

REQUEST FOR PROPOSALS (RFP)

Event Management Services

Vietnam Climate Week 2026 — Ha Noi, Da Nang, and Can Tho

Issued by: SNV Netherlands Development Organisation (Vietnam Country Office)

Co-organised with: New Energy Nexus Vietnam (NEXVN) and WUSC — AGILE Program

Date of Issue: 23rd July 2026

1. Letter of Invitation

Dear Prospective Bidder,

SNV Netherlands Development Organisation ("SNV"), acting as the procuring organisation, invites qualified event management firms to submit proposals for the provision of event management services for **Vietnam Climate Week 2026 (VNCW2026)**.

VNCW2026 is jointly organised by SNV, New Energy Nexus Vietnam ("NEXVN"), and the World University Service of Canada ("WUSC") through its AGILE Program (collectively, the "Organisers"). As a Pre-COP initiative in the lead-up to COP31, the event will take place in **Ha Noi, Da Nang, and Can Tho** in **October 2026**.

The selected Firm will be responsible for securing event venues and negotiating meeting packages, coordinating with venues and service providers, managing onsite event delivery - including a 30-person VIP/Speaker fitting room in each city - and overseeing attendance tracking and event documentation to support donor reporting. The Organisers will retain responsibility for programme content, speaker management, branding, communications, participant travel arrangements, and final donor reporting.

Proposals must be submitted no later than **5:00 PM (Ha Noi time), 06 August 2026**. Late submissions will not be considered.

SNV and its co-organisers appreciate your interest and look forward to receiving your proposal.

Sincerely,

Christie Getman

Country Director, SNV Vietnam

On behalf of the Organisers: SNV, NEXVN, and WUSC — AGILE Program

2. Background and Context

2.1 About the Organisers

SNV Netherlands Development Organisation is a global development partner with over 60 years of experience and a team of approximately 1,600 people worldwide. SNV strengthens capacities and catalyses partnerships that transform agri-food, energy, and water systems, and has been implementing development projects in Vietnam since 1995. For this assignment, SNV serves as the procuring organisation on behalf of the Organisers.

New Energy Nexus Vietnam (NEXVN) was launched in early 2019 with a mission to accelerate Vietnam's clean energy and climate tech startups. NEXVN has supported over 550 entrepreneurs and engaged more than 1,800 participants through its incubation, acceleration, and funding programmes.

The World University Service of Canada (WUSC), through its AGILE Program, is a Global Affairs Canada (GAC) funded initiative (2025–2029) supporting Vietnam's climate adaptation ecosystem. AGILE focuses on strengthening the ecosystem for climate adaptation enterprises, mobilising financing for climate adaptation, and accelerating investment into climate adaptation companies, including through a challenge fund and technical assistance for climate enterprises.

2.2 Vietnam Climate Week 2026

Vietnam Climate Week 2026 is a Pre-COP Initiative organised in preparation for COP31. It will convene government leaders, investors, corporates, startups, and development partners to strengthen collaboration, unlock investment opportunities, and accelerate the deployment of climate solutions and adaptation across Vietnam.

3. Objectives of the Assignment

The overall objective of this assignment is to engage a professional event management firm to deliver end-to-end event logistics for Vietnam Climate Week 2026 across Ha Noi, Da Nang, and Can Tho. Specifically, the Firm shall:

- Book the event hotel or venue in each city and negotiate the full event package, including a preferential group room block for travelling attendees.
- Act as the single day-to-day point of contact for venues and associated vendors, ensuring that translation, room setup, decoration, catering, audiovisual services, and signage are delivered to standard.
- Manage the events onsite in Ha Noi, Da Nang, and Can Tho, including a 30-person VIP/Speaker fitting room in each city.
- Capture and hand over the attendance and related data required to support accurate reporting to donors.

4. Event Overview

4.1 Key Event Details

Item	Details
Event Name	Vietnam Climate Week 2026 (VNCW2026)

Item	Details
Organisers	SNV Netherlands Development Organisation; New Energy Nexus Vietnam (NEXVN); and WUSC - AGILE Program
Dates (Tentative)	October 2026
Locations	Ha Noi, Da Nang, and Can Tho
Expected Participants	200+ (Can Tho and Da Nang) and 300+ (Ha Noi)
Target Audiences	Government institutions, policy makers, development partners, investors, corporates, startups, academic institutions, climate solutions innovators, and local authorities
Context	Pre-COP Initiative in preparation for COP31

4.2 Event Format by Location

The event format and food and beverage requirements differ by city. Bidders shall scope their proposals against the table below:

Location	Theme	Format	Maximum participants	Food & Beverage	Hotel requirements
Ha Noi	Partnering for Climate	Full day	400	Hosted breakfast, coffee breaks, lunch, and evening cocktail reception	- 4 - 5 - star hotel. - Main plenary room. - VIP/Speaker preparation room (up to 30 people).
Da Nang	Green Finance Summit	Half-day	300	Venue-provided coffee breaks and lunch.	
Can Tho	Critical Climate Landscapes	Half-day	300	Venue-provided coffee breaks and lunch.	

Event Format Notes:

- **Ha Noi:** Full-day event with a hosted breakfast (pre-programme) and cocktail reception (post-programme). The Firm shall coordinate both with the venue and relevant vendors.
- **Da Nang & Can Tho:** Half-day events with venue-provided coffee breaks and lunch only. No breakfast or cocktail reception is required.
- **VIP/Speaker Room:** Each venue shall provide a dedicated VIP/Speaker preparation room for up to 30 people, located adjacent to the main plenary and fully equipped with seating, refreshments, water, signage, controlled access, and on-site staffing throughout the event.

5. Scope of Work

The Firm shall deliver the following workstreams across the three cities.

5.1 Event Hotel and Venue Package Negotiation

- Identify and shortlist suitable event hotels or venues in Ha Noi, Da Nang, and Can Tho, aligned with the Organisers' standards, budget, and proximity to relevant partners. The venue should be at least 4 star and located in the central areas of each city.
- Negotiate the full event package with each venue, including meeting rooms, the 30-person VIP/Speaker fitting room, food and beverage (breakfast and cocktail reception in Ha Noi; coffee breaks and lunch in Da Nang and Can Tho), and audiovisual services.
- Negotiate a preferential group room block at each venue for travelling attendees. The Firm shall secure the block, the group rate, the cut-off date, and cancellation terms, and shall provide the Organisers with a booking code or link for onward distribution to participants. Attendees will book their own rooms directly with the venue under the negotiated rate; the Firm shall not book or pay for attendees' individual rooms.
- Book and manage accommodation for confirmed VIPs and speakers on the Organisers' instructions.
- Confirm all bookings, cancellation terms, and payment schedules, and provide the Organisers with signed contracts and a consolidated package summary for each city.
- Manage all changes, extensions, and troubleshooting with venues throughout the event period.

The following are out of scope for the Firm:

- Travel tickets (flights, trains, or long-distance transport) for attendees, speakers, or VIPs. Travel bookings shall be handled separately by the Organisers.
- Payment or reimbursement of attendees' individual accommodation costs. Attendees shall book and pay for their own rooms directly with the venue under the negotiated block rate.

5.2 Vendor and Venue Day-to-Day Coordination

The Firm shall serve as the single day-to-day point of contact with venues and all associated vendors, ensuring seamless delivery of the event in each city. This shall include:

- Translation and interpretation: coordinating interpretation booths, headsets, and receivers with the venue and interpretation provider (see 5.3).
- Room setup: floor plans, seating arrangements, VIP/Speaker fitting room configuration, breakout areas, stage set, and load-in and load-out schedules.
- Decoration and branding: liaison with vendors on backdrops, banners, signage, table dressing, floral arrangements, and lighting, in line with the Organisers' brand guidelines.
- Catering: menu confirmation, dietary requirements, and service timing (including the Ha Noi breakfast and cocktail reception), coordinated with the venue food and beverage team.
- Audiovisual and production: microphones, screens, livestream requirements, technical rehearsals, and onsite audiovisual supervision.
- Onsite signage and event-day wayfinding at the venue.
- Maintaining a consolidated vendor tracker (contacts, deliverables, deadlines, and payment status), shared with the Organisers on a weekly basis.

5.3 Interpretation Services

- Source and book qualified simultaneous interpreters (Vietnamese English) for all sessions requiring interpretation in the three cities.

- Coordinate interpretation equipment (booths, headsets, and receivers) with venues and providers, and manage set-up, testing, and teardown at each location.
- Brief interpreters on the programme, terminology, and speaker materials in advance, in coordination with the Organisers.
- Provide onsite supervision of interpretation quality and troubleshoot any issues during sessions.

5.4 Onsite Event Management

The Firm shall provide a dedicated onsite team at each of the three locations. The scope of onsite management differs by city, as set out below.

5.4.1 Ha Noi — Full Day

- Manage the full-day programme, including a hosted breakfast (pre-programme) and a cocktail reception (post-programme).
- Coordinate arrivals and departures across all three components (breakfast, main programme, and reception), including tailored guest lists and check-in for each segment.
- Ensure smooth transitions between sessions and food and beverage service throughout the day.

5.4.2 Da Nang and Can Tho — Half Day

- Manage a half-day programme with venue-standard coffee breaks and lunch.
- Ensure a tight onsite flow appropriate to the compressed schedule, supported by a clear run-of-show and efficient registration.

5.4.3 30-Person VIP/Speaker Fitting Room (all three cities)

- Book and set up a dedicated fitting room adjacent to the main plenary in each city, with capacity for at least 30 people.
- Configure the room for a combination of speaker preparation, VIP holding, and brief bilateral conversations, including seating, refreshments, water, mirrors where appropriate, dedicated signage, and controlled access.
- Assign a dedicated staff member to manage the fitting room throughout the event, including VIP escorts to and from the stage.
- Coordinate all speaker microphone checks, technical briefings, and last-minute programme changes from the fitting room.

5.4.4 Cross-Cutting Onsite Responsibilities

- Provide an experienced event director, logistics coordinators, and support staff at each location.
- Manage all day-of logistics, including venue setup and teardown coordination, registration and check-in, signage placement, audiovisual coordination, catering flow, and vendor supervision.
- Execute VIP and protocol management for government officials, diplomats, and senior guests, including ushering and dedicated support staff.
- Ensure that health, safety, and basic crowd management protocols are in place and executed onsite.

5.5 Attendance Data Capture and Documentation

Accurate attendance and participation data are essential to support the Organisers' reporting to donors. The Firm shall not produce the final donor report; it shall, however, capture and hand over the data required to support that reporting. Specifically, the Firm shall:

- Deploy a registration and check-in system at each city that captures participant name, organisation, role, gender (optional and self-declared), city, and session-level attendance.
- Provide final consolidated attendance data per city and per session in an agreed format (Excel or CSV) within one week of the event.
- Distribute, and collect participant feedback surveys at each event, and provide a cleaned dataset with a short quantitative summary.
- Track and record VIP and speaker attendance, government participation, and any commitments or memoranda of understanding signed onsite.
- Provide vendor and supplier settlement records and a final financial reconciliation.
- Hand over the complete data package to the Organisers within two weeks of the final event.

6. Key Requirements and Qualifications

- Legal registration and the ability to operate in Vietnam.
- A minimum of five years of experience providing event management services for multi-city or multi-day events.
- Demonstrated experience negotiating full event packages and room blocks with hotels and venues in Vietnam.
- Demonstrated experience managing events in Vietnam involving senior government officials, donors, or international guests, including VIP and protocol handling.
- Demonstrated experience managing evening receptions and multi-component full-day events.
- Demonstrated experience sourcing and managing simultaneous interpretation services for high-level events.
- Established local presence, contacts, or delivery capacity in Ha Noi, Da Nang, and Can Tho.

7. Roles and Responsibilities

The following table sets out the respective roles and responsibilities of the Organizers and the Firm:

Function	Organisers (SNV, NEXVN, WUSC/AGILE)	Event Management Firm
Strategic Content and Programme	Develop the event theme, agenda, session content, and speaker selection.	Support programme delivery and coordinate speaker logistics.
Venue and Event Package	Approve the venue shortlist, budget, and final selection.	Source, negotiate, and secure the venue and full event package, including meeting rooms, food and beverage, audiovisual services, and the VIP/Speaker preparation room.
Accommodation	Share the negotiated booking code or link to participants; cover	Negotiate a preferential room block for attendees. The Firm shall not book or pay for attendees' individual rooms.

Function	Organisers (SNV, NEXVN, WUSC/AGILE)	Event Management Firm
	participants' travel costs separately.	
Venue and Vendor Coordination	Provide programme requirements, branding, and approvals.	Serve as the primary point of contact for venues and vendors, coordinating venue setup, catering, audiovisual, interpretation, signage, décor, and onsite logistics.
Interpretation Services	Confirm languages and session requirements.	Source, book, and supervise qualified simultaneous interpreters and coordinate interpretation equipment with venues.
Onsite Event Management	Provide oversight, approvals, and stakeholder engagement.	Deliver comprehensive onsite event management in all three cities, including registration, venue operations, VIP/Speaker room management, supplier coordination, and event execution.
Reporting and Event Data	Prepare final event reports for donors and partners.	Collect and submit operational data, including attendance records, participant feedback, and vendor documentation, to support post-event reporting.

8. Budget and Financial Proposal Guidelines

Bidders shall submit a detailed financial proposal providing a clear and transparent breakdown of all costs associated with the delivery of the scope of work.

8.1 Financial Proposal Structure

The financial proposal shall include, at a minimum, the following cost categories. Ha Noi (full day, including breakfast and cocktail reception) and Da Nang and Can Tho (half day) shall be priced separately:

- Hotel venue and Meeting package, separately for each city:
 - Ha Noi: a full-day package for event as described in Section 5, with the est. 400 participants
 - Da Nang: a half-day package for event as described in Section 5, with the est. 300 participants
 - Can Tho: a half-day package for event as described in Section 5, with the est. 300 participants
- VIP/Speaker fitting room setup and management (30-person room per city).
- Interpretation services (interpreter fees, equipment, and coordination)
- Attendance data capture, feedback surveys, and operational handover.
- Insurance and risk management.
- Management fee and overhead. Including firm's cost to deliver the services described in Section 5 and 7 and including but not limited to following items:

- Firm's staff or event coordination team, venue negotiation lead, onsite coordinators, data focal point, VIP and fitting room manager, and support staff if any
- Onsite event management
- Coordination if any
- Travel cost of their staff

Notes on the financial proposal:

- All prices shall be quoted in Vietnamese Dong (VND).
- Venue, catering, and event package costs will be contracted and paid directly by SNV against the packages negotiated by the Firm. The Firm may include a coordination and negotiation fee. Costs for the VIP/Speaker fitting room setup delivered by the Firm shall be listed separately.
- Individual attendee accommodation is out of scope. Attendees will book their own rooms at the negotiated block rate and settle payment directly with the venue. VIP and speaker rooms booked at the Organizers' instruction may fall within the Firm's coordination scope, but the room cost itself will be settled by the Organizers.
- Attendee travel tickets (flights, trains, and long-distance transport) are out of scope. Travel costs for out-of-town participants and speakers will be handled separately by the Organizers.

9. Proposal Submission Requirements

9.1 General Instructions

- Bidders shall submit two separate proposals:
 - Technical Proposal in PDF format; and
 - Financial Proposal in Excel format.
- Both proposals shall be submitted by email to SNV Vietnam at the email address snvvietnamprocurement@snv.org. The subject line of the email shall be:

"Application for VNCW2026 Event Management – [Firm Name]"

- All proposals and supporting documents shall be prepared and submitted in English.
- Bidders are required to complete and submit the Due Diligence and Vetting Form together with their proposals. The form can be downloaded from the link, click [Due Diligence and Vetting Form](#).
- Proposals shall remain valid for a period of 120 calendar days from the proposal submission deadline.
- Requests for clarification regarding this RFQ shall be submitted in writing to SNV Vietnam Procurement at snvvietnamprocurement@snv.org.
- The deadline for submitting requests for clarification is **5:00 PM (Ha Noi time), 6 August 2026**. Responses to all clarification requests will be shared with all prospective bidders to ensure equal access to information.
- Late submissions may not be considered unless otherwise determined by SNV Vietnam.

9.2 Technical Proposal Requirements

- Firm profile, legal registration, and relevant experience.

- Proposed approach and methodology for venue package negotiation, room block coordination, vendor management, interpretation, onsite management (differentiated by city and format), and attendance data capture.
- Proposed approach to the 30-person VIP/Speaker fitting room in each city.
- Curricula vitae of proposed key personnel.
- Work plan and timeline aligned with the milestones set out in Section 11.
- At least three (3) reference projects.

9.3 Financial Proposal Requirements

- A cover letter confirming the total proposed contract value, including all fees and applicable taxes.
- A detailed cost breakdown by category, as set out in Section 8.
- Unit rates for interpretation services and additional languages.
- Any assumptions or conditions underpinning the proposed costs.
- A payment schedule linked to deliverables and milestones.

10. Evaluation Criteria

Proposals will be evaluated in two stages by an evaluation panel comprising representatives of SNV, NEXVN, and WUSC (AGILE). Technical proposals will be evaluated first; only proposals achieving the minimum technical score of 65 points (out of 100) will proceed to the financial evaluation. The final ranking will be based on the combined weighted score (technical 70%, financial 30%).

10.1 Technical Evaluation Criteria

No.	Criteria	Maximum Score
1	Relevant experience in multi-city event management, including experience with government officials, donors, and international organizations	20
2	Quality of the technical approach and methodology, covering hotel and venue package negotiation, vendor coordination, interpretation, and onsite management	30
3	Qualifications and experience of key personnel	20
4	Approach to attendance data capture and documentation to support donor reporting	10
5	Work plan, timeline, and risk management approach	15
6	Approach to sustainability and local capacity	5
TOTAL		100

10.2 Financial Evaluation

Financial evaluation will be conducted for those proposals passing the technical evaluation. The lowest price is awarded maximum points, and all other bidders are ranked beside the lowest bid on the following basis:

$$\frac{\text{Bidders Cost} - \text{Lowest Cost}}{\text{Bidders Cost}} * 100 = \text{Deduction}$$
$$100 - \text{Deduction} = \text{Bidders score}$$

The bidder's financial proposal shall include a clear statement indicating: (i) whether the contract and proposed personnel are exempt from taxes; and, if not, (ii) a separate breakdown of the applicable tax obligations.

Negotiations with the successful bidder, if any, will be limited strictly to the scope defined in the RfP.

10.3 Combined Score

Combined Score = (Technical Score x 0.70) + (Financial Score x 0.30)

The proposal with the highest combined score will be recommended for the contract award. The contract will be issued by SNV as the procuring organization.

11. Timeline and Key Dates

Milestone	Date
RFP Issued	23 July 2026
Proposal Submission Deadline	06 August 2026
Technical Evaluation	By 17 August 2026
Financial Evaluation and Combined Scoring	By 24 August 2026
Notification of Award	28 August 2026
Contract Signing	By 4 September 2026
Inception Meeting and Kick-Off	By 11 September 2026
Event Delivery: Vietnam Climate Week 2026	October 2026
Post-Event Data and Documentation Handover	Within two weeks of the final event
Post-Event Report Submission (Organisers)	20 November 2026
Contract Completion	5 December 2026

12. Terms and Conditions

The standard terms and conditions of SNV shall apply to any resulting contract, including provisions on confidentiality, safeguarding, code of conduct, anti-corruption, data protection, and donor visibility.

All Bidders shall review and confirm compliance with SNV's Code of Conduct prior to submission. Where activities relate to donor-funded components implemented through the AGILE Program, additional Global Affairs Canada (GAC) visibility and reporting requirements may apply and will be communicated to the successful Firm.

Annexes

Annex A: Proposal Submission Form

Bidders shall complete and submit the Proposal Submission Form, providing the following information:

- Firm or joint venture name;
- Legal registration details and country of registration;
- Contact person;
- Mailing address;
- Telephone number and email address;
- Year of establishment;
- Number of employees;
- Annual turnover for the last two (2) financial years; and
- Type of proposal (single entity or joint venture).

Annex B: Reference Projects

Bidders shall provide details of at least three (3) relevant reference projects, including:

- Project or event name;
- Client organisation;
- Implementation period;
- Location(s);
- Number of participants;
- Scope of services provided;
- Contract value (USD);
- Key achievements; and
- Client reference contact information.

Annex C: Financial Proposal Template

Bidders shall prepare and submit their Financial Proposal using the template provided in **Annex C**.

No.	Cost Category	Unit	Unit Cost (VND)	Quantity	Total Cost (VND)
1	Venue Rental and Meeting Package (options <u>quoted separately for each city</u>): • Ha Noi: Full-day meeting package for approximately 400 participants. • Da Nang: Half-day meeting package for approximately 300 participants. • Can Tho: Half-day meeting package for approximately 300 participants. The quotation shall include, at a minimum: - venue rental, - meeting room setup,				

No.	Cost Category	Unit	Unit Cost (VND)	Quantity	Total Cost (VND)
	- audiovisual equipment (sound system, microphones, LED screens, projectors and screens), - stage backdrop and banners, - flipcharts, - stationery, notepads and pens for participants, - tea/coffee breaks, - pre-event breakfast, - lunch, - post-event/ evening cocktail reception, - accommodation, and - all other services required to deliver the events as specified in Section 5.				
2	VIP/Speaker Fitting Room Setup and Management (30-person room per city) The quotation shall include room setup, audiovisual equipment, LED screen(s), projector and screen, flipcharts, stationery, notepads and pens, tea/coffee breaks, and all related logistical support.				
3	Interpretation Services (simultaneous interpreters and equipment coordination). The quotation shall include: - Interpretation booths/cabins; - Wireless headsets/receivers for participants; - Professional simultaneous interpreters; - Installation, operation, and technical coordination of interpretation equipment.				
4	Attendance Management, Event Documentation, and Photo/Video Services , including: - Attendance registration and data capture personnel; - Professional photographers; - Professional videographers; - Event documentation and delivery of photo/video files.				
5	Insurance and Risk Management , including all insurance and risk mitigation measures necessary for the successful implementation of the events.				

No.	Cost Category	Unit	Unit Cost (VND)	Quantity	Total Cost (VND)
6	Management Fee and Overhead , including all costs associated with planning, coordination, and delivery of the services described in the Terms of Reference (Sections 5 and 7), including but not limited to: - Event management and coordination team; - Venue negotiation and liaison; - On-site event coordinators and support staff; - Attendance data focal point; - VIP/speaker room management; - Transportation of equipment and materials; - Staff travel, accommodation, and per diem (where applicable); - Administrative and operational overheads; - Any other costs necessary for successful event delivery.				
7	Value Added Tax (VAT)				
	GRAND TOTAL				