



International Association for Volunteer Effort

June 1, 2015

**CALL FOR BIDS TO HOST THE
2018 WORLD VOLUNTEER CONFERENCE
&
2018 WORLD YOUTH VOLUNTEER CONFERENCE**

IAVE – The International Association for Volunteer Effort is now calling for bids from interested organizations, communities and countries to host the 2018 World Volunteer Conference and 2018 World Youth Volunteer Conference.

This document is the official representation of the conferences and outlines the process for submitting bids and the timetable for the review and selection process. Please review it in its entirety. All bids must be completed as specified below.

The Application Process

There are four steps in the application process:

1. **Review this document in its entirety**, including the guidelines for final proposal submissions. Learn more about IAVE and our currently planned and past conferences on our website, www.iave.org. Consider whether your organization, community or country is a potential host for the world conference.
2. **Submit a formal “expression of interest”** here www.iave.org/wvc2018 no later than August 31, 2015. Note that no inquiries will be accepted until that expression is made as we wish to be able to maintain contact with and to provide appropriate supportive services and information to those who are interested in applying. Submission of an “expression of interest” does not imply an obligation to submit a final proposal.
3. **Interact with IAVE** as required to ensure you have all of the information you require to develop a complete, competitive proposal.
4. **Submit your final proposal** no later than November 30, 2015.

Eligibility to Submit a Final Bid Proposal

Bid proposals may come from any NGO that can demonstrate its leadership for volunteering, either submitting on its own or as the lead organization of a coalition that may include other NGOs, businesses or agencies of government at any level. **Proposals are not accepted from convention bureaus or convention centers or similar organizations or facilities unless they are submitting in partnership**

with a qualifying NGO that is designated as the lead organization. However, for purposes of learning more about the conferences, convention bureaus or convention centers are welcome to submit initial “expressions of interest.”

About IAVE

IAVE is the only global network of NGOs, businesses and individual volunteer leaders that exists for the sole purpose of promoting, strengthening and celebrating volunteering in all of the myriad of ways it exists throughout the world. Established by volunteers for volunteers in 1970, we now have individual and organizational members in some 70 countries, convene the Global Corporate Volunteer Council and the Global Network of National Volunteer Centers, maintain an active network of youth volunteer leaders and organize either world or regional conferences each year. To learn more, please go to www.iave.org.

About the IAVE World Volunteer Conference

The IAVE World Volunteer Conference has been held every two years since 1970. The conferences are unique events for the global volunteer community, providing a platform for leaders from throughout the world to meet, discuss critical issues and challenges, share innovations, learn from and support one another. They also are important moments to bring attention to the importance of volunteering as a powerful force to address the world’s most critical human, social, economic and environmental problems. In 2001, the conference was the kickoff event for the United Nations International Year of Volunteers; in 2011, it opened IYV+10, the 10th anniversary of the first international year.

The conferences attract distinguished international speakers, expert trainers and presenters and participants from NGOs (from grassroots to international in scope), global companies, government agencies, and academia. While there is no “typical” conference, they generally have attendance of 500+ with roughly 50% from the host country or immediate surrounding countries, 25-35% from the broader region and 15-25% from the balance of the world. For a complete list of past world conferences, please go to <http://iave.org/convening/>.

Each conference is a unique event, special in its own way, reflective of the culture and traditions of volunteering of the host country. We encourage host countries to create an upbeat conference environment that facilitates interaction and sharing. Typically the conference is structured to include plenary sessions, forums, workshops, opportunities for informal discussion groups and exhibition space. The official languages of the conference are English and the national language designated by the host country. In addition, the host organization is expected to provide simultaneous interpretation, at least for plenary sessions, for any other language spoken by a significant number of participants.

About the IAVE World Youth Volunteer Conference

The IAVE World Youth Volunteer Conference has been held in conjunction with eight of the last nine world conferences, structured either as a distinct, dedicated conference or as a youth track within the main conference. We are proud of this achievement, recognizing these events are a key component of our strategic plan for the development and support of youth volunteering. They give young volunteers dedicated space to connect with other volunteers of similar ages and to learn and grow together through mutual understanding and belonging. These conferences generally involve from 200 to 300 young people, with approximately 70% from the host country and 30 % international.

Our preferred method of delivering the youth conference is to run a distinct 3-day event prior to the main conference. The conference is not aimed at those working with young volunteers but young volunteers themselves, ages 14-30. The program is made up of a mixture of interactive skills development workshops delivered on a peer basis by the attendees or partner youth organisations, guest speakers, networking and social events and hands on service projects in the local community of the host city.

The youth conference should be delivered in partnership with a local or national youth-focused NGO that has expertise in hosting events for young people. Where this has happened in the past the quality of the youth conference has been exceptionally high and made significant impact on the participants. The youth conference can be held in a different venue from the main conference although it may be the same venue. It has also proved advantageous to have the youth delegates staying in the same accommodation as this has proved to significantly increase the quality of experience for participants.

Where the host organisation feels it cannot deliver a high quality stand-alone youth conference, IAVE is willing to consider it proposing to integrate a dedicated youth track into the main conference. Such a track would need to include the key elements of interactive skills development workshops, dedicated speakers and dedicated social events. This track should be marketed and aimed at young volunteers so as to ensure the quality of experience is still met through the young volunteers having dedicated space to learn and connect together. This is important so that the track is not dominated by adults and where young volunteers are in the minority which takes away from the experience of young people attending. It would be preferred for host organisations to still work with a local or national youth NGO to deliver this element.

Assistance from IAVE During the Application Phase

It is to IAVE's advantage that bids received are as complete as possible, are responsive to our expectations and requirements, are presented in a way that will facilitate our evaluation and reflect consideration of significant risk factors. To that end, we are happy to provide additional information and consultation, as requested, during the application phase. This may be provided by members of the Secretariat team, the board of directors or the selection committee. Host organizations for past conferences may be willing to respond to inquiries but it should be noted that those organizations have current priorities and there may have been significant personnel changes since their conferences, thus limiting their ability to respond effectively.

Timetable for the Selection Process

By August 31, 2015	Submission of "expression of interest"
By November 30, 2015	Submission of final proposals
By January 31, 2016	Short list of bidders agreed by the Selection Committee
By March 31, 2016	Site visits to final bidders completed
By April 30, 2016	Recommendation made to the Board of Directors

By May 15, 2016	Winning bidder notified and process agreed for negotiation of formal Memorandum of Understanding begun
November, 2016	Announcement of site of 2018 conferences announced at the 2016 World Volunteer Conference in Mexico City; winning bidder required to be present

For More Information

Please begin by submitting an “expression of interest.” We then will reach out to you to establish an ongoing connection through which you can request any additional information you require to determine whether you wish to develop and submit a final bid proposal.

The Bid Proposal

The following pages are offered **for information only** so that you will understand the nature of the bid proposal that is expected to be submitted by November 30, 2015. Following receipt of your “expression of interest,” we will be pleased to respond to specific inquiries about these requirements.

Guidelines for Submitting a Bid Proposal for the 2018 IAVE World Volunteer Conference & World Youth Volunteer Conference

NOTE: This is an outline of the requirements for the FINAL bid proposal that is due no later than November 30, 2015.

Section A: About the Host Organization

Please tell us about the organization that will give leadership to the conference

1. Name
2. Contact person and title
3. Contact information: address, telephone, fax, email, web site
4. Description of the organization’s purpose
5. Overview of the organization’s activities
6. Scope of operations (international, national, local)
7. Size of the organization: number of paid and volunteer staff, budget
8. Source of the organization’s funds AND annual operating budget (in both domestic currency and the USD conversion)
9. Names and positions of members of the Board of Directors
10. To what extent do the organization’s board and staff reflect the diversity of its country?
11. Past and current Relationship to IAVE
12. What over IAVE Conferences have you attended
13. Copy of the financial situation – independent financing

14. How well-known is your organization inside and outside the country?

Note: If a group of organizations proposes to collaborate to host this event, please provide details of all collaborating organizations and **clearly state which is the lead organization and will be the one signing a final Memorandum of Understanding**. If there is a specific organization that will have lead responsibility for the youth conference, please provide details for that organization.

Section B: Conference Planning

Please tell us your preliminary plans about the 2018 conference for **both** the World Volunteer Conference and the World Youth Volunteer Conference.

1. Proposed dates (and how these were determined, for example avoidance of religious holidays, weather, local events)
2. Proposed location (both city and the specific venue or describe the process to be used in selecting a venue – photographs of the proposed venue/s are encouraged) and information about its accessibility from the nearest international airport
3. Planned number of delegates (from host country, from immediate region and from rest of the world)
4. Estimated registration fee to be charged and what it will include.
5. Estimated budget, including projected expenses and projected revenue
6. Projected sources of revenue and percentage of total revenue (registration fees, government support, contribution within host country, international contributions, etc)
7. Number and nature of scholarships to be offered (please specify the type of scholarship, for example, waived registrations, travel and/or accommodation).
8. Official language/s of the conference (including languages to be provided via simultaneous interpretation)
9. Any anticipated “patrons” or “sponsoring committee”
10. Membership and structure of the host committee
11. Number and source of paid staff and volunteers working on conference planning and management and the functions each will perform.
12. Preliminary ideas about theme, nature of the program etc.
13. Why will this be an important meeting in your country at this time? What ongoing benefits would you expect your country to gain from hosting the conference
14. Are there any factors which would restrict participants from attending the conference in your country (transportation difficulties, visa restrictions, lack of facilities for people with disabilities, etc)?
15. Describe how the planning, management and execution of the conference will reflect the racial, ethnic and/or cultural diversity of the host country.
16. Please describe what help, if any, you believe you would require from the IAVE Secretariat to successfully plan and deliver the conference.

Please note: While the Conference Bid Committee takes the entirety of the bid into consideration when considering its recommendations to the IAVE Board, it is important to note that IAVE considers scholarships for delegates to be an important means of supporting the involvement of a wide diversity of IAVE members and key stakeholders who can support IAVE’s mission of promoting, strengthening and celebrating volunteering worldwide.

Section C: Approvals and Support

1. Your proposal must provide details on the role that you believe your national or local government will play in planning, financing and managing the conference. Also please describe the nature of approval you

must receive from government bodies to proceed with planning, the current status of discussions with them and outline the steps and timetable for receiving their final approval and confirmation of their support and participation.

2. Proposals must include a formal resolution of commitment from the board of directors of the host organization.

Section D: Form of Application

Applications may take the form of your choosing but **must** include all of the information requested above, in numbered order.

Section E: Memorandum of Understanding

Upon awarding of the conference to the successful bidder, the host organization will be expected to sign a jointly negotiated memorandum of understanding with IAVE. **A draft copy of a representative MOU will be sent upon submission of your “expression of interest.”**

Please read the draft MOU carefully before submitting your bid as bid submission implies general acceptance of the terms of the MOU pending final agreement between IAVE and the successful bidder. If there is anything in the draft MOU that will not be possible for the host organization to meet this should be stated in your bid, with information about the reasons and possible alternatives or solutions.

Submitting Bid Proposals

Your bid proposal should be accompanied by the cover sheet that will be provided to you during the planning process.

Your bid proposal must be submitted as a PDF file via email to 2018worldconferences@iave.org no later than November 30, 2015.

In addition, four printed copies of your proposal should be submitted by express delivery no later than November 30, 2015 to:

IAVE
c/o Civil Society Consulting Group LLC
805 15th Street NW, Suite 100
Washington DC 20005 USA