﻿**﻿Request for Proposal (RFP) for Hotel Accommodations and Services for UNESCO Trans-Boundary**

**1. About the organization**

**Youth Innovation Lab (YI-Lab)** is a not-for-profit civic tech company that works at the intersection of emerging cutting-edge technological tools and their applications by equipping young professionals to solve emerging challenges in our community. YI-Lab’s mission statement is, ‘to engage young people to bridge science to people and policy through innovation’. YI-Lab harnesses indigenous knowledge, citizen science approach, develops low-cost technological solutions, promotes open data, promotes entrepreneurship, and conducts evidence-based advocacy campaigns. YI-Lab provides a conducive environment for young people to co-create solutions for inclusive development.

**2. About the project**

The **“Strengthening Transboundary Climate Change and Disaster Risk Reduction (DRR) Reporting in the Nepal-India Context”** initiative, implemented by Youth Innovation Lab with support from UNESCO Nepal, seeks to strengthen the capacity of media organizations in Nepal and India to produce high-quality, evidence-based reporting on climate change and DRR. Targeting shared climate vulnerabilities—especially Glacial Lake Outburst Floods (GLOFs), natural resource extraction, and other hazards across the Hindu Kush Himalaya (HKH) region—the project promotes cross-border collaboration and knowledge exchange.

A key component of the initiative is a three-day regional workshop that brings together journalists, editors, and media professionals from both countries. This workshop offers hands-on training in investigative and data-driven climate reporting, with a strong focus on combating climate misinformation and integrating digital tools such as AI, fact-checking, geospatial mapping, and data visualization.

Through this approach, the project fosters regional solidarity, builds technical capacity, and enhances public access to accurate, contextual, and timely information—ultimately supporting more informed decision-making, climate resilience, and sustainable policy advocacy in the region.

**3. Specific Objective**

To identify and contract a qualified hotel venue in**Kathmandu**that can provide comprehensive accommodations and services for the successful implementation of the three-day workshop under the **“Strengthening Transboundary Climate Change and Disaster Risk Reduction (DRR) Reporting in the Nepal-India Context**” initiative scheduled from 24-27 June 2025.

YI-Lab invites dynamic, enthusiastic, and experienced hotels to apply for the service.

**4. Required qualifications and experiences**

* Provide comfortable and secure accommodation for approximately 20 participants on a twin sharing basis, ensuring a restful environment that supports learning and networking. In addition, accommodation will be required for 4 YI-Lab team members, also on a twin-sharing basis.
* Provide a large hall for plenary sessions with round-table seating arrangements capable of accommodating all participants, equipped with high-quality audio-visual and presentation technology.
* Offer full-board dining services that include varied menu options for breakfast, lunch, and dinner, as well as morning and afternoon tea/coffee breaks.
* The venue must be accessible and inclusive, offering facilities that are disability-friendly with ramps, elevators, accessible restrooms, and signage for participants with mobility, visual, or auditory impairments.

**5. Proposal submission details**

The potential and interested service provider must submit financial proposals with a description of their experience, as well as a portfolio of their previous assignment. The following documents are expected to be received proposition.

* Financial proposal indicating consultancy fee and a breakdown of expenses;
* At least two examples of previous work that are similar in scope and requirements to the three-day bootcamp program under **“Strengthening Transboundary Climate Change and Disaster Risk Reduction (DRR) Reporting in the Nepal-India Context”**initiative.

A description of the quality control measures that will be put in place to ensure the deliverables meet the required standards.

**6. Evaluation of the proposals**

All applications will undergo an evaluation against a set of evaluation criteria of the call. The evaluation will be done by an Evaluation Committee.

The list of evaluation criteria is as follows:

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| **S.N.** | **Basic Requirements** | **Specific Requirements** | **Marks Allocated** |
| 1. | Financial Proposal Clarity | Detailed breakdown of costs, transparency, and alignment with market rates. | 20 marks |
| 2. | Experience in Hospitality Services | Demonstrated experience with events of similar size and scope, quality of past work, client testimonials., | 10 marks |
| 3. | Quality Assurance Measures | Description of quality control measures and standards for service delivery., | 10 marks |
| 4. | Technical Capability | Evidence of technical infrastructure and capability to support the event's needs., | 10 marks |

**7. Application deadline**

The Application Deadline is **9 June 2025, 5.30 PM (Nepali Standard Time)**.

Interested and eligible hotels are requested to submit their required documents through Apply. If you have any questions, kindly reach out to [**sagar.acharya@youthinnovationlab.org**](http://youthinnovationlab.org/) or [**info@youthinnovationlab.org**](http://youthinnovationlab.org/)

Quotations will be evaluated on a rolling basis and encourage interested vendors to apply as soon as possible.

[**APPLY HERE**](https://jobs.yilab.org.np/jobs/detail/request-for-quotation-rfq-for-hotel-accommodations-and-services-for-unesco-trans-boundary-123#scrollTop=0)