



Instructions on the submission of a detailed bid and selection criteria to host the United Nations World Data Forum

The Department of Economic and Social Affairs (DESA), as secretariat of the United Nations Statistical Commission and its High-level Group for Partnership, Coordination and Capacity-Building for statistics for the 2030 Agenda for Sustainable Development (HLG-PCCB), is inviting Governments of Member States to submit detailed bids to host the next two Forums;

- fourth UN World Data Forum (UNWDF 2023) is tentatively scheduled to take place in the first quarter, January to March of 2023
- fifth UN World Data Forum (UNWDF 2024) is tentatively scheduled to take place in the fourth quarter, October to December of 2024.

This document provides additional background information on the process and instructions for preparing a detailed bid and the selection criteria applied to choose the host.

Background

The UN World Data Forum brings together the broad data community representing governments, civil society, the private sector, donor and philanthropic bodies, international and regional agencies, the geospatial community, the media, academia and professional bodies to discuss opportunities and challenges in the production, use, communication and funding of data and statistics for the 2030 Agenda for Sustainable Development.

The [High-level Group for Partnership, Coordination and Capacity-Building for Statistics for the 2030 Agenda for Sustainable Development \(HLG-PCCB\)](#) leads the organization of the UN World Data Forum, under the guidance of the United Nations Statistical Commission and in close consultation with Member States, international partners and other stakeholders. The Statistics Division of the United Nations Department of Economic and Social Affairs supports the organization of the Forum in its role as Secretariat of the Commission and the HLG-PCCB.

The [first Forum](#) was hosted from 15 to 18 January 2017 by Statistics South Africa in Cape Town, South Africa. The [second Forum](#) was hosted by the Federal Competitiveness and Statistics Authority of the United Arab Emirates from 22 to 24 October 2018 in Dubai. Due to the Covid-19 pandemic in 2020, the event transitioned from an intended physical event with a 1,500-person capacity to a [virtual Forum](#) which attracted 10,000+ registered participants from 180+ countries with over 40 percent under the age of 35. The [third Forum](#) will be hosted by the Federal Statistical Office of Switzerland from 3 to 6 October 2021 in Bern.

Instructions for preparing a detailed bid

Prospective hosts are requested to prepare a detailed proposal for hosting the next Forum. The proposal document requirements are;

- Written in English
- No more than 7,500 words (font: Arial, 12 point)
- The document should be provided in softcopy, and submitted to:

Mr. Stefan Schweinfest
Director, United Nations Statistics Division
United Nations, Department of Economic and Social Affairs
2 UN Plaza, Room DC2-1670
Email: dataforum@un.org

Timetable

Preparation of detailed bids	Tue, 1 June to Tue, 31 August 2021
Deadline for submission	Tue, 31 August 2021 (11:59PM EST)
Presentation by prospective hosts (15 – 20 minute) at special meeting of the HLG-PCCB	14 to 25 September 2021
Decision by HLG-PCCB	Fri, 25 September 2021

Objectives of a detailed bid

Any detailed proposal should demonstrate the following objectives of the host of the UN World Data Forum:

- allow active participation by the broad data community in the Forum, whether attending virtually or by travelling to the Forum in-person, represented by governments, academia and professional bodies, civil society, the private sector, donor and philanthropic bodies, international and regional agencies, the geospatial community and the media;
- enable sessions' organisers and speakers featured on the programme to launch new initiatives and solutions in innovative and interesting ways, whether attending virtually or by travelling to the Forum in-person;
- engage national and international media to communicate the Forum's messages on using better funded, more timely, high-quality, disaggregated, geospatially enabled data to inform the recovery to Covid-19 and other disasters; to get back on track to achieving the 2030 Agenda; and to improve data production and use for all.

List of questions and criteria to select the host for the Forum

While the Forum’s programme will be developed by the Programme Committee under the leadership of the HLG-PCCB and with overall support of the Statistics Division of UNDESA, the National Statistical System of the host country, under the leadership of its Chief National Statistician, is expected to have the responsibility to coordinate and carry out the in-country logistical and organizational arrangements of the Forum.

As such, a detailed proposal will contain information to answer the leading questions/ statements, demonstrate the listed requirements and offer any information on desirable or optional criteria. The HLG-PCCB will take the ultimate decision on deciding the host and will use this information together with the criteria listed to assess the relative strength of any proposal.

Commitment of the host country

1. Is the country's National Statistical Office/Authority able to fully commit to lead the organization of the event? Please, describe their role.
2. What other Government agencies would be involved in organizing the event and what would be their respective role?

Criteria	Requirement	Desirable	Optional
Planning and organization led by the National Statistical Office/ Authority	X		
The National Statistical System (NSS) will be formally involved in the planning	X		
Other policy and decision makers in Government will be formally involved in planning		X	
Other parts of the national data ecosystem (academia / professional associations, civil society, private sector etc.) will be consulted on the Forum		X	

Media and Outreach

3. How would your Government ensure international media coverage and create a communication campaign?
4. Please describe any communication team that could be assembled to support the Forum.

5. Would your Government engage one or more professional moderators (hired locally or internationally)?
6. What level of representation from your Government could you guarantee to participate in the Forum?

Criteria	Requirement	Desirable	Optional
Open to the media accredited by the United Nations at its discretion after consultation with the host	X		
Local and Government media engaged to promote and publicize the Forum, working with full cooperation with the United Nations media	X		
No commercial logos can be displayed in the meeting premises, unless authorized by the Forum Secretariat in consultation with the United Nations Office of Legal Affairs	X		
Opening / closing ceremony (1 extra day) to publicise the city and cultural experience and themes desired by the host			X
Planning of a pre-programme of events in the build-up to the Forum			X
High-level representation from Government officials		X	
Support to the hiring and use of professional moderators for the High-Level sessions		X	
Ability to attract sponsorship and raise funds		X	

Logistical issues

7. State the venue and the 3 consecutive days, within the period **January to March 2023 AND/OR October to December 2024**, on which the Forum could be hosted. Please provide at least two options for the dates for each/either period.
8. What are the maximum number of participants that could be accommodated at the venue (include photographs)? Provide information on the number, layout(s), person capacity and audiovisual broadcast capabilities of each room to be used (as specified in the table below).

9. How many local professional staff would be dedicated to the Forum? Would a professional event organizer be hired?
10. Please provide a brief description of the necessary visa procedures, including costs and timing of issuing visas to participants from all United Nations member states.
11. Indicate whether safe and open entry to the country can be provided to all participants as acceptable, based on United Nations regulations.
12. Please provide a brief description of the security at the venue and surroundings and the ability to cover additional costs based on the assessment by the UN Department of Safety and Security.
13. Please provide a description of the type of hotel accommodations available within a short distance from the venue, including the range of prices and indicate whether all hotels available are fully accessible. Would the government be able to ensure negotiated/discounted hotel rates for participants?
14. Would transportation between the hotels and the venue be available? Would it be provided by the government?
15. Please, indicate any other services that the government would be able to provide to in-person (meals, coffee/tea breaks, etc.) and virtual participants.

Criteria	Requirement	Desirable	Optional
To be held over 3 full days dedicated to the substantive sessions of the programme.	X		
Venue: with a capacity range of between 1,000 and 1,500 participants	X		
One plenary room (1000+ capacity) with audiovisual equipment and ability to broadcast to a virtual audience	X		
Foyer space next to main conference room (1,000+ capacity)	X		
7 to 9 rooms (100 to 300 capacity) for parallel sessions / side events with audiovisual equipment and ability to broadcast to a virtual audience	X		
3 to 4 small office rooms (10 to 30 capacity) for bilateral meetings and the secretariat / security	X		
20 to 25 exhibit spaces located at high-traffic area in the venue	X		

Criteria	Requirement	Desirable	Optional
MediaZone		X	
Conference services at the venue: such as registration badges, Wi-Fi access, medical facilities.	X		
Catering: Provision of snacks and lunch or facilities to purchase this within venue or within ¼ mile.	X		
Refreshments: provision of hot/ cold drinks during breaks		X	
Accommodation: availability of hotels (1000+ room capacity) with modern facilities at an acceptable rate ¹ within 1 mile or less of the venue.	X		
Visas and entry permits: granted free of charge to all participants as per UN regulations, as speedily as possible and within a reasonable period before the Forum	X		
Transport: safe and convenient travel between the hotels/ accommodation, the venue and airport, fully accessible based on guidelines provided.	X		
Security: ensure the effective functioning of the Conference and safety of participants in an atmosphere of security and tranquility free from interference of any kind; following guidance from UN security assessment.	X		
UN organizing team: cover travel and subsistence costs of core organizing and security staff during Forum		X	
Planning support: event organizer company			X

Accessibility and inclusion

16. Please indicate whether the venue, hotels and transport have disability access and the availability of additional services for deaf and hard of hearing participants and wheelchair users during the Forum.

17. Please describe any additional considerations as indicated in the table below.

Criteria	Requirement	Desirable	Optional
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¹ See "Room as % of Daily Substance Allowance (DSA)" rates on <https://icsc.un.org/>.

Disability access – equal access to facilities, including accommodation and transport to/from venue, and participation (i.e. sign language and interpretation services) in all aspects of the Forum	X		
Data community representation – participation allowed of all stakeholders of the Forum including representatives of UN Member States, international agencies, private sector, civil society, academia / professional organizations, donor/ philanthropic body and media	X		
Gender balance – among session speakers, presenters and participants in national opening/closing or other national sessions	X		

Sustainability commitment

18. Please, describe how you ensure that the organization of the event fulfills sustainability criteria

19. State and describe any other sustainability considerations as listed in the table below.

Criteria	Requirement	Desirable	Optional
Carbon neutrality – offset options for air travel, conservation of energy, use of green energy		X	
Catering – local organic produce, reduced food waste, reusable or environmentally friendly tableware		X	
Commercial responsibility – eco-friendly approach to business, fair treatment of workers, small business compete		X	
Economic benefits – contribution to local economy, short-term jobs, ...		X	
Local and convenient transport – options like train, bike, on foot		X	
Waste management – reusable, recyclable or environmentally friendly displays, exhibits and any other material specific to Forum-use with limited printed material		X	

Criteria	Requirement	Desirable	Optional

Impact on the national and regional statistical system

20. What would be the impact of hosting the forum on the National Statistical System and other data initiatives in the country? And on the development of statistical and data activities in the region?

21. How will the Forum assist the National Statistical Office to engage and cooperate with other data communities (i.e. users) in the country or region?

Criteria	Requirement	Desirable	Optional
Enables the development of the National Statistical System and other data initiatives in the country	X		
Increases the visibility of statistical and data activities in the region	X		
Strengthens cooperation with other data communities (i.e. users) in the country or region		X	