IFAD/2026/028/RFP

Provision Event Management, Technical Coordination and Documentation Services for the Development Finance Forum 2027

The International Fund for Agricultural Development (IFAD) is looking for providers of **Event Management, Technical Coordination, and Documentation Services for the Development Finance Forum 2027**.

INSTRUCTIONS ON HOW TO ACCESS RFP/ITB DOCUMENTS: In order to have access to the Tender Documents, it is necessary to register in UNGM portal (www.ungm.org). **Please read the instructions that follow this page on how to register and have access to the tender documents.**

CONDITIONS: Commercial offer should be with prices quoted net of VAT. IFAD is exempt from payment of taxes, levies, duties, and thus prices must be quoted net of such taxes. The prices will remain fixed for the entire duration of the contract and its subsequent extensions, if applicable.

DEADLINE: Your proposal should be submitted through UNGM portal by **03 December 2026, at 11.00** CEST, Rome.

REFERENCE CODE: IFAD/2026/028/RFP

CONTACTS:

e-mail: procurementsection@ifad.org

INSTRUCTIONS ON HOW TO ACCESS THE ITB/RFP DOCUMENTS

The IFAD e-tendering system, In-tend, is integrated with the United Nations Global Marketplace portal (**www.ungm.org**). Below some instructions on how to access the tender documentation.

1. REGISTRATION IN UNGM

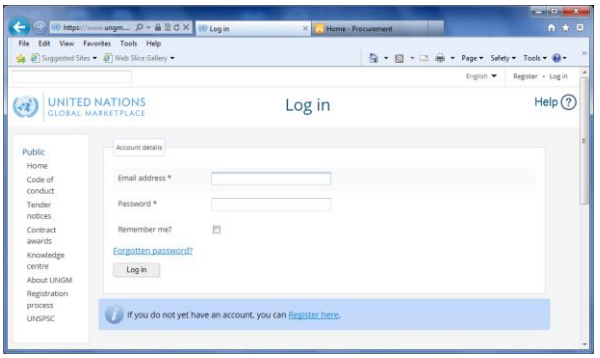
To access the tender documents, you need to be fully registered in UNGM (Basic Level is sufficient).



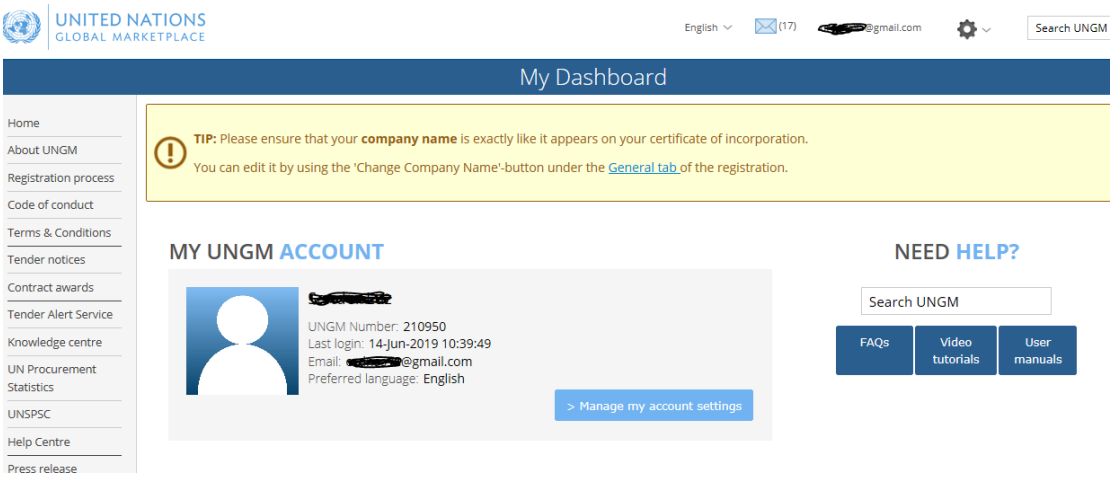
Follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.

2. LOG-IN IN UNGM

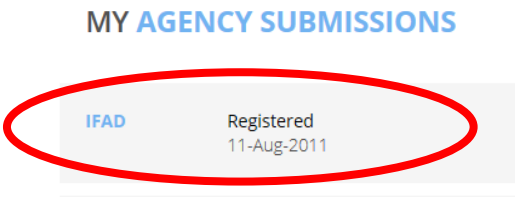
Once the registration at Basic Level is complete, please log-in with your e-mail address and password.



After the login, you will access the "MY DASHBOARD" page, where you can read news, or view your current tenders.

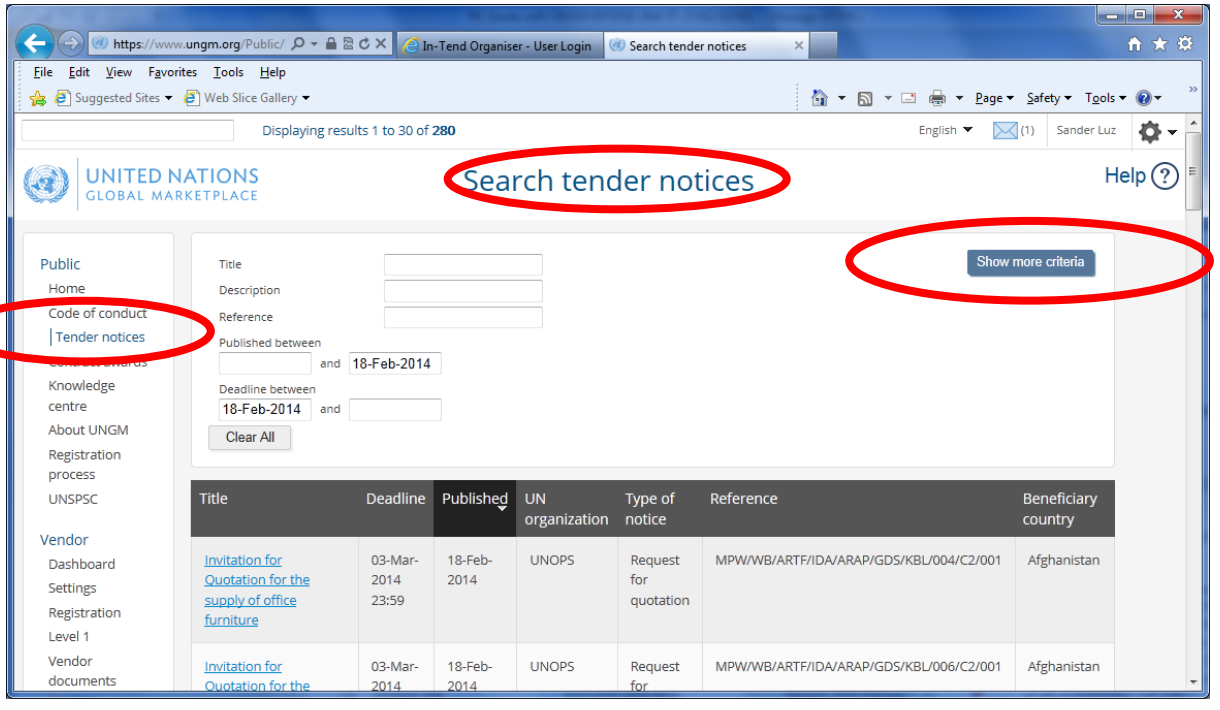


Under "My Agency Submission", please ensure that the status of your REGISTRATION in UNGM with **IFAD is "Registered"**. If not, please add the information requested by the UNGM system before proceeding.

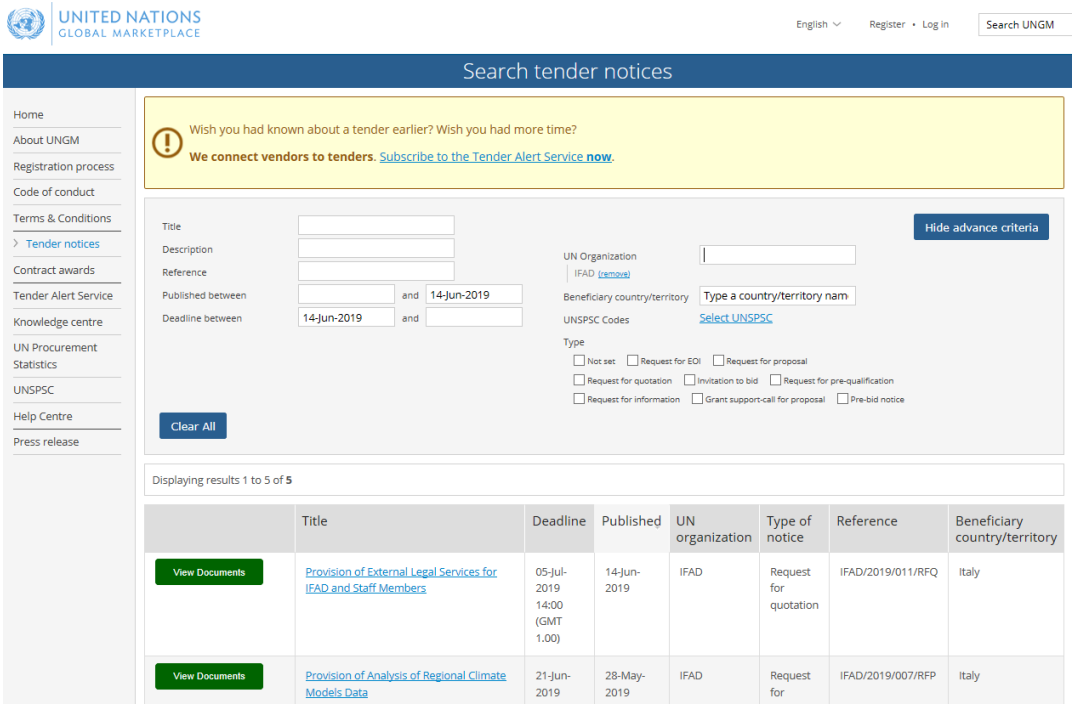


3. SEARCH FOR THE TENDER NOTICE ISSUED BY IFAD

From the UNGM Home page, select BUSINESS OPPORTUNITIES, or from any other webpage, select TENDER NOTICES on the left-hand menu. Click on SHOW MORE CRITERIA on the upper right side.



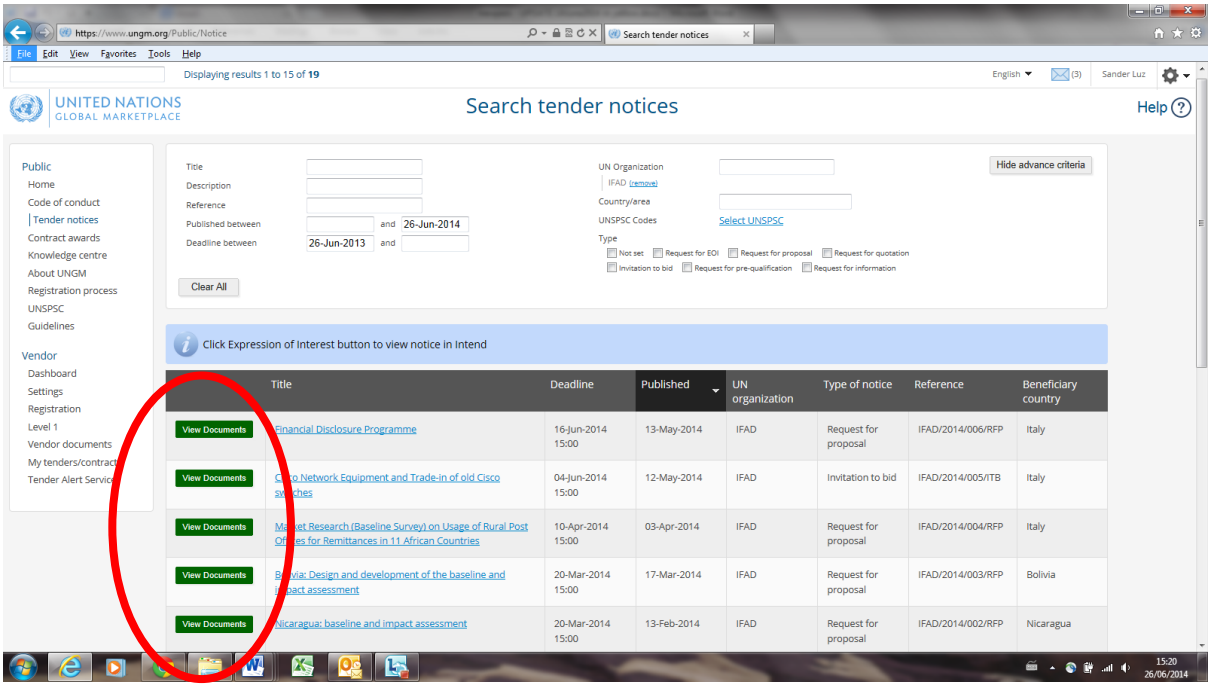
In the "UN Organization" Field, type **IFAD**. The system will automatically show all the active tender notices issued by IFAD.



On the left side of each line, you will see a blue button with either “EXPRESS INTEREST” (if this is the first time) or a green button “VIEW DOCUMENTS”.

In case of first access, click on “EXPRESS INTEREST” to notify IFAD that you are interested in participating in this Tender. After few seconds, the button will change in a green button “VIEW DOCUMENTS”.

Click on this VIEW DOCUMENTS button (on the left side) to have access to the tender documents.

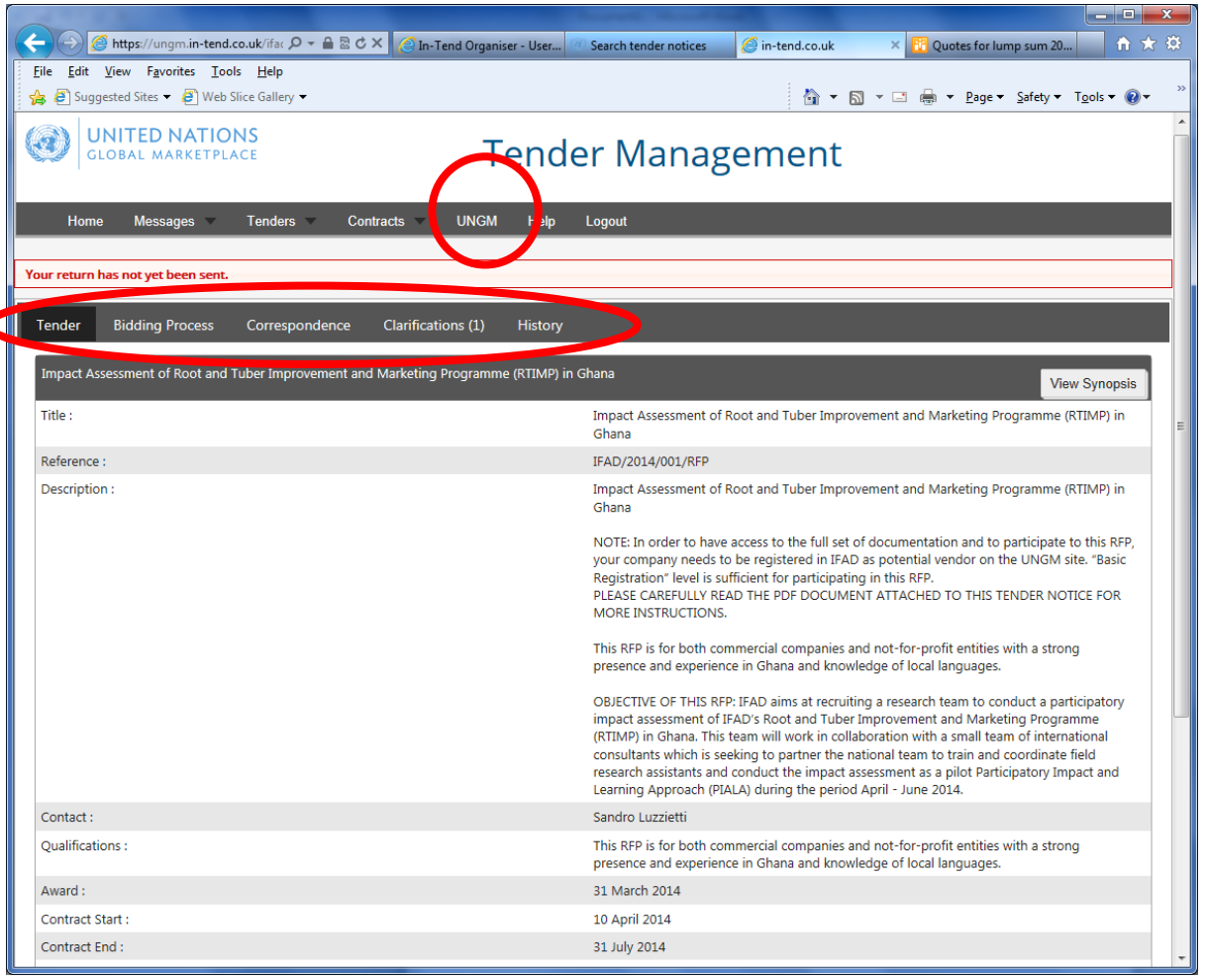


4. TENDER MANAGEMENT

You will be transferred from the UNGM portal to the IFAD e-tendering system. The following “Tender Management” screen should appear.

At any time you will be able to return to UNGM by selecting the "UNGM” tab on the upper menu.

IMPORTANT: If it does not show the Tender Management screen, please inform immediately IFAD (procurementsection@ifad.org)



You are now in the IFAD e-tendering system. Under this area you have few menu tabs.

- **TENDER:** General information about this tender
- **BIDDING PROCESS:** IMPORTANT! here there is the **deadline** plus all the **documents of the tender process (RFP or ITB).** In the same area, you have the placeholders for **uploading your proposal and all your documents**.
- **CORRESPONDENCE:** an area where you can write email and receive answers from IFAD
- **CLARIFICATIONS:** an area for reading the **clarifications issued by IFAD** and made available to all bidders. Please ensure to read all the clarifications as they become part of the specifications.
- **HISTORY:** a log of past activities related to this tender.

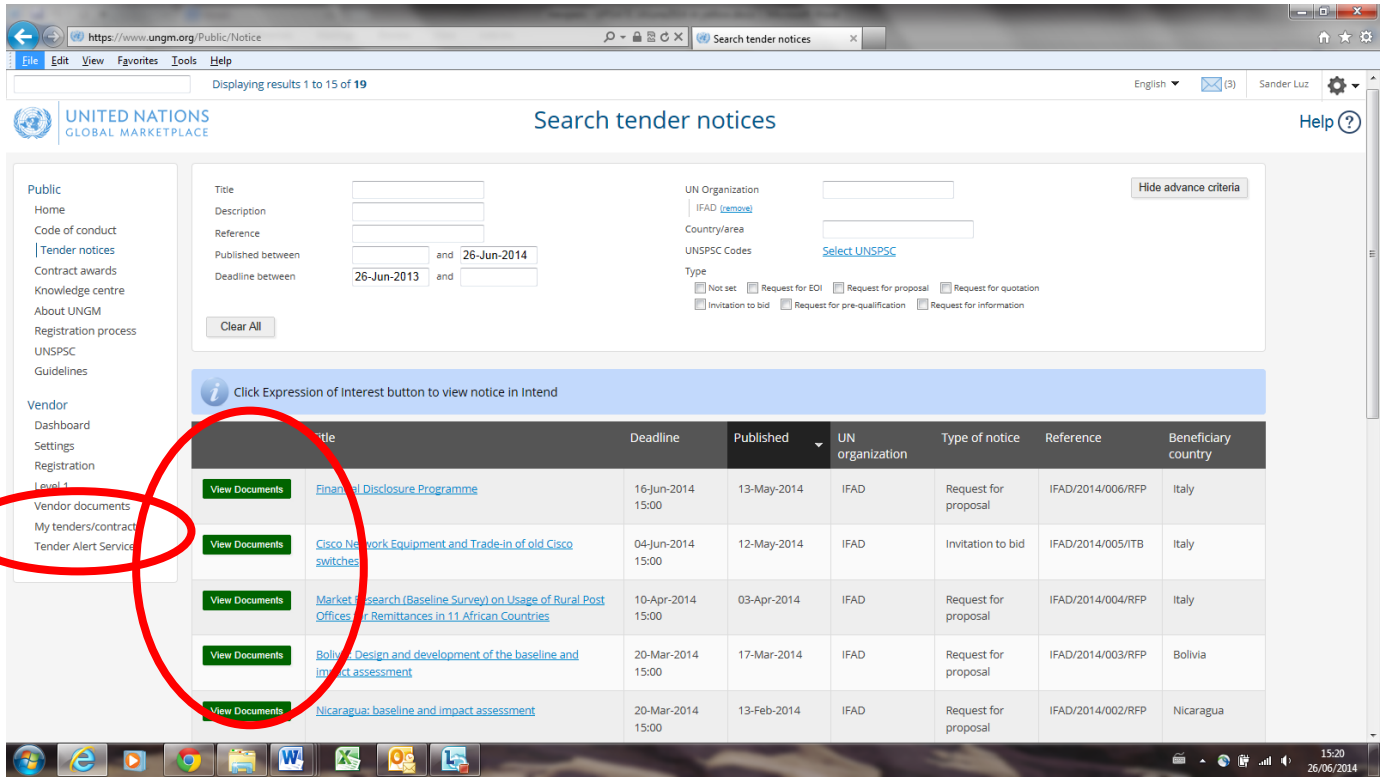
If you click on **UNGM** in the upper menu, you can return to the UNGM home page.

From this point onward, we think that the system is more intuitive and you will be able to navigate without major difficulties. But if you have questions, please contact us using the CORRESPONDENCE function of the e-tendering system or via email at procurementsection@ifad.org.

5. IF YOU RE-ENTER UNGM AT A LATER STAGE

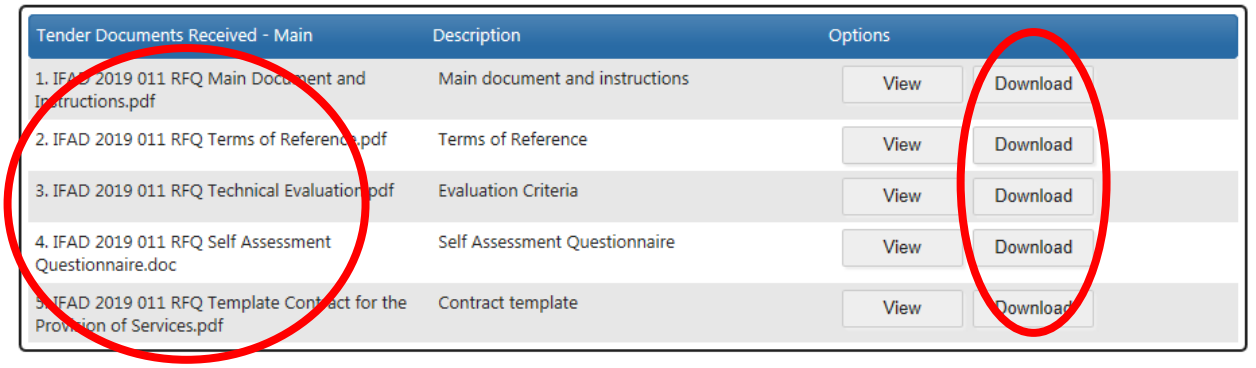
There is a short-cut to the tender notices.

After the LOGIN in UNGM, you can select the Menu option **MY TENDERS/CONTRACTS**, under the Vendor Menu on the left side of the UNGM main page. Again, click on **VIEW DOCUMENTS** to see the details of the Tender Notice and its document.



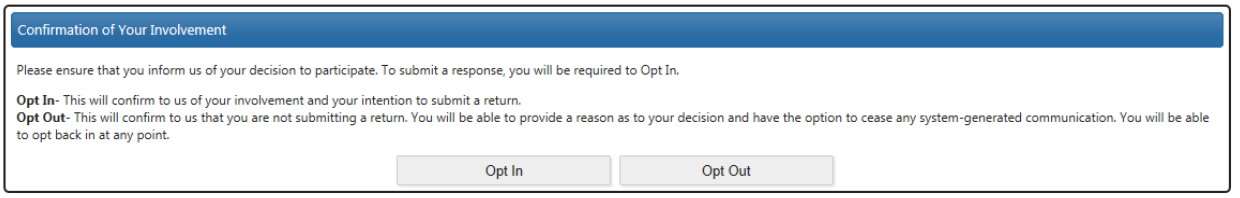
6. HOW TO DOWNLOAD THE TENDER DOCUMENTS

In the TENDER MANAGEMENT, select the BIDDING PROCESS menu tab, scroll down until the section TENDER DOCUMENTS RECEIVED - MAIN, and download all documents.



7. OPT IN TO INFORM IFAD ABOUT YOUR PARTICIPATION

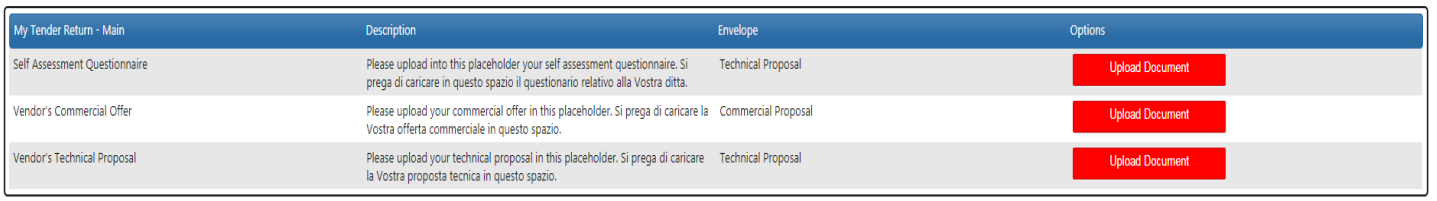
1. Once you have reviewed the tender document, you need to inform IFAD whether you intend to participate in the tender process and are willing to submit your proposal. You can do that by clicking on the option OPT IN. If you do not intend to participate, just click on OPT OUT.



8. HOW TO ATTACH & SUBMIT DOCUMENTS

1. If any mandatory documents have been requested, they will be shown in the **MY TENDER RETURN** section. You will need to attach them using the **Upload Document button** within the My Tender Return section to the bottom of this screen.

2. If any of the documents are **required** to be submitted, it will be shown in red "Upload Document".

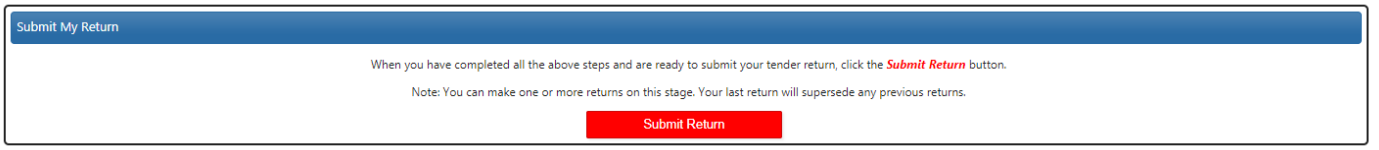


3. To attach additional documents you wish to submit as part of your tender return, click the Attach Documents button under the My Tender Return section (if available). These will then appear in the My Tender Return section.

NOTE: Large files may take some time to upload.

NOTE: Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

4. **IMPORTANT**: When you have completed all the above steps and are ready to submit your tender return, click Submit Return at the bottom of the page.



9. IF YOU HAVE QUESTIONS

Please note that the UNGM system has been recently upgraded, and it may present some issues. We apologise for any inconvenience caused. In case, you can also contact directly via email: procurementsection@ifad.org.