar scope
- e. Provide a brief history of the firm and its experience providing services for organizations with comparable requirements

Provide a minimum of two references for projects of similar nature or with demonstrable similarities to the current project. Please include clients comparable to the Women Deliver Conference and indicate services provided. Include contact person's name, title, email, and phone number.

EVALUATION AND CONTRACTING

Each component of a proposal will be scored out of a possible 100 points. The proposal component should address all aspects and criteria outlined in this RFP, especially in the Terms of Reference above. The proposal evaluation criteria are presented below.

Proposal evaluation criteria	
Quality of the proposal, responsiveness to requirements, and adequacy of information provided.	30 pts
Proposed workplan, including methodology, timeline, and personnel, to achieve the goals stated in this RFP in a comprehensive manner. Because this work is global in nature, preference will be given to teams based in different regions of the world. French and Spanish fluency required on onsite team.	20 pts
Successful experience in communications support of a similar scope, including examples of work and successes in providing similar services.	10 pts
Experience in and capacity to work on global and regional stages, including international and regional media relations, and on nuanced advocacy objectives, including an intersectional feminist lens. Regional staff are a plus.	10 pts
Creativity of the proposal – how will you think outside the box to push the Women Deliver 2023 Conference to the next level?	20 pts
Proven experience and ability to work on a large digital scale globally, particularly for a COVID-19 world.	10 pts
TOTAL:	100 pts

TIMELINE FOR RFP PROCESS

The forecasted schedule of the contractual process is as follows:

- Closing date for submission of full proposal: **8 August 2021, 11:49pm EDT.**
- Evaluation of proposals and interviews: **30 August – 2 September 2021**
- Discussions and iterations of proposal with finalist: **6 – 10 September 2021**
- Signature of contract: **30 September 2021** (*could have a separate contract for UNGA support*)
- Project duration: **September 2021 to June 2023**

The contract, if any, shall be awarded to the responsible firm whose proposal is most advantageous to Women Deliver, based on an evaluation of the information required by this RFP. Women Deliver may at its sole discretion select the response that best fits its needs. A selection committee will evaluate the responses based on established criteria, including compliance with the directions herein, experience, qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful firm will enter into a written agreement with Women Deliver that will include service and compensation terms.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of Women Deliver.

QUESTIONS AND CLARIFICATIONS

All questions and/or clarifications regarding this RFP may be submitted to Mariam Khan, mkhan@womendeliver.org. Questions and requests for clarification, and the responses thereto, that Women Deliver believes may be of interest to other proposals, will be circulated to all RFP recipients who have indicated an interest in bidding.

Applications must be submitted by 8 August July 2021 at 011:59pm EST

Thank you!