

## Call for tenders

### ECPM -Together against the death penalty

#### Technical/logistical services for the 5th regional congress on the death penalty in East Asia (300 participants from Japan and all over East-Asia).

**The purpose** of these specifications is to define the event services that we wish to entrust to a Tokyo-based agency, in order to facilitate the operational implementation of our 5th Regional Congress against the Death Penalty (East Asia), which will be held **on 7, 8 and 9 November 2025 at RISHO University**.

Agencies wishing to respond are required to include maximum detail for each section described below (for example: description, quantities, duration, budget details, conditions, specific comments, etc.).

The legal relationship between ECPM and the agencies will be established on the basis of a fee contract. This contract will set the specific terms of the missions. The payment will be made on invoice basis.

#### **Important:**

- Offers must be established in English.
- The detailed financial offer must clearly state the amount of VAT included for each service.
- Offers of services must be sent by email to the following e-mail addresses: [ao@ecpm.org](mailto:ao@ecpm.org) and [nperron@ecpm.org](mailto:nperron@ecpm.org), no later than March 10 2025 (5/PM CET).
- This contract may be multi-awarded: ECPM reserves the right to select several service providers to meet its needs for technical / logistical services.

### 1. The regional congress on the death penalty

ECPM has been organising the Regional Congress on the death penalty since 2012. In addition to establishing the progress and obstacles towards the abolition in the target region, the Regional Congress aims above all to bring together a variety of regional actors engaged in the abolitionist movement and encourage a holistic conversation on the development of a step-by-step strategy to abolish the death penalty .After the MENA region in 2012 (Rabat-Morocco), Southeast Asia in 2015 (Kuala Lumpur-Malaysia), Sub-Saharan Africa in 2018 (Abidjan-Ivory Coast) and the Middle East in 2023 (Amman-Jordan), the 5th Regional Congress on the death penalty will be held in Tokyo in 2025 and will target the Eastern region of Asia. It will precede the organization of the 9th World Congress against the death penalty which will be held in Paris from 30 June to 3 July 2026. The 5th Regional Congress on the death


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penalty will be organised in partnership with the Center for Prisoners' Rights (CPR), a Japanese NGO specialised in prison reform. Established in March 1955, CPR cultivates a long-standing expertise on penitentiary conditions, human rights and the death penalty in Japan.

## 2. Missions

### 2.1 Audiovisual technology and Internet (conferences).

In order to ensure the optimal technical operations of the conference sessions scheduled during the event, the Agency will be required to liaise on an ongoing basis with Risho University's technical services. The aim is to draw up specifications for the technical services to be provided or completed in order to ensure that the programme's conferences and workshops run technically smoothly.

- On-site audio system (sufficient or to be amplified?)  
Type and number of microphones available in the rooms for the speakers.
- Video projection equipment:  
Available and in good working condition in each room? Some rooms might require additional screens to optimise visibility?
- High-performance WIFI signal on the Congress floor or requiring reinforcement?

### 2.2 Simultaneous interpretation (Japanese / English / Japanese)

The Congress ceremonies and conferences will feature simultaneous interpretation in 2 languages: Japanese and English.

To this end, the Agency will propose the overall service (qualified interpreters and equipment) **in either of 2 formats: on-site interpreters or remote interpreters** (as event interpretation agencies have been doing more frequently in recent years, with a view to optimising budgets and logistics).

**Provisional schedule of sessions (to be slightly adjusted at a later date) :**

**-Friday 7th November 2025 :**

1 room / Official opening ceremony from 2.30 PM to 5.30 PM

**-Saturday 8th November 2025 :**

1 room from 10.00 AM to 12.00 PM

3 rooms from 2.00 PM to 5.30 PM

**-Friday 9th November 2025 :**

3 room from 10.00 AM to 12.00 PM

1 room from 2.00 to 5.00 PM

**2.3 Event logistics (reception, orientation, on-site assistance etc.)**

The reception, registration, security and orientation of participants (around 300 people over 2.5 days) at the RISHO University will be provided by a team of hosts/hostesses appointed by the Agency.

A preliminary survey of the site and the recommendations of University managers will be taken into account when assessing requirements.

Preliminary estimate of requirements (to be further adjusted):

- Reception/registration (2,5 days) : 3 hosts (students ? Volunteers?)
- Orientation: 2 persons
- Security: 1 agent

During the set-up of the event (D-1) and during the 2.5 days of operation, 1 logistics officer appointed by the Agency will be in charge of the smooth running of the technical and operational aspects related to the services provided by the Agency and also those supplied by the RISHO University.

**2.4 Signage, decoration of the venue (exterior, reception hall and Congress floor)**

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The visual elements, either printed or integrated into existing digital screens (banners, kakemonos, hanging panels, etc.), will have the dual function of announcing the event (external access to the University, reception), directing visitors (reception towards the floor reserved for the event) and displaying the programme of sessions in front of each room. A list of strategic visual supports will be drawn up by the Agency (specifying the technical requirements, sizes, printing supports, media files to be supplied, etc.), so that ECPM can produce the artwork and then entrust the printing and installation to the Agency. All in compliance with the technical and security constraints imposed by RISHO University and eco-responsible production standards.

## 2.5 Edition/printing (programme)

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The printing of a Congress programme (to be produced by ECPM) of approximately 12/16 pages in 500 copies will be entrusted to the Agency. The document will be distributed by ECPM before and during the Congress.

## 2.6 Project management

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The Agency's offer must state precisely how the project monitoring fees will be calculated, independently of the cost of the services.

**This list of services is non-exhaustive and may be subject to additional requests during the development of the project.**

### Criteria of selection of the Agency:

The following scoring level will be applied to evaluate the offers and select the agency:

- Relevance of proposals in line with the terms of reference above 40%
- Description of the services offered: level of detail and justification of the items proposed: 30%
- Budget/ Financial offer 30%

### 3. Modalities

#### 3.1 Indicative timetable

Phases	Indicative timing
Publication of the call	17 February 2025
Deadline for submitting questions	5 March 2025
Deadline for submitting offers	10 March 2025
Information to applicants on the results of call of tenders	15 March 2025

You can send any questions you may have about the services before March 5 to: [ao@ecpm.org](mailto:ao@ecpm.org) and [nperron@ecpm.org](mailto:nperron@ecpm.org).

At the stage of analysing the tenders received, the companies/individuals may be contacted by ECPM's selection committee in order to clarify or expand on certain points of their proposals.

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#### 3.2 Eligibility criteria

In order to be eligible, an applicant must:

- be legally constituted in Japan
- be entitled to carry out activities described in its offer;
- have been active for at least five (5) years
- have sufficient financial capacity to maintain its activity throughout the period of the contract
- have sufficient operational and professional capacity, including staff, to carry out activities described in its offer
- have a bank account.

#### 3.3 Application

Your application will include the following documents:

- Technical offer (form to be filled)
- Financial offer VAT included (form to be filled)
- Signed Statement of Integrity, Eligibility and Environmental and Social Responsibility



Any file that is incomplete or does not comply with the provisions of this call for tenders may result in the inadmissibility of the tender.

By submitting its tender, the candidate undertakes to maintain its tender for a period of 120 days and, if awarded, to perform the contract under the financial and technical conditions of its tender.

In accordance with ECPM's donor guidelines on the fight against money laundering and the financing of terrorism, ECPM must systematically screen its suppliers/service providers selected in the context of a call for tenders (legal entity and legal representative of the entity).

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