REQUEST FOR PROPOSALS
For the appointment of a Professional Congress Management Team for ICM Triennial Congress 2026 and Regional Conferences 2024 & 2025

TABLE OF CONTENTS
INTRODUCTION .................................................................................................................. 2
SECTION ONE: PROCUREMENT PROCEDURE .............................................................. 2
SECTION TWO: CONTRACTING ORGANISATION ......................................................... 3
SECTION THREE: SERVICES TO BE PROVIDED ........................................................... 5
SECTION FOUR: CONDITIONS OF APPOINTMENT ...................................................... 9
SECTION FIVE: EXCLUSIONS, SELECTION AND AWARD CRITERIA .............................. 10
ANNEX 1: TERMS AND CONDITIONS ......................................................................... 12
ANNEX 2: DECLARATION OF CONFLICT OF INTEREST ............................................. 15
INTRODUCTION
The International Confederation of Midwives, host for the above Congress and conferences, is pleased to invite proposals for the appointment of a Congress Management Team to provide professional management services for the Triennial Congress 2026 and four regional conferences – two in 2024 and two in 2025. The following information is provided to assist respondents with the preparation of a proposal.

SECTION ONE: PROCUREMENT PROCEDURE
ICM is using an open procurement procedure, meaning that any suitably qualified applicant may submit a proposal to ICM during the submission timeframe. Consideration will be given to those applicants who have attained IAPCO membership which is the recognised international quality standard for Professional Congress Organisers (PCOs).

Timeframe for the Selection Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 August 2023</td>
<td>Request for Proposal circulated</td>
</tr>
<tr>
<td>22 September 2023, 5pm CET</td>
<td>Deadline for receipt of proposal</td>
</tr>
<tr>
<td>6 October 2023</td>
<td>Shortlisted applicants invited to present</td>
</tr>
<tr>
<td>23 &amp; 24 October 2023</td>
<td>Presentations</td>
</tr>
<tr>
<td></td>
<td>Applicants may be invited to provide further information/clarification at this stage</td>
</tr>
<tr>
<td>By 10 November 2023</td>
<td>Preferred applicant invited to commence contract negotiations</td>
</tr>
<tr>
<td>1 December 2023</td>
<td>Contract Agreement in place</td>
</tr>
</tbody>
</table>

Submission of Proposal
Your entire proposal including all supporting documentation, which should be no longer than ten A4 pages in length, should be emailed as a single document, to: admin@internationalmidwives.org no later than 5pm CET, 22 September 2023.

Please ensure you use "Congress Management Team RFP" in the subject line of your email submission.

If you have a specific question not answered by this document, please email Sally Pairman: s.pairman@internationalmidwives.org.
SECTION TWO: CONTRACTING ORGANISATION

About ICM

The International Confederation of Midwives (ICM) supports, represents and works to strengthen midwives’ professional associations throughout the world. There are currently 139 Members Associations (MAs), representing 118 countries across every continent and over 1 million midwives globally. ICM has its Head Office in the Netherlands.

With a unique and vital role as the only organisation specifically focused on supporting midwives’ associations and their midwife-members around the world, ICM is an expert in creating, advising, influencing, and enabling the profession of midwifery globally. ICM also adds value to the broader global landscape by contributing to improving sexual, reproductive, maternal, and child health, gender equality, and equal access to quality health care for women and communities.

ICM Triennial Congresses

ICM runs a Congress every three years in varying locations. Delegate numbers have ranged between 2500 – 7000. For reference, our last two Congresses were in Bali (2023) and Toronto (2017). Locations are chosen through a four-step process whereby:

(1) Member Associations bid to co-host the Congress with ICM;
(2) the ICM Council votes on the top two bids;
(3) ICM conducts due diligence assessments of the two top bids;
(4) the ICM Board makes the final decision on the successful bid.

In 2026 ICM will host its 34th Triennial Congress in Lisbon, Portugal from 13-18 June 2026.

The Congress traditionally follows the same format:

1. Tuesday, Wednesday, Thursday and Friday: Each Congress is preceded by a meeting of the ICM Board (Tuesday) and Council (Wednesday – Friday). The Board meeting involves approximately 10 people. The Council is comprised of two delegates from each of ICM’s Member Associations (up to approximately 300 delegates).
2. Saturday: On the Saturday preceding the Opening, ICM hosts an event that seeks to bring public attention to the global Congress and raise the profile of midwives, especially the local midwives. In previous years these events have included walks, musical events, and dances.
3. Sunday to Wednesday: Congress officially opens on Sunday, with the scientific programme being delivered over the four consequent days. On Sunday morning, a Multi-Faith Celebration is also held.
4. Thursday and potentially Friday: There is a possibility of organising post-Congress symposia, depending on interest and sponsors.

The Triennial Congress in 2020 was postponed until 2021 because of Covid 19 and was delivered in 2021 as a Virtual Congress. All other congresses have been in-person, but in 2023 certain sessions were also available on demand after the Congress. It is not yet confirmed whether the 2026 Congress will be fully hybrid or whether sessions from the 2026 Congress also be available in an on-demand format, after the Congress has finished.
ICM Regional Congresses

ICM commenced delivering Regional Conferences in 2018, providing one in the United Arab Emirates for the combined Western Pacific, South-East Asia and Eastern Mediterranean Regions. In 2019 the Americas Regional Conference was held in Paraguay and the Africa Regional Conference in Namibia. Delegate numbers have ranged between 300 – 500. No regional conferences were held from 2020 – 2023 but are recommencing in 2024 and 2025, with the following intended locations:

1. Q3 2024 - Europe
2. Q4 2024 - Africa (combined conference for Africa and Eastern Mediterranean regions)
3. Q2 or Q3 2025 - Americas
4. Q3 or Q4 2025 - Western Pacific (combined conference for South-East Asia and Western Pacific)

The format of the Regional Conferences is a two or three-day conference with a combination of scientific programme and hands-on workshops.

Regional conferences have been in-person but hybrid formats combining face to face with live virtual participation are under consideration to improve access to members, reduce costs and align with ICM’s sustainability approach.
SECTION THREE: SERVICES TO BE PROVIDED
Applicants are invited to submit proposals for the following services. The list is not necessarily exhaustive, and applicants are welcome to incorporate additional services that they believe would be required for the successful organisation of this congress and these regional conferences.

A. 34th Triennial Congress 2026
Between January 2024 and September 2026, the chosen contractor will:

1. Liaise with C-IN (ICM’s current Congress Management Team) regarding preparations already underway for the Triennial Congress 2026 and the two regional conferences in 2024.
2. Provide full congress management and PCO services for ICM’s 34th Triennial Congress in Lisbon, Portugal from 13 – 19 June 2026, preceded by the ICM Council meeting and ICM Board meeting (9 – 12 June 2026). The Congress format to be confirmed but it will either be hybrid with in-person and live-streamed virtual participation or in-person with post-Congress on-demand access. Confirmation of the format will depend on the Congress budget (see below). Services to include:
   a. General management: production of Congress timeline/project plan, development of Congress Handbook, feedback surveys and analytics and reporting
   b. Financial Management: drafting and management of Congress budget, management of bank accounts, cash flow, taxes, preparation of accounts, invoicing and payments, tax arrangements, regular budget updates, post event financial reports, ensuring compliance with ICMs audit requirements.
   c. Venue Management: arranging use of facilities, layout and signage, decoration, on-site sustainability.
   d. Congress registration: including online registration, on-site registration procedure, collection of fees, a back-up system, reporting, registration form and guidelines, the speakers’ desk, debit/credit card transactions, GDPR, logistical comms, Visa letters, group registrations, pre-accreditation and on-site management of delegations (governmental), liaison with authorities if accreditation is handled direct by police or similar body (governmental), monitoring of Visa approvals and any government decisions affecting Visas and updating ICM on such matters.
   e. Onsite information desk.
   f. Marketing and Promotion: in collaboration with ICM’s Communications Team, preparation and execution of multi-channel marketing & promotion strategy (incl. social media), the creation, design, management, and updating of Congress website containing all relevant information, creation of pre-Congress promotional materials.
   g. Hybrid Delivery (platform & management) if confirmed: including participant technical support, integration of virtual platform with registration system, Q&A area, helpdesk, pre-Congress presentation upload, virtual speaker ready room, provision of analytics to ICM.
   h. Exhibition1: including the development of exhibition sales strategy (incl. prospectus), management of exhibition sales, contracting and invoicing of exhibitors, stand personnel registration, exhibitor services and suppliers, on-site management (allocation of stand spaces), production of guidelines and on-site manual, exhibition dismantling.

1 Note ICM’s Position Statement on Trade Displays
i. Sponsorship\textsuperscript{2}: including the development of sponsorship sales strategy (incl. prospectus), management of sponsorship sales, excluding those approached and negotiated by ICM, contracting and invoicing of sponsors, delivery and fulfilment of sponsorship benefits.

j. Abstract management and scientific programme development: in collaboration with ICM’s Scientific Professional Programme Committee (SPPC), including production of guidelines/instructions, management of submissions, review, communication with authors, production of a presenters’ manual.

k. Scientific Programme & Speaker Management (in person; virtual if required): in collaboration with ICM’s SPPC and Communications Team - creation of a comprehensive speakers’ manual including for plenaries, a comprehensive moderators’ manual including for plenaries, scheduling and coaching of pre-Congress recording sessions, arrangement of session rehearsals, provision of relevant logistical information.

l. Congress Delivery: should include job descriptions, staff training, risk and emergency response planning, data management, and general coordination.

m. Venue Technical Arrangements (On-Site Management): should include selection, contracting and co-ordination of supplier services required and the management of all requirements at the venue including detailed move-in/move-out plans and signage for all venues or locations and, as applicable, the negotiation of the contracts; meeting rooms, a posters area, a speakers’ ready room, participant wi-fi, various offices, AV management, food and beverage services.

n. Printed materials: Programme book in three languages (English, French and Spanish) including detailed programme, list of posters, social programme, advertisements; online abstract book.

o. Simultaneous Interpretation: including the engaging of interpreters, management of booths and equipment, collection and distribution of papers and headsets to interpreters’ plan.

p. Networking events: planning and management including,
   i. Event on Saturday 13\textsuperscript{th} June
   ii. Multi-faith celebration
   iii. Opening ceremony
   iv. Opening of exhibition
   v. Closing ceremony

q. Apps (Congress Technology): should include conference apps, inclusion of social media on Congress website, use of social media for the life cycle of the event on-site networking solutions.

r. Hotel Accommodation: including hotel block-bookings, allocation of hotel rooms to individual participants and/or groups and delegations, negotiations, payments, management of modifications, reporting.

s. Press Liaison & Arrangements: in collaboration with ICM’s Communications Team - including production of pre-event press comms plan, press accreditation, availability of press room/equipment, organisation of press conference, liaison with nominated press offices (governmental), management of delegates and agencies (governmental).

\textsuperscript{2} Note ICM’s \textit{Position Statement on Trade Displays}
t. Security: including pre-event security arrangements, liaison with officials and venue, delegate safety information ahead of the Congress, on-site security arrangements (flow and efficiency), implementation and dissemination of recommendations.

u. Transport: including availability of information on dedicated transportation to Congress venue (from airport and hotel) and social venues, schedules, signage, logistics (flow and queues), VIP movements, co-ordination with police on security areas as applicable.

v. Liaison with ICM and co-host Midwives’ Association: including direct communications’ channel (periodical meetings) with international organisation representative, and local co-host, to ensure all parties are aware of the services and requirements being requested and provided including local stewards, special guests, professional tours.

w. Pre - and post-Congress tours (self-financed by delegates)

x. Any other services or activities necessary for effective and efficient delivery of the Congress within the agreed budget.

B. Regional conferences in Europe (Q3) and Africa (Q4) 2024; Americas (Q2 or Q3) and Western Pacific/South-East Asia (Q3 or Q4) 2025

Between January 2024 and January 2026, the chosen contractor will, for each regional conference:

a. Support ICM to develop budget, including registration fees, to cover all costs of delivering the Regional Conference potentially in hybrid format with in-person and virtual access, either live or on-demand (format is budget dependent and will be confirmed with budget approval).

b. Support ICM with any relevant tax matters related to regional conferences.

c. Ensure the lease of venue premises.

d. Support ICM to sub-contract with an in-country Professional Conference Organiser (PCO), or similar service provider, if required; provide oversight.

e. Ensure the lease of audio visual and other necessary technical equipment.

f. Provide and distribute Regional Conference materials.

g. Provide refreshments during the Regional Conference.

h. Create and manage the Regional Conference website.

i. Process the Regional Conference registrations (receipt, confirmation, accounting) and collect participant’s registration fees.

j. Approach, and negotiate with, potential sponsors and exhibitors, provide services to confirmed sponsors and exhibitors.

k. Manage issues related to participant’s accommodation.

l. Provide service personnel for the Regional Conference.

m. Liaise with ICM and co-host Midwives’ Association for stewards and other required personnel; provide management and oversight.

n. Provide transport service, if necessary;

o. Set up and operate registration and information desks at Regional Conference venue;

p. Provide other services to participants;

q. Other services contributing to the success of the Regional Conference, agreed to within the agreed budget.
C. Preparation for ICM’s 35th Triennial Congress 2029

Between January 2024 and September 2026, the chosen contractor will:

1. Oversee advanced preparation for ICM’s 35th Triennial Congress, which may be a fully virtual Congress or a hybrid of in-person and live virtual participation. This preparation will include:
   a. Advice to ICM Board regarding format of the Congress.
   b. Options for locations if in-person participation is decided by the ICM Board; scoping report assessing the infrastructure of the potential host-city.
   c. Lease of venue and other logistical planning including accommodation options, other city/destination support.
   d. Preparation of holding website and registration, including graphics, to become available during the 2026 Congress.
   e. Begin drafting budget; confirmation of registration fee (for ICM Board approval).
   f. Preparation for online registration opening on last day of Congress 2026.
SECTION FOUR: CONDITIONS OF APPOINTMENT

The successful applicant shall, at a minimum, be capable of providing professional congress management services to international standards and best practice. Applicants should provide information (and supporting evidence) about their company including:

- Ability to provide the services listed above in A, B and C
- Financial viability
- Proven track record
- References
- Staffing
- Technology
- Financial management
- Management system certification
- Fees and cost structure
- Description of added value, additional services and new ideas the applicant can bring to the successful delivery of ICM’s global congresses and regional conferences.

Fees

Applicants should provide fees for the Triennial Congress (A) and for Regional Conferences (B). Fees should be provided for each in the following categories:

- General congress management
- Financial management and book-keeping
- Congress/conference corporate identity: design and editing or print and promotional material including eblasts (translated into English, French and Spanish)
- Creation and management of the congress website
- Registration management
- Exhibition sales and management
- Sponsorship sales and management
- Scientific programme management and speaker management
- Audio-visual and technology coordination
- Congress promotion and marketing
- Staffing and administration
- Catering coordination
- Social/networking events coordination
- Accommodation management
- Tours coordination

Applicants are asked to outline any other charges that may be made such as telephone, email, IT, additional staff costs, stationary, etc. Any additional charges on other budget items should be clearly stated.

The appointment of the Congress Management Team and the awarding of this contract will not be dependent only on the fees quoted but will be dependent upon the proven ability of the applicant to have understood the requirements of ICM and their ability based on experience to deliver the required services. Any appointment will be subject to successful contract negotiations.
SECTION FIVE: EXCLUSIONS, SELECTION AND AWARD CRITERIA

Evaluation Process

ICM will run this competitive procurement process in a manner which is open and transparent and ensures equal treatment of applicants in the process. Decisions will be made based on the criteria below.

Exclusions

The exclusion process involves evaluating whether the applicant has committed any offences that would lead them to be excluded from the procurement process, including:

- Blacklisting
- Bankruptcy and Insolvency
- Conflict of Interest
- Distortion of Competition
- Not meeting the criteria of or being in violation of ICM’s Position Statement on Sponsorship and Commercial Partnerships.

Selection Criteria

Proposals will be evaluated against the criteria below. ICM may request additional information or seek clarification from applicants if necessary.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical</strong></td>
<td></td>
</tr>
<tr>
<td>Demonstrated ability to provide services listed for section three, sub-sections A, B &amp; C</td>
<td>50%</td>
</tr>
<tr>
<td>Track record and reputation (include names and contact details of two referees)</td>
<td></td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td></td>
</tr>
<tr>
<td>Detailed cost breakdowns (for A &amp; B) in EUR clearly indicating overhead costs and VAT</td>
<td>30%</td>
</tr>
<tr>
<td>Value for money for ICM</td>
<td></td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td></td>
</tr>
<tr>
<td>Flexibility and ‘fit’ with ICM’s vision, mission, strategy and values</td>
<td>20%</td>
</tr>
<tr>
<td>Confirmation of technical expertise and value for money</td>
<td></td>
</tr>
</tbody>
</table>

Contract Award Criteria

All applicants are expected to sign the Declaration of Conflict-of Interest statement found in Annex 2.

Only the highest scoring applicant will be invited by the Assessment Panel to make formal presentation to ICM.
The preferred applicant will be invited to enter contract negotiations. Being invited to participate in contract negotiation does not obligate ICM to enter into any agreement, contract, or representation but only to negotiate exclusively to arrive at a possible agreement. Negotiations will be based on a draft contract prepared by ICM.
ANNEX 1: TERMS AND CONDITIONS
This appendix provides the Terms and Conditions which will govern your submission of a proposal to ICM. You are required to read this appendix carefully together with the Request for Proposal (RfP) brief (including all its annexes) before submitting a proposal. By submitting a proposal, you accept these Terms and Conditions, and you agree to abide by them. If you do not agree to these Terms and Conditions, please do not submit a proposal.

1. Submitting a proposal
By submitting a proposal you confirm that:

1.1 you have legal capacity to submit a proposal in response to this RfP and are acting lawfully, ethically and in good faith in your dealings with ICM;

1.2 you have sufficient time, skills, experiences, and resources to carry out the services to the highest professional standards expected of a competent supplier of services identical or similar and are able to obtain all necessary rights, licences, consents, waivers, approvals, permissions, permits, certificates and insurances necessary to provide the services to ICM;

1.3 all information contained in your proposal is true, accurate and not misleading; and

1.4 ICM may share your proposal with any third party as ICM in its absolute discretion deems necessary for the purpose of evaluation.

2 Conflict of Interest

2.1 You must declare any actual or potential conflict of interest with ICM (including ICM’s Board, or employees) and describe the nature in full. ICM reserves the right to determine the appropriate course of action.

2.2 If at any time during the RfP process you discover an actual or potential conflict of interest, you must inform ICM promptly. ICM reserves the right to determine the appropriate course of action.

3 Compliance

3.1 ICM reserves the right to reject or disqualify your tender, without any incurrence of costs or damages, where:

3.1.1 you fail to comply with the requirements of this RfP (including but not limited to these Terms and Conditions), your tender is incomplete, or you are guilty of a serious misrepresentation in supplying information in response to this RfP;

3.1.2 your tender is received after the deadline set out in this RfP. ICM will not consider any requests for an extension of the time or date fixed for the submission of responses;

3.1.3 there is a change in your identity, control, financial standing or any other factor impacting on the selection and/or evaluation of your tender;

3.1.4 you are or become insolvent or have a petition issued against you;
3.1.5 you do not have the economic and financial standing and/or the technical and professional ability to carry out the services;

3.1.6 you are suspected either directly or indirectly of behaving in a collusive, canvassing, or anti-competitive manner or you offer or accept an inducement or reward in order to gain a commercial, contractual, regulatory or personal advantage; and/or

3.1.7 you (or if you are a commercial entity, a director or person who has the power of control or power to make representations or decisions on your behalf) have committed any offence relating to conspiracy, corruption, bribery, fraud, money laundering or any other criminal offence related to your course of business or profession, or in ICM’s opinion have acted in such a manner that is at odds with internationally accepted ethical standards.

3.2 ICM reserves the right in its absolute discretion, without any incurrence of costs or damages, to:

3.2.1 refuse any tender submitted;

3.2.2 extend the time or date for fixed submission. In such circumstances ICM will endeavour to notify all tenderers of any change;

3.2.3 amend any aspect of this RfP (including but not limited to the evaluation criteria and the timeline) or cease the process at any time;

3.2.4 negotiate the award of additional services which are a repetition of the services advertised in this RfP to the successful applicant;

3.2.5 limit the number of proposals invited to participate in any follow-up activity or to dispense with any follow-up altogether.

3.2.6 require that you clarify your tender in writing and/or provide additional information and/or adequate references to ICM’s satisfaction. A failure to respond adequately may result in you not being selected.

4 Tenderer Responsibilities

4.1 You shall be responsible for all your own costs, expenses and losses which may be incurred in relation to the preparation of your proposal, provision of additional information, or attendance at interviews or similar.

4.2 You shall always treat the contents of ICM documentation as confidential, as well as any information regarding ICM imparted to you by any other means, and only disclose such information as may be necessary for the preparation of a compliant response. At ICM’s request you shall return or destroy all documents, other materials, working papers relating to this RfP and all copies thereof including all electronic copies. When completed you shall confirm such to ICM in writing.

4.3 You shall not before the date and time specified within the RfP documentation disclose to any person the amount of your proposal except where the disclosure in confidence is necessary to obtain insurance premiums or guarantees required as part of any proposal to ICM.
4.4 Any contract entered into as a result of this RfP will be based on the draft contract submitted by ICM and on ICM’s general Terms and Conditions (copy available on request). No third-party general Terms and Conditions will apply.

5 Intellectual Property

5.1 All intellectual property rights in this RfP and all materials provided by ICM or any third party acting on its behalf shall remain the property of ICM.

5.2 Any intellectual property arising out of the provision of the services shall belong absolutely and exclusively to ICM.

6 Warnings/Disclaimers

6.1 Nothing contained in this RfP or any other communication made in respect of it between ICM or its representatives and any party will constitute an agreement, contract or representation between ICM and any other party. For the avoidance of doubt, receipt by you of this RfP does not imply the existence of a contract or commitment by or with ICM for any purpose.

6.2 The information contained in this RfP does not purport to contain all the information which you may require. While ICM has taken all reasonable steps to ensure, as at the date of this RfP that the facts contained in it are true and accurate in all material respects, ICM does not make any representation or warranty as to the accuracy or completeness or otherwise of this RfP.

6.3 ICM accepts no liability to you whatsoever and however arising and whether resulting from the use of this RfP, or any omissions from or deficiencies in it.

7 Waiver

Failure or neglect by ICM to enforce at any time any of the provisions of these Terms and Conditions shall not be construed nor shall it be deemed to be, a waiver of our respective rights hereunder, nor in any way affect the validity of the whole or any part of this agreement, nor prejudice our respective rights to take subsequent action.

8 Jurisdiction

This RfP shall be solely governed by and interpreted in accordance with the laws of the Netherlands and subject to the exclusive jurisdiction of Courts in the Netherlands. The general Terms and Conditions of ICM are applicable and will be forwarded upon request.
ANNEX 2: DECLARATION OF CONFLICT OF INTEREST

I, [Name of Team Leader] declare that [I do] or [do not] have (strike out whichever does not apply) a potential or actual conflict of interest which may prevent me or any member of my organisation from working with ICM.

Signature

Date (DD/MM/YYYY)

If you have declared a conflict of interest, please describe in full the nature of this conflict.