



CIVICUS WORLD ASSEMBLY

Call for Proposals to Host

CIVICUS is inviting bids from interested organisations to partner with CIVICUS in hosting the 9th World Assembly, a global meeting of civil society leaders and activists, concerned business leaders, government representatives, donors and media.

The CIVICUS World Assembly was, until most recently, organised as a biennial event, in a different city on each occasion. In 2006, when the event moved to Glasgow city, it was changed to an annual event in a fixed location for three years as a pilot project. This call for proposals provides the following information:

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A. CIVICUS

Civicus: World Alliance for Citizen Participation is an international alliance aimed at nurturing the foundation, growth & protection of citizen action throughout the world, especially in areas where participatory democracy and citizen's freedom of association are threatened. Through its worldwide membership base, CIVICUS aims to have a positive impact on the ability of civil society organisations to engage with governments, corporations and international institutions to effect broad social, civic, economic & political change.

For more information about CIVICUS and its work, please see www.civicus.org

B. The CIVICUS World Assembly

The CIVICUS World Assembly is an annual event which is one of the leading venues for civil society practitioners, researchers, activists, concerned business leaders, government representatives and media to discuss the important victories they have achieved in strengthening citizen engagement and civil society worldwide and the critical challenges they and their societies are facing. For a history of the CIVICUS World Assemblies please see www.civicusassembly.org.

Previous World Assemblies:

- Mexico City – 1995
- Budapest – 1997
- Manila – 1999
- Vancouver – 2001
- Gabarone – 2004
- Glasgow – 2006

In June 2006 the World Assembly moved to Glasgow, Scotland, under the theme of 'Acting Together for a Just World' and the sub-themes of economic, social, civic and political justice. Over 900 delegates converged at the Scottish Exhibition and Conference Centre to discuss issues of equity. One year after the G8 Summit in Gleneagles, Scotland was a fitting location for the World Assembly. Previous World Assemblies had been held every 2 to 3 years. The 2006 World Assembly was the first year of the annualised event and it was piloted as a 3 year cycle in one city. Holding the event on an annual basis was meant to reduce the logistical burden of organising a major international event, and to allow CIVICUS to concentrate on the programme content and on promoting widespread participation.

Due to the success of the CIVICUS World Assembly to date, CIVICUS seeks expressions of interest to host the 9th CIVICUS World Assembly. While the current partner bid to host the CIVICUS World Assembly in Scotland for a period of 3 years which will end in 2008, bids to host the next CIVICUS World Assembly for a shorter period along any of the option periods outlined in paragraph E below are also encouraged.

For the programme of the 6th World Assembly please see www.civicusassembly.org

C. Timeline

Deadline for receipt of letters of intent: *10 January 2007*

Deadline for receipt of completed bids: *10 March 2007*

Pre-selection by the CIVICUS Board: *10 April 2007*

Site visits: *April - May 2007*

Selection and announcement of successful bid: *26 May 2007*

Date of 7th World Assembly: *23-27 May 2007*

Date of 8th World Assembly: *18-22 June 2008*

Date of 9th World Assembly: *End of May 2009 (dates to be confirmed)*

D. Bids to host the CIVICUS World Assembly: commitment required

The Host of the CIVICUS World Assembly must be a civil society organisation or foundation. **Members of CIVICUS are especially encouraged to apply.**

The Host will make a commitment to provide:

- a suitable conference venue complete with equipment and staff
- simultaneous translation of at least 4 languages, three of which must be English, French and Spanish
- an exhibition area
- media centre facilities
- Internet café facilities for delegates
- a business centre with good communications facilities (telephone, fax, on-line access, postal services, courier, photocopies)
- office accommodation and facilities for 30 CIVICUS staff
- local transport between the conference venue and up to six hotels
- local transport between the conference venue and up to 20 'learning exchange' sites (not more than 30 km. from the conference venue); and
- organisation of the venue, media and publicity for the Welcoming Ceremony during the World Assembly, and for the official World Assembly opening event prior to the World Assembly.

The expected number of participants at the World Assembly will be 1000 delegates, 60 media representatives and 60 staff, Board and Local Host Committee members. The meeting rooms required will be for an opening, plenary and closing meeting of 900 people, for 4 to 8 mini-plenary meetings of 400 people and for up to 20 simultaneous workshops of 25-40 people.

E. Contents of the Letter of Intent

A written proposal, not more than 2 pages long, to host the CIVICUS World Assembly in any of the following option periods:

- Option 1: 2009
- Option 2: 2009 – 2010
- Option 3: 2009 – 2011
- Option 4: 2010
- Option 5: 2010 – 2011
- Option 6: 2010 - 2012

The letter of Intent must contain the following information:

- full name and address of the intended Host
- details of the Host including its mandate, executive structure and legal authority to act as Host
- city where it is proposed to host the World Assembly
- option period for hosting the World Assembly
- brief details of the proposed facilities

- a list of the Host's major current donors

The Letter of Intent should be addressed to: The Secretary General, CIVICUS: World Alliance for Citizen Participation, P O Box 933, Southdale, Johannesburg 2135, South Africa. Letters of intent must be sent electronically as a PDF file addressed to worldassembly@civicus.org.

Deadline: 15 January 2007

F. Contents of the Completed Bid

1. Invitation from the Host

The Host must include a written invitation for the CIVICUS World Assembly to be held in the proposed venue for a specified period.

2. Written guarantees

The following guarantees should be part of the completed bid:

- That the Host has a good track record in mobilising funds.
- That the Host will deposit a cash sum equal to 0.25% of the projected budget (see item number 5 below) with CIVICUS as security immediately after being notified of the successful outcome of the bid.
- That the necessary funds for the organisation of the World Assembly will be available at the time of commencement of the proposed World Assembly.
- That no funds will be sought for or used in respect of the World Assembly without the express knowledge and consent of CIVICUS.
- Assurance that any financial deficit will be covered by the Host at the end of the period under contract.
- That the Host will meet the responsibilities outlined in this Call for Proposals.
- That a registration fee for the World Assembly will be established in agreement with CIVICUS.
- From the government of the host country, a guarantee that all *bona fide* delegates to the World Assembly will, where necessary, be provided with a visa to travel to the country where the World Assembly is to be hosted.

3. Conference and accommodation facilities

- General information on the city proposed such as: population, climate, safety, food, infrastructure, attractions and cultural activities, among other things.
- Information on transport links: air travel links, frequency of flights and airlines that serve the airport, links between airport and city and if relevant details of road and rail links.

- Information on communication facilities: telephone, telefax, Internet access.
- Details of the proposed conference venue and availability, including:
 - location, size and number of meeting rooms, details of exhibition space, security, ownership;
 - public transport to and from the venue to the city centre and proposed hotels;
 - conference venue services such as: audiovisual, simultaneous translation, business centre, bank, medical emergency facilities, post office, exhibit construction contractors and customs clearance facilities.
- Proposed accommodation which should include 5-6 hotels ranging from low-cost to four-star with details of category, prices, distance from the conference venue, within walking or reasonable shuttle bus distance.
- Availability of accommodation for the World Assembly during the proposed period.

4. Conference organisation

Detailed proposals as follows:

- Names of three recommended companies which can be invited to tender for a contract as professional conference organiser, to arrange registration, hotel bookings, exhibits and conference services, among other things, with details of their ownership and experience.
- Names of three recommended travel agents that can be invited to tender for a contract to make travel arrangements for delegates -- including travel for any delegates, speakers and staff members who are travelling at CIVICUS' expense -- with details of ownership and experience.
- Proposed media and communications events and logistics.
- Proposed official ceremonies and opening event.
- Proposed programme of social and cultural events.

5. Budget

The bid should include the following:

- A detailed budget for projected income and expenditure for which the Host will take responsibility.
- Proposed registration fee structure.
- Financial support or guarantees obtained from local or national governments or city authorities.

- A funding plan detailing the strategy for raising funds towards the event.

6. Additional information

Brief information on the country: political structure and stability, economy and cost of living, infrastructure, visa requirements for visitors, currency regulations and tourist information.

The Completed Bid should be sent in five bound copies and one unbound copy addressed to: The Secretary General, CIVICUS: World Alliance for Citizen Participation, P O Box 933, Southdale, Johannesburg 2135, South Africa. If sent by courier the street address is: CIVICUS House, 24 Gwigwi Mrwebi Street, corner Quinn Street, Newtown, Johannesburg 2135.

Telephone (+27 11) 833 5959
Telefax (+27 11) 833 7997

Please do not send the Completed Bid or any part of it via the internet.

Deadline: 10 March 2007

G. Distribution of responsibilities

a. Responsibilities of CIVICUS

CIVICUS will:

1. Lead on designing the programme, more particularly:
 - 1.1 CIVICUS will determine the overall direction of each Assembly, the programmatic content, its theme and sub-themes.
 - 1.2 CIVICUS will design all the sessions, including the content, topics and speakers, and will determine the terms under which each speaker, presenter and contributor is invited to participate in the WA.
 - 1.3 CIVICUS will invite and secure the speakers, panellists, moderators and contributors for the Assemblies and will ensure that the content is vibrant, diverse and rich.
 - 1.4 CIVICUS will decide on the criteria for plenaries, workshop proposals, bursaries, background papers, and all other components of the programme, including managing the processes of selection of each of these components of the programme.
2. Lead on securing support from trusts and private sector organisations, provided that all discussions with potential funders and all funding proposals will be done in consultation with the Host.
3. Actively promote the Assemblies through all CIVICUS publicity means and networks.
4. Promote the opportunity of the Assemblies for other international networks to convene.
5. Lead the communications and media messaging of the Assemblies in consultation with the Host.
6. Jointly manage and develop with the Host, the CIVICUS World Assembly website.

b. Responsibilities of the World Assembly Host

The Host will:

1. Arrange for a site visit in April or May 2007 by two CIVICUS representatives, following the pre-selection of World Assembly venues by the CIVICUS Board.
2. On selection of the successful bid, the Host will arrange a further site visit in 2008 to review progress with organisational matters and finance.

3. The Host will lead liaison with in-country public, private and non-profit partners and supporters.
4. Manage budgets and finances in consultation with CIVICUS.
5. Manage contracts with the venue and other service providers.
6. Jointly develop and manage a World Assembly website – linked to both the CIVICUS and Host sites.
7. Convene the local host committee.
8. Organise Learning Exchanges within host country in consultation with CIVICUS.
9. Organise the social elements of the programme, including the welcome reception, the Gala Dinner and other dinners in consultation with CIVICUS.
10. Manage relations with delegates ensuring travel, accommodation, catering and other practical arrangements are fully provided for.
11. Seek to facilitate visa and other legal/technical arrangements for delegates.
12. Lead in liaising with the host city's police, immigration, local authorities and local community in general in facilitating delegates' security, visas, race relations and any relevant aspects arising from the WA being hosted in the city.
13. Develop opportunities for volunteers to become involved in the development of the Assemblies

Finance

The Host and CIVICUS will jointly manage the budget and finances related to the World Assembly. The budget must be recorded in US\$ and for the financial year January to December.

Exhibitors

The Host will develop and agree with CIVICUS a plan and budget to identify and approach sponsors and exhibitors from the country in which the venue is located. The Host will undertake to follow ethical guidelines provided by CIVICUS.

Promotion

The Host will develop and agree with CIVICUS a marketing plan for the World Assembly, to ensure wide local publicity for the event in the run-up to the World Assembly and during the event; and will also develop and agree with CIVICUS a media and communications plan using the Host's existing media and communications outlets.

Reporting

The Host will provide CIVICUS with a quarterly narrative and progress report as a basis for discussion during site visits. The timetable for reports will be agreed between the Host and CIVICUS.

H. Contract between the World Assembly Host and CIVICUS

The arrangements outlined in this Call for Proposals will be detailed and expanded in a contract between the World Assembly Host and CIVICUS to establish:

- Financial and organisational responsibilities.
- Principles for the establishment of levels of registration fees (CIVICUS members and non-members, delegates from developed and developing countries, etc.)
- Procedures to be able to deal with delays or disagreements.