



**Q&A in response to
REQUEST FOR QUOTATION (RFQ) N° UNFPA/BKK/RFQ/22/002
In regards to: The Provision of Production Management APRO Regional Leadership
Meeting (RLM)**

Q1: Please may you share a current running order (even if it's work in progress)

A1: Session plan are as per the below, and the draft agenda is attached.

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-  1. Innovation RLM 2022 Session Plan 

 -  2. Session 2 RLM 2022 Session Plan 

 -  3. Session 3 RLM 2022 Session Plan 

 -  4. Session RLM 2022 Session Plan 

 -  5. RLM 2022 Session Plan funding financing.docx 

 -  6. Session RLM 2022 Session Plan 

 -  7. RLM 2022 Session Plan political scanning.docx 

 -  8. RLM 2022 Session Plan VBD.docx 

 -  9. Operations Session Plan 

 -  Jenny Farewell RLM 2022 Session Plan 

 -  RLM 2022 Session Plan Template 
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Q2: Do you require interpretation?

A2: No

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Q3: When submitting the technical proposal's team structure, do we need to add in a full resume of the team, or will an image and a few job references suffice?

A3: We prefer the full resume of the proposed team members.

Q4: Will there be any breakout rooms?

A4: Yes, there will be break out rooms and/or we will divide the main room up to facilitate smaller group work.

Q5: For streaming, will we be streaming the main venue only or the breakout rooms too?

A5: We will only stream the main conference room

Q6: How many people will be joining virtually?

A6: we will invite many staff in the region to join, this might be over a hundred colleagues. However, it is anticipated that most of these colleagues will listen in and not actively participate. Only a handful of colleagues that join remotely will be participating actively.

Q7: Zoom - how many Speakers will be joining virtually and participating with the in venue Speakers?

A7: For speakers, we are anticipating live panelists and speakers. Please set up a facility for online speakers via Zoom. For participants, we will invite many staff in the region to join, this might be over a hundred colleagues. However, it is anticipated that most of these colleagues will listen in and not actively participate. Only a handful of colleagues that join remotely will be participating actively.

Q8: How many expo booths will there be?

A8: 25 booths

Q9: Is entertainment required?

A9: UNFPA has selected the inspirational speaker and MC and will need the support of the company to manage their contracts. Additionally, please provide accommodation for entertainment/talent. This includes (1) opening session (2) reception (3) cocktail event (4) closing. Opening and closing - suggestion is for a cultural-

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and/or mandate-themed ones. Reception/cocktail - mainstream entertainment, i.e. band, singer can be considered.

Q10: Can we send the proposal and quotation for your consideration this Apr. 18th?

A10: No. Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to Email address for bid submission at apro-procurement@unfpa.org no later than: **Thursday 14th April 2022 at 17:00 hours, Bangkok time.**

Q11: Do you have theme concept for this project?

A11: The RLM 2022 will be the first in-person meeting in two years. This presents a great opportunity to re-connect, interact, cross-fertilize ideas and celebrate. It will focus on the implementation of the new Strategic Plan as well as ongoing corporate initiatives. Considering this, the RLM's theme will be 'Celebrate, Innovate, Accelerate and Motivate'. The draft agenda is attached.

Q12: How many sessions and meeting contents are for managing the sequence agenda?

A12: The draft agenda is attached.

Q13: What is your chosen restaurant on 3rd day?

A13: This is still to be determined. It will most likely be a cocktail reception in a rooftop bar in Bangkok, either by the river or near the hotel.

Q14: Do we prepare ATK station for this project?

A14: Colleagues will be asked to test themselves every morning before they join the meeting.

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Asia and the Pacific Regional Leadership Meeting (RLM) 2022 **‘CELEBRATE, INNOVATE, ACCELERATE AND MOTIVATE’**

UNFPA’s Strategic Plan (2022 – 2025)

Agenda

9 - 13 May 2022

“Transforming the world also means reinvigorating, reimagining and transforming UNFPA itself, in line with a reformed United Nations Development System. Since the development landscape in which UNFPA operates continually evolves, with advances in technology growing exponentially and impacting the lives of human beings more than ever before, coupled with complex global challenges, such as climate change and demographic shifts, and the COVID-19 pandemic threatening development gains, the Fund must continue to evolve and adapt.”¹

Building on the [2020 and 2021 virtual regional leadership meetings](#) series and the [2020-2021 RLM outcomes](#), the RLM 2022 will be the first in-person meeting in two years. This presents a great opportunity to re-connect, interact, cross-fertilize ideas and celebrate. It will focus on the implementation of the new Strategic Plan as well as ongoing corporate initiatives. Considering this, the RLM’s theme will be ‘Celebrate, Innovate, Accelerate and Motivate’.

The first three days of the RLM will be dedicated to re-connecting and reflecting on the past two years and shaping the future by celebrating, innovating, accelerating and motivating. Participants will collaborate to strengthen the implementation of the new Strategic Plan in the evolved landscape in the region and work together to ensure the effective advancement of key corporate priorities, such as the organization’s engagement in UNDS reform, development financing, innovation and achieving organizational excellence² to support and enable these efforts. Days 4 and 5 of the RLM will focus on additional regional priorities within this context, in particular advancing political scanning and value-based dialogues. Throughout the RLM, the region’s humanitarian work, PSEAH as well as communication and resource mobilization related activities, will be integrated into the discussions. Separate deep-dive sessions on these topics will be organized later in the year.

¹ Para.91 of the [Strategic Plan \(SP\) 2022-2025](#)

² With regard to organizational excellence it should be noted that separate meetings between the Asia and the Pacific Region and HQ are being or have been organized on: Audit, ERP, Ethics, and PSEA.

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23 March 2022 1

RLM 2022 Objectives

1. Discuss the implications of the new Strategic Plan in Asia and the Pacific and agree upon strategic leadership actions required to meet the ambitious targets outlined in pursuit of the transformative agenda, including how each office focuses on and facilitates these strategic global shifts for development and humanitarian transformation:
 - a. Ensuring a shared understanding and commitment to the underlying principles to guide the alignment of new and existing Country Programme Documents (CPDs), as the main vehicles through which the SP will be delivered.
 - b. Scaling up high impact practices and promising practices, including through innovation and digital transformation, as well as better evidence and data that ensures the region leaves no one behind and reaches the furthest behind first.
 - c. Clearly defining actions that the Asia and the Pacific leadership will champion in contribution towards accelerating implementation of the SP and achieving the transformative results and SDGs in the region across the development, humanitarian and peace continuum.
 - d. Strengthen the shared understanding of progress made by the region and agreement on the way forward on key regional initiatives including in political scanning, financing for development, value-based dialogues and national transfer accounts.
2. Discuss opportunities for further positioning of UNFPA within the UN Reforms and mobilizing action for the 3TRs at the country and regional level, in line with the Common Agenda and towards achieving the SDGs.
3. Develop and support leadership and talent management at country and regional levels so that UNFPA continues to be highly responsive across the humanitarian, development and peace nexus.
4. Discuss progress made by the region and agree on the way forward on key regional initiatives including political scanning, financing for development, value-based dialogues and national transfer accounts.

Participants

The availability of effective COVID vaccines and uptake by UN Staff has begun to open up the possibility of a return to face-to-face meetings, albeit with stringent COVID-19 protocols in place. The RLM will include the participation of UNFPA senior management, selected HQ staff, Representatives, Head of Offices, Deputy Representatives, Assistant Representatives and Operations Managers and APRO staff.

Format

The RLM will be hosted in Bangkok at the [Anantara Siam](#) with as many as possible participants attending in-person. A select number of participants may not be able to join in-person due to COVID-19 related travel restrictions. The overall format of the RLM will be country-driven and interactive. The RLM will be managed by a professional facilitator who will work with respective focal points to design specific sessions.

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The meeting will be live streamed. If you are unable to attend in person, please join via Zoom:
<https://unfpa.zoom.us/j/86403856603?pwd=cWVtYXpYdWVZd1B4VlJtWm1SL3Jydz09> Meeting ID: 864
0385 6603 Passcode: 66414719

Reference Documents

UNFPA Strategic Plan and Corporate Documents

- [Strategic Plan 2022-2025](#)
- [IRRF | TOC | Business model](#)
- [100-Day planning in preparation for SP implementation](#)
- [SP Implementation Toolkit](#)
- [Guidance Note for Aligning Country Programmes to the Strategic Plan 2022-2025](#)
- [UNFPA Internal Guidance on MAF](#)
- [LNOB Operational Plan 2022-2025](#)
- [UNFPA Innovation Knowledge Exchange Hub](#)

UNFPA Asia and the Pacific

- [APRO Regional Programme](#)
- [RLM 2020-2021 Report](#)

UN System Wide

- [Management and Accountability Framework \(MAF\) of the UN Development and RC System](#)
- [UN75 and beyond Issues Briefs on megatrends affecting our future](#)
- [UN Leadership Framework](#)

'CELEBRATE, INNOVATE, ACCELERATE AND MOTIVATE'

Facilitated by: XYZ

Provisional Agenda		
Day 1: CELEBRATE AND INNOVATE Monday 9 May 'Official opening: re-connecting and celebrating our resilience, strength and joint vision for the future'		
Time (BKK)	Session	Session coordinators
10:00- 1.15	Antigen testing	
10:00- 1.15	Innovation Expo Set Up	
1.15 - 1.30	Security Briefing	

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1.30 - 2.30	Opening <ul style="list-style-type: none"> ● Opening Video, Executive Director ● Bjorn Andersson, Regional Director ● Diene Keita, Deputy Executive Director for Programmes ● Inspirational speaker 	
2.30 - 3.00	Group photo	
3.00 - 3.30	Break	
3.30 - 5.00	Session 1: Innovation Expo <ul style="list-style-type: none"> ● <i>Innovation Expo: showcasing best practices as an accelerator for UNFPA's cause in the Asia and Pacific region</i> <p>Closing by Diene Keita, Deputy Executive Director for Programmes</p> <p><i>HQ participants include: Diene Keita, Deputy Executive Director for Programmes, and relevant HQ units</i></p>	<p>Session coordinators: Kamma Blair (Regional Programme Specialist), Neira Budiono and Kamomilla Ilmonen, Indonesia CO, Sahil Kapoor, India CO (UNFPA AP Innovation Focal Points)</p> <p>Session Plan</p>
5.00 - 6.00	Reception	
Day 2: ACCELERATE Tuesday 10 May 'Accelerating the implementation of UNFPA's vision and the SP in the Asia Pacific region'		
8.30 - 9.00	Antigen testing	
9.00 - 9.30	Introduction <ul style="list-style-type: none"> ● <i>Opening: Provides the vision of the new SP, including how megatrends impact UNFPA's agenda in the region, and an overview of UNFPA's corporate priorities, setting the stage for the RLM</i> <p>Keynote speech by Diene Keita, Deputy Executive Director for Programmes</p> <p>Reflection: Representative (TBC)</p>	
9.30 - 10:45	Session 2: Accelerating regional and country level implementation of the SP <ul style="list-style-type: none"> ● <i>Panel discussion on how to effectively advance the SP's key accelerators to achieve UNFPA's vision for the Asia Pacific region in development and humanitarian contexts</i> <p>Opening by Bjorn Andersson, Regional Director</p> <p>Panelists: TBC Representation from Country/Subregional Offices</p> <p>Discussants: Arthur Erken, Director PSD; Julitta Onabanjo, Director TD (TBC)</p>	<p>Session coordinators: Annette Sachs, Robertson (Deputy Regional Director), Marielle Sander (Representative for PNG), Sathya Doraiswamy (Representative for Iran)</p>

	<p>Closing by Diene Keita, Deputy Executive Director for Programmes</p> <p><i>HQ participants include: Diene Keita, Deputy Executive Director for Programmes, and relevant HQ units</i></p>	Session Plan
10.45 - 11.15	Break	
11.15 - 12.30	<p>Session 3: Translating UNFPA's global vision into coherent action on the ground</p> <ul style="list-style-type: none"> <i>An interactive discussion on how the alignment of Country Programmes to the SP will catalyze the achievement of the ICPD including the three transformative results in development and humanitarian contexts</i> <p>Introduction by Galanne Deressa, Programme Specialist, and Sathya Doraiswamy, Iran Representative</p> <p>Panelists: Regional Working Group on Programmes and Operations and Representation from Country/Subregional Offices</p> <p>Discussants: Arthur Erken and HQ relevant colleagues</p> <p>Closing by Diene Keita, Deputy Executive Director for Programmes (closing) (TBC)</p> <p><i>HQ participants include: Diene Keita, Deputy Executive Director for Programmes, and relevant HQ units</i></p>	<p>Session coordinators: Galanne Deressa (Programme Specialist) Sathya Doraiswamy (Representative for Iran) Marielle Sander (Representative from PNG)</p> <p>Session Plan</p>
12.30 - 14.00	Lunch	
14.00 - 15.15	<p>Session 4: Operationalizing UNDS reform as a means to effectively achieve the Sustainable Development Goals as well as the ICPD POA at the country level</p> <ul style="list-style-type: none"> <i>An interactive session to take the 'temperature' on the operationalization of UNDS at country level, including the impact of the updated MAF, development of UNSDCF, and establishment of common back offices</i> <p>Moderator: Ramanathan Balakrishnan, Representative and RC a.i for Myanmar (TBC)</p> <p>Opening by Ib Petersen, Deputy Executive Director for Management (opening) (TBC)</p> <p>External panelists: A select number of RCs (TBC)</p> <p><i>HQ participants include: Ib Petersen, Deputy Executive Director for Management, Diene Keita, Deputy Executive Director for Programmes, and relevant HQ units</i></p>	<p>Session coordinators: Klaus Beck (Regional Programme Advisor) Sriram Haridass (Deputy Representative for India) Madusha Dissanayake (Assistant Representative for Sri Lanka) Ramanathan Balakri... (Representative and RC a.i for Myanmar)</p> <p>Session Plan</p>
15.15 - 15.45	Break	
15.45 - 16.45	Operationalizing UNDS reform as a means to effectively achieve the Sustainable Development Goals as well as the ICPD POA at the country level - Continued	

16.45 - 17.00	Closing Diene Keita, DEDP (TBC)	
DAY 3: MOTIVATE Wednesday 11 May 'Enabling the achievement of the SP in Asia and the Pacific including through excellence in organizational management'		
8.30 - 9.00	Antigen testing	
9.00 - 9.15	Recap IOM/Ast Rep (TBC)	
9.15 - 9.45	Farewell Jenny Butler, Director and Representatives PSRO	
9.45 - 10.15	Break	
10.15 - 11.15	<p>Session 5: Shifting from funding to financing as a corporate priority to ensure the achievement of UNFPA's vision in the future</p> <ul style="list-style-type: none"> <i>Interactive discussion to facilitate an effective shift from funding to financing for development</i> <p>Opening by Diene Keita, Deputy Executive Director for Programmes Discussants: TBC <i>HQ participants include: Diene Keita, Deputy Executive Director for Programmes, and relevant HQ units</i></p>	<p>Session coordinators: Davide DeBeni (Health Economics Advisor) Mariam Khan (Representative Lao PDR) Justine Coulson (Representative China) Bakhtior Kadirov (Representative Pakistan) Session Plan</p>
11.15 - 11.45	Break	
11.45 - 12.45	Shifting from funding to financing as a corporate priority to ensure the achievement of UNFPA's vision in the future - Continued	
12.45 - 14.00	Lunch	
14.00 - 15.15	<p>Session 6: Managing and nurturing talent as part of leadership in Asia and the Pacific to drive, enable and sustain performance</p> <ul style="list-style-type: none"> <i>Interactive session will address: increasing staff, talent and leadership diversity including gender; promotion of national staff; creation of more opportunities for staff to participate in detail assignments and technical missions.</i> <p>Opening by Bjorn Andersson, Regional Director and Josephine Mbithi, Director DHR Introduction: Regional Working Group on Human Resources <i>HQ participants include: Josephine Mbithi, Director DHR</i></p>	<p>Session coordinators: Michel demani (Regional HR Advisor) Mariam Khan (Representative for Lao) Leila Joudane (Representative for the Philippines) Narges Mohabbatova (OM Iran)</p>

	<i>and relevant HQ units</i>	Session Plan
15:15 - 15:30	Break	
15:30 - 16:45	Managing and nurturing talent as part of leadership in Asia and the Pacific for an effective UNFPA in the future - Continued	
16.45 -17.00	Break	
17.00 - 17.30	<p>Hot seat session</p> <ul style="list-style-type: none"> All participants will have the opportunity to ask the Deputy Executive Director for Programmes and the Regional Director any questions <p>Bjorn Andersson, Regional Director Diene Keita, Deputy Executive Director for Programmes</p>	
18.00 - 20.00	Cocktail event (At 'Seen')	
<p>DAY 4 Thursday 12 May 'Diving deeper: a pathway to advancing UNFPA's mandate in Asia and the Pacific at the grass-root level'</p>		
9.00 - 9.30	Antigen testing	
9.30 - 9.45	<p>Welcome Opening by Bjorn Andersson, Regional Director and Diene Keita, Deputy Executive Director for Programmes (TBC)</p>	
9.45 - 11.00	<p>Session 7: Gender, population, Sexual and Reproductive Health: Political scanning in Asia and the Pacific</p> <ul style="list-style-type: none"> <i>Interactive dialogue with EIU on how to advance UNFPA's mandate in a changing environment by applying political scanning and its integration in CPDs</i> <p>Discussants: Julitta Onabanjo, Director TD (TBC) and Micheal Frank (EIU) Moderator : Wassana Im-Em <i>Suggested HQ participants: TBC</i></p>	<p>Session coordinators: Wassana Im-Em (P&D Specialist) Micheal Frank (EIU) Saira Shameem (Representative a.i. & Deputy Director Fiji) Anjali Sen (Representative Indonesia) Jaydeep Biswas (Chief Policy and Partnerships India)</p> <p>Session Plan</p>
11.00 - 11.30	Break	

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11.30 - 13.00	Gender, population, Sexual and Reproductive Health: Political scanning in Asia and the Pacific - Continued	
13.00 - 14.15	Lunch	
14.15 - 15.30	Cultural activity - University lecture on an engaging cultural topic	
15:30 - 17:00	Operations Clinic (for Operations Staff)	Session Coordinator: Ruslan Saparaliyev
DAY 5 Friday 13 May 'Diving deeper: a pathway to advancing UNFPA's mandate in Asia and the Pacific at the grass-root level'		
9.00 - 9.30	Antigen testing	
9.30 - 9.45	Welcome Opening by Bjorn Andersson , Regional Director and Diene Keita, Deputy Executive Director for Programmes (TBC)	
Programme for Representatives, Deputies and Assistant Representatives		
9.45 - 10.45	Session 8: Value based dialogues as a means to kick-start transformational change and results <ul style="list-style-type: none"> <i>Interactive discussion to identify opportunities and space at country level to enhance advocacy to address negative gender and social norms as well as the lack of women's empowerment and gender equality</i> <p><i>Suggested HQ participants: TBC</i></p>	Session coordinators: Upala Devi (Regional Advisor Gender) Sasha Alexandar Bodiroza (Representative Afghanistan) Latika Pradhan (Deputy Representative Pakistan) Mela Hiyadat (Assistant Representative Indonesia) Rena Dona (Assistant Representative Philippines) Session Plan
10.45 - 11.15	Break	
11.15 - 12.15	Value based dialogues as a means to kick-start transformational change and results - Continued	
12.15 - 13.15	Lunch	
13.15 - 14.00	Closing in plenary Report back head rapporteur	

Programme for national and international operations managers		
9.45 - 10.45	Session 9: Open dialogue with DED-M and DMS Director <ul style="list-style-type: none"> <i>Interactive discussion on operations challenges in the region, sharing field experiences and co-creating solutions with HQ, APRO and COs.</i> 	Ruslan Saparaliyev (IOM APRO) Session Plan
10.45 - 11.15	Break	
11.15 - 12.15	Same operations related topics, as indicated above, to be continued	
12.15 - 13.15	Lunch	
13.15 - 14.00	Closing in plenary Report back head rapporteur Closing Bjorn Andersson , Regional Director Diene Keita, Deputy Executive Director for Programmes (TBC)	