

Request for Proposals

Event management service for RECONOMY Hybrid Event

“People, Planet, and Systems”

1. Introduction

HELVETAS Swiss Intercooperation, with support from the Swedish International Development Cooperation Agency (Sida), invites all interested and eligible applicants to submit their proposals in the field of accessing sustainable and green finance.

This opportunity is offered under the RECONOMY program—an inclusive economic development initiative operating across 11 countries in the Eastern Partnership and Western Balkans. In the Western Balkans, RECONOMY focuses on promoting inclusive and green economic opportunities for youth, women, and disadvantaged groups.

In partnership with the Swedish International Development Cooperation Agency (Sida), HELVETAS Swiss Intercooperation is leading a regional inclusive economic development program, RECONOMY, in 11 countries in Eastern Partnership (Armenia, Azerbaijan, Georgia, Ukraine, Moldova), and the Western Balkans (Kosovo, Albania, Montenegro, Serbia, Bosnia and Herzegovina and North Macedonia). The program was launched in 2020 with the inception phase that ended for the Eastern Partnership countries in December 2022 and in March 2023 for the Western Balkans. The main phase is foreseen for four years, which started in January 2023 and will last till the end of December 2026.

2. Requirements

2.1 Technical Requirements

Technical Requirements should consider **Terms of Reference for “Event management service for RECONOMY Hybrid Event “People, Planet, and Systems”**, and other provisions of this Request.

2.2 General Terms and Conditions

By submitting the proposals, the applicants confirm acceptance of **HELVETAS General Terms and Conditions of Business**. Please refer to Annex 3.

2.3. Language/s: ENGLISH

3. Eligibility for participation

3.1 Eligible Applicants

Participation is open to all service providers based in Armenia or with an established representation in Armenia who are qualified and experienced in **designing and delivering professional management of hybrid events**.

3.2 Exclusion Criteria from participation

Applicants shall be excluded from taking part in the procurement procedure if they meet at least one of the Exclusion Criteria described in Annex 1.

Applicants must certify on honour in their Proposals that they are not in any of the situations described in Annex 1 - Exclusion Criteria. Please use the template provided in Annex 2.

4. Selection Criteria

Eligible applicants meeting the following qualifications are invited to submit a proposal:

- At least **5 years** of experience in organising hybrid international events, including events with both in-person and online participation of similar scale and complexity.
- At least **7 years** of experience and technical expertise of Key Staff (in-house or affiliated) to cover the scope of the assignment.
- Demonstrated technical expertise in hybrid event production, including livestreaming, multi-camera setups, audio-visual systems, and digital platforms.
- Demonstrated ability to deliver high-quality, innovative, and engaging event experiences, including creative stage design and audience interaction formats.
- Demonstrated capacity to manage end-to-end event delivery, from planning to implementation and post-event reporting, including venue setup, participant management, and transportation arrangements
- Strong organizational, communication, and problem-solving skills, with the ability to operate under tight timelines
- Experience working with international organizations, donors, or development programs, experience with Sida, SDC, EU, or similar is an advantage.

5. Application Procedure

5.1 Documents to be submitted:

Proposals should include the following documents:

- Technical Proposal (as described in the ToR)
- Financial Proposal (as described in the ToR)
- Certification on Honour, (Annex 2)

Note: All the above-listed documents are mandatory for submission. If any of these documents are not presented, the proposal will not be qualified for the evaluation process.

5.2 Submission of Proposals

Proposals should be delivered to reconomyprocurement@helvetas.org, with the subject line "Event management service for RECONOMY Hybrid Event", by **27 May 2026**.

6. Evaluation

Proposals shall be evaluated on the basis of their completeness, compliance, and responsiveness to the Terms of Reference and other provisions of this Request for Proposals.

6.1 Awarding Criteria

Proposals shall be evaluated based on the **Best price – Quality ratio** criteria as follows:

- A. Technical Proposal - 70%
- B. Financial Proposal – 30%

6.2 Evaluation Grid

A. Technical Proposal Evaluation Criteria		Max Points (70)
A1	Proven experience in designing and delivering hybrid international events, including events with both in-person and online participation; livestreaming, multi-camera setups, audio-visual systems, and digital platforms.	15
A2	Proven experience and technical expertise of Key Experts (in-house or affiliated) assigned to cover the scope of the assignment.	20
A3	Proposed Methodology, Approach, and Implementation Plan for the completion of the assignment.	15
A4	Demonstrated ability to deliver high-quality, innovative, and engaging event experiences, including creative stage design and audience interaction formats. Demonstrated capacity to manage end-to-end event delivery, from planning to implementation and post-event reporting, including venue setup, participant management, and transportation arrangements	14
A5	Strong organizational, communication, and problem-solving skills, with the ability to operate under tight timelines Experience working with international organizations, donors, or development programs, experience with Sida, SDC, EU, or similar.	6
B. Financial Proposal Evaluation Criteria		Max Points (30)
B1	The financial proposal considers market rates applicable to the relevant sector.	10
B2	To what extent the quality of qualifications corresponds to the financial proposal	20

7. Confidentiality

RECONOMY acknowledges that the information received from Applicants under this Request for Proposals may be of a confidential nature. RECONOMY shall use the same degree of care with Applicant’s confidential information as it uses to protect its own confidential information.

8. Further Information

Any clarifications with respect to this Request for Proposals shall be sent to the email address presented here in above no later than 5 working days before the closing date for submissions. Helvetas is committed to conducting all procurement activities with the highest standards of transparency, fairness, and accountability. All bidders participating in a Helvetas tender process have the right to raise concerns or complaints should they believe that the principles of equal treatment, non-discrimination, or transparency have not been upheld. The applicants can expect to receive information about the decision on their proposals by the end of June 2026 at the latest.