

**Request for Proposal (RFP)**

**For:** **Festival Management - Women of the World Nepal – Lumbini Park**

**Annex 4 – Goods and services specification**

Women of the World Festival is licensed by the British Council for annual events in Nepal. The owner of the festival is the WOW Foundation UK. Under the licensing agreement British Council works with multiple national and international partners to produce creative content and engagement on gender issues. These are then platformed through a festival event. The design of the event both in terms of feel and content is purposeful. It emphasizes a festive, safe, and non-formal environment to allow for meaningful engagements that can change/influence behaviours and perceptions. Each WOW Festival has several mandatory strand activities and brand requirements. These are covered in a table below with notes on logistics and fabrication.

**Responsibility**

Bidders are sending proposals for the festival management services to Women of the World Festival Nepal’s Lumbini edition. The festival is a physical event that will be hosted within Lumbini Park for multiple days. British Council expects to produce the main festival day on Saturday, 16 April 2022. Artistic contents are produced through national and international partnerships. The Festival Manager is responsible for planning and delivering the festival logistics and environment that accounts for local culture, perceptions, expressions, barriers . This will create the platform where the WOW content is showcased to public and stakeholders. Expected footfall is 3000 - 5000 people.

**Overall assignment is divided into two phases.** At the end of phase 1, selected Festival Manager needs to submit a thorough Production Plan encompassing the fabrication/logistical needs of the event and its supporting activities in Lumbini. Once the production plan has been approved by the British Council, the Festival Manager can begin on event production tasks, deliver the festival events, and conclude with an event report. This forms phase 2 of the assignment.

A table below covers all festival strands (formatted activities) and their general logistical/fabrication requirements. Please review these and consider the following values to guide your proposal:

* Environment: there will be environmental impact and emissions from producing a WOW Festival. We will follow a leave no trace behind approach in planning to make sure waste is properly managed, emissions are offset and where possible choose environmentally friendly/sustainable materials, transportation, and energy.
* Equality, Diversity, Inclusivity: WOW Festivals are purposefully diverse and need to be effectively inclusive. Bidders should consider all reasonable adaptation that can enhance accessibility. They should also commit to identifying barriers to anyone’s full participation and address these through actions.
* Safeguarding: minors (under 18 years of age), adults-at-risk and other vulnerable persons will be participating in WOW events. British Council has a zero-tolerance policy when it comes to safeguarding.
* Gender and culture: WOW Festival is about gender and arts/culture’s role in gender actions. The planning and production should have a cross-cutting gender priority. Similarly, as an arts/culture event, our edition focus is Lumbini province. Fabrication should account for local cultural expressions. The venue for the festival, Lumbini Park, has a bold and iconic architecture that are well-organised. We expect the fabrication to build on the existing structures.

**General Specifications**

Below table covers specifications used in previous editions. A map of the venue is annexed to provide a visual reference for the suggested layout which has implications for fabrications and branding.

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| **SN** | **WOW Activity or Requirement** | **Details** | **Fabrication/Logistics** |
| **1** | Bites | Soap-box moment (monologues/key notes/speeches) by women from diverse backgrounds. Stories are often personal recollection of perseverance/ambition/hopeSize: 20 speakers; up to 200 persons in audience, livestreamed | WOW Bites have been provided a dedicated area at previous festivals. A stage is made or if available elevated platforms in the venue’s built environment can be used. The stage should for up to 6 people and light equipment on stage. This space will serve up to 200 audience members. This stage will be only use for day programmes however, the Bites programme requires an intimate and private setting. Bidders are suggested to propose fabrication that will provide some intimacy for the speaker to share their personal stories. We intend to document all speeches professionally so will require lighting and PA system to make sure footage is clear and audible. See branding section additional instructions* Live stream and video recording of all Bites sessions. Each talk programme will need to be branded and packaged and separate video content
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| **2** | Speed Mentoring | Connecting women on personal and professional ambitions and challenges for advice and comraderySize: 15 mentors x 15 mentees, each session (number can be scaled per need)Length: each session is 60 mins long | Speed Mentoring invites equal number of mentors and mentees (up to 15). requires mentor/mentee to stay seated facing each other. Each 15 mins mentees rotate and speak to a new mentor. Requires open space big enough to allow free movement.* Speed Mentoring is a required activity and needs a space accommodating 15 pairs of women/girls. This space needs to be designed to offer privacy.
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| **3** | Panels/Talks | Keynotes, in conversations and panels moderated on thematic topics related to gender. Panelists come from diverse backgrounds often from leadership positionsSize: 1 to 5 speakers on stage (including moderator); up to 400 persons in audience; Q&A sessionLength: 30 – 60 mins | Main stage that is good to hold up to 12 people and equipment on stage – this stage will serve up to 2000 people in audience. The stage area should consider the weather in April and consider cover for both stage and audience areas. A PA system will be necessary. It will be used for both day and evening events and should provision lighting as well as digital projection (for film screening programme). LED backdrop screens are not required but unit cost can be submitted for consideration. A 60 min concert will be developed to close the festival event from the main stage.* Live stream and video recording of all Talks sessions. Each talk programme will need to be branded and packaged and separate video content
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| **4** | Marketplace | A central gathering space in all WOW Festivals, Marketplace provides spaces to goods/services/ideas/initiatives that are driven with gender goals.Size: 20 – 30 stalls (can be scaled); up to 3000 people have interacted with WOW Marketplace in past editionsLength: 5-10 mins each | Up to 50 WOW Marketplace stalls – 10 cubic feet (10 ft height x 10 ft depth x 10 ft length) – should have three sides or two sides covered with a top covered for shade in the daytime. Stalls will need access to electricity and have at least two tables and chair each for occupying vendor to use. From the 50 stalls, 10 are reserved for food and refreshments. The Festival Manager will be responsible to identifying these vendors from the surrounding areas of the park. The other 40 vendors will be identified in between the organisers and festival partners. |
| 5 | How To’s | How To’s are workshops for pre-registered and other participants. Facilitators impart new knowledge and/or skills. Each session varies in approach and content.Size: variableLength: 90 mins to full day events | * Most workshops are held within a room with a multimedia station for presentation. Some workshops may take place in outdoors settings. Seating and table, stationary will be required. We will be providing multiple halls at the Thai Visitor Centre near the Shanti dip for workshops. Under 18s corner – a visually stimulating space using British Council grantee outputs need to be developed as a quarantined (up to 800 – 1200 sq ft) space where facilitated interactions with gender issues will be conducted for school children.
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| 6 | Exhibitions/Pop-ups | Pop-ups including all artistic and cultural expressions that are hosted around the WOW venue. These include exhibitions, performances and other types of engagement. Size: variableLength: usually under 30 mins | Multiple exhibitions are planned including printed and digital content. * For photography/visual arts exhibition – print and installing in outdoor locations. Print media should be reusable/upcyclable (eg. Canvas, cloth, paper) – these should be framed and should part of standing structure. Exhibition design will be informed by consultation with content authors
* For films – set up screening space with a full HD digital projector and sound system – film programme will be hosted in the early evening and to manage ambient light, planning should consider a professional and bright projector only
* Performances – multiple performances will be presented through the venue on the event days. These may require PA system, lights and/or a stage.
* Under 18s corner – a visually stimulating space using British Council grantee outputs need to be developed as a quarantined (up to 800 – 1200 sq ft) space where facilitated interactions with gender issues will be conducted for school children.
* Architecture – LDT has consented to allow a longer-term project from University of Brighton to be presented through WOW and later through the park’s venue support. This project will present mud-house structures made with Tharu community. The production plan should account for the requirements of this project –
* Live stream and video recording of all performances

Please refer to Projects section for details |
| 7 | Morning/mass activity and other activities | WOW Festivals are usually started with a mass public activity. These have included self-defence training (2018, 2019); exercise (2019) and other engagements. Closing events (pre-concert) are also hosted to reflect on the day and its happenings. Size: variableLength: usually under 30 mins | Both opening and closing programmes are held at the main stage. In 2019, the closing event for WOW Madhesh was a Take Back the Night rally hosted with 300 women and UNWOMEN to bring attention to nocturnal safety for women/girls. This rally was conducted outside the main venue (Janaki Temple) on a predetermined route where local municipal (police) escort was organised. |
| 8 | Branding and Communication | Applicable to stage area, exhibitions/pop-ups, entry/exit points, in-door spaces and strategic locations to create a festival environment.  | Entry gates at strategic locations to promote event to park visitors and to mark the site where the festival happens Branded flags to establish a presence within the park, focused on areas immediately around the fabricated environment, activity spaces and entry/exit pointsStage branding and for furniture that maybe used for discussion eventsWOW merchandise and branded assets including t-shirts, name tags, notebooks, tote bags etc. We would encourage use of local crafts and green alternative here as well. Signage to guide visitors through festival programme/sites. This should include path guides, labels for bathrooms and other amenities, and the festival programme in English and Nepali\*Graphic design professional needs to be sub-contracted by bidderAnnouncement PA system centrally controlled from the main stage |
| 8 | Waste and Carbon Management | WOW events aim to stay carbon neutral and leave no trace behind. These are considerations integrated into the development and production and maintained during and after the event.  | Bidders should consider:Working with WOW Marketplace vendors to minimise waste generationMonitor and stop the use of single use plastics on premises for the event daysMaintain recycling points within the festival premisesCreate and install WOW branded messaging on waste to aware visitors of our commitments and actions – and how they can contribute while they interact with the eventWork with LDT and its staff to access to clean and safe restrooms (within the festival spaces) during the festival event days. Identify accommodation that can be used by participants/partners for WOW Festival which is close distance to the park to avoid lengthy commute  |
| 9 | Accessibility | WOW Festival aim to stay carbon neutral and leave no trace behind. These are considerations integrated into the development and production and maintained during and after the event.  | To make WOW Festival events as accessible as possible the bidders the British Council aims to provide interpretation (sign language, Nepali to English, English to Nepali) and consider any physical barriers to participation of persons with disabilities. Interpretation will be required for staged programming only. Exhibits, films will have translated texts and subtitles |
| 10 | Coordination | WOW Festival requires a strong support team for delivery. This includes volunteer support to manage crowd, flow of information and the programme schedule. Anywhere between 50 to 150 volunteers have been involved in previous editions. Volunteers expenses are covered but they are not provided any fees for their contribution. Volunteers usually come from colleges and should be over 18 at the time of their placement.  | Festival Managers will be responsible for forming a festival team that includes coordinators with designated roles and volunteers. Besides the tasks implicated by the activities in this table, the Festival Management team will also support:* Documentation/Live Stream and production team contracted by the British Council
* Evaluation consultant and evaluation processes contracted by the British Council
* Carbon Offsetting partners granted by the British Council to support achieve carbon neutrality for the event
* Guest management will require the Festival Manager to identify hotels (at least a few – in past editions as many as 100 rooms have been required even on sharing basis). Hotel accommodation is preferred in close proximity to the park (within 5 – 10 km), the maximum coverage for hote. Coordination with identified hotels will be managed centrally and with partners by the British Council
* Local transportation preferably electric-powered should be identified to main shuttle service between accommodation and venue for participating guests, staff, artists/performers. Transportation will be required
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| 10 | Projects | 1. WOW Festival has established a connection between the Lumbini Development Trust and University of Brighton to start a medium-term project on sanitation and gender.
2. British Council is working with a Nepali multimedia artist and a UK curator to produce a photo/video exhibition on caste-based discrimination
3. WOW will also host a pop-up exhibition of artworks (images/audio/video) of 6 queer artists
 | 1. This project includes the construction of mud house installation that will inspire an educational programme for local/regional schools.

The Festival Manager will be responsible for working with the venue and the project partners to support the production of the mud structure and showcase programming for (WOW festival event only).1. Printing of images and multimedia showcase setup required
2. Queer exhibition will be held in a closed space and will require exhibition fabrication support including multimedia setup
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Phase 1 Deliverables

In this phase the selected bidder is responsible for:

* Connect with the organisers (British Council and WOW Foundation), venue and content partners to understand the scale/scope of the event, requirements of individual strands/curators/projects - 4 days
* Visit and conduct survey of Lumbini Park and surrounding cities to develop a production plan for the event – please see below for what needs to be covered in the production plan - 8 days.
* Submit a production plan within two weeks of starting the assignment - 2 days. Plan should include a section on risks (inclusive of Covid-19 issues), a timeline (in days) and an updated budget.

Phase 1 deliverables therefore only require human resources and travel is implicated if selected bidder is not based in Lumbini. Please use the annexed Pricing Approach to submit day rates for team-members involved in the drafting of the production plan. Travel, meals, and accommodation (if applicable) should not be included in the budget. These will be reimbursed to the selected bidder using British Council’s Global Travel Policy.

We have provided cost headings and notes for the general specifications of the festival. We expect bidders to use lumpsum budgets where costs are not wholly clear or are dependent on-site survey. Please note commercial value (low costs) are rated for 30% weightage. You can refer to market rates in Butwal/Bhairahawa to populate the sheet.

\*Please make sure to confirm with all vendors/consultants concerned with your proposal that they will be able to commit to the production period which is expected to be started at 5 April and be completed by 15 April 2022, 5:00 PM. Examples include confirmation of accommodation, sound check ready PA system.

Besides Phase 1 fees for team to work on production plan and delivery, bidders can incorporate a percentage of the total budget as their management fees.

**Phase 2: Delivery**

This phase is activated once the production plan is finalised with the British Council Arts team. The final document is expected to have updated specifications and budget. It will also include a day-wise breakdown of plan’s delivery and include a reporting schedule.

**Lumbini Park Map**

1. Main Stage
2. Bites Stage
3. Indoor Spaces
4. WOW Marketplace/
5. WOW Marketplace
6. Exhibitions

X: Exit/Entry points

\*: Sanitation Installation

**Resources**

We have compiled a list of references/examples from past WOW editions, which will help the bidder better understand the format and the scope of the festival.

[WOW Kathmandu 2017](https://www.britishcouncil.org.np/wowktm2017), Administrative Staff College

[Programme schedule](https://drive.google.com/file/d/1d5OfLrDHvzZW12noRq8sqXzG3rBrQhmT/view)

[WOW Kathmandu 2018](https://www.britishcouncil.org.np/wow-2018), IOE, Pulchowk Campus

[Programme schedule](https://drive.google.com/file/d/1QndPFYx612OW5-sqIbxAKRco1Nov1rfu/view)

[WOW Madhesh 2019](https://www.britishcouncil.org.np/wow-madesh-festival-janakpur), Janakpur, Province 2

[WOW Virtual Nepal 2020](https://sway.office.com/uqAfzGxxJSLHsHZt?ref=Link)

[WOW Week 2021](https://sway.office.com/x1qUlqDgjP62a1HD?ref=Link) (hybrid: virtual and limited physical events)

[Pricing approach sample](https://docs.google.com/spreadsheets/d/1ae2jlNUWpTAff7n0D4S52Vq9uGtrYSOLv2um1BFrsPA/edit?usp=sharing)