



**Expression of Interest (EOI)**  
**Support to Elections and Democratic Processes Project, Sudan**  
**EOI/JUBA/ SEDPP /09/004**  
**Organizing Logistics and Payments of Allowances for Workshops, Trainings, Seminars and**  
**Events in all 10 states of Southern Sudan**

## 1. Job Description

UNDP Southern Sudan calls for **Expressions of Interest (EOI) from international and national firms**, who have the capacity to formulate, manage, and implement specific components of the Support to Elections and Democratic Processes Project as detailed in the scope of work. Firms and institutions, associations and/or consortiums may express interest in all lots, individual lots or parts thereof. Firms having presence and experience within the region are highly encouraged to participate.. UNDP may enter into Long Term Agreements (LTA) with the short-listed firms following a competitive bidding process.

## 2. Background

### Project Objectives:

The main purpose of the Support to Elections and Democratic Processes Project (SEDP) is to provide assistance to the electoral process in Sudan and to promote the participation of voters and civil society in the process. The Project will provide support to the National Elections Commission (NEC) and its subsidiary bodies – Southern Sudan Elections High Committee, State High Committees, the Political Parties Affairs Council (PPAC), and other stakeholders in the democratic process such as the media and civil society, political parties and domestic observers.

## 2. Scope of the Work

### *Background*

Support to Elections and Democratic Processes Project is looking for the services of a service provider or logistic management company that provide wide range of logistic support services for organizing of workshops, seminars, events and training events. The provision of logistic services will be required in Southern Sudan in all the States including State Capitals, Counties and Payam levels. This requires the ability of the contractor to arrange different type of events at different areas in all the 10 states of Southern Sudan.

### *Specific tasks for the designer/contractor*

1. Organize the complete logistic arrangements for upto 25-30 workshops, seminars, training sessions and events in Juba.

2. Organize the complete logistic arrangements for around 50-60 workshops, seminars, training sessions and events in all the 10 State Capitals of Southern Sudan.
3. Organize the complete logistic arrangements for around 200-300 workshops and training sessions at County and Payam levels for all the States of Southern Sudan.
4. For all the events the organizing of logistics will include:
  - o Arranging venue for the event
  - o Arrange catering services for the participants
  - o Make available the stationery for the participants
  - o Distribute travel / other allowances to the participants
  - o Invitation for the participants with support from UNDP and partners
  - o Overall management of the event

*Qualifications*

1. Contractor must be a service provider or a logistic firm with prior experience of similar projects especially organising of large scale events.
2. Contractor must have experience in working in Southern Sudan and familiar with the ground reality.
3. Contractor must guarantee timely delivery of items.

*Period*

The framework agreement would cover a period depending on the scope and timeline of the events.

**3. Information Required in the Response:**

The provision of the pre-qualification information should include all relevant documents that are essentially required for the meeting the pre-qualification criteria as well as enable the project management to undertake the evaluation. Service providers must provide the information that they are qualified to perform the services required during the course of the proposed project.

Description of LOT	Documents Required
<p><b>Lot 3: Organizing of Workshops, Trainings, Seminars and Events</b></p>	<ol style="list-style-type: none"> <li>1. Profile of the firm / company</li> <li>2. List of contracts for undertaking workshops, trainings, seminars and events conducted particularly in South Sudan States with cost and name of client</li> <li>3. Indicate the scale of the contracts, number of items printed</li> <li>4. Provision of audited reports and / or financial accounts showing the financial strength of the firm for last 2 years</li> <li>5. List of employees of the firms, professional and technical with their qualification and experience</li> <li>6. Offices and branch offices address in South Sudan</li> <li>7. Reports of the workshops, events, trainings in soft form</li> </ol>

#### 4. Application as a Joint Venture

Service providers may bid in a Joint Venture to enhance their offering. In a joint venture, the companies are jointly and severally responsible for the tasks assigned.. The pre-qualification request must identify one member as prime applicant and must clearly state the role to be played by each member of the joint venture in providing the services envisaged in Section 2 under the scope of work.

#### 4. Evaluation of the Expression of Interest

For the purposes of pre qualification following criteria has been developed, which will be applied to the submitted Expression of Interests.

S.No.	Category	Service Provider (Pre qualify (yes or no))					
		A	B	C	D	E	F
1	Company structure and organization						
2	Financial capability						
3	Resources						

#### 5. Important Dates

The important dates for the pre-qualification process are:

Activity	Date
Last date of receiving queries	18 August, 2009
Last date for submission of the pre-qualification documents	20 August, 2009

All documents should be submitted not later than 20 August, 2009 at **4:30 pm** to:

**Reference: EOI/JUBA/ SEDPP /09/004**  
**Azhar Saeed Malik, Deputy Project Manager**  
**Support to Elections and Democratic Processes Project**  
Southern Sudan UNDP Office  
UNDP Compound Juba, Southern Sudan  
Or email  
Email: [azhar.malik@undp.org](mailto:azhar.malik@undp.org)

Not later than **August 20, 2009 at 4:30 pm**. For more information on UNDP in Sudan, please consult the CO Website Sudan (<http://www.sd.undp.org>).