REQUEST FOR PROPOSALS

S²Cities Programme Global Convening- Virtual Reality Experience

- **Introduction:**
  - S²Cities is launching a call for proposals for the Global Convening of its programme that focuses on creating safer urban environments for young people. The aim of the programme is to bring together young people, local government officials, local civil society, and several different stakeholders from the global level to develop innovative solutions for safer and more sustainable urban environments.

- **Project Overview:**
  - The S²Cities Global Convening will take place over two to three days, with the event being handled partly in person and partly in Virtual Reality. The VR experience is expected to enable participants to meet each other and interact with a range of digital content, including presentations, workshops, and networking sessions.

- **Technical Requirements:**
  - We are seeking proposals from VR companies with experience in developing immersive experiences for online events. The following technical requirements must be met:
    - The VR experience must be compatible with the Oculus Quest 2 headset.
    - The VR experience should support at least 50 concurrent users.
    - The VR experience should include interactive elements, such as hand controllers or gaze-based interactions.
    - The VR experience should incorporate spatial audio and sound design.
    - The VR experience should be optimized for online streaming and low latency.
    - The VR company should be able to provide both first "step by steps" technical and education support to newcomers.

- **Event Overview**
  - Please note that the dates for the Global Convening are still to be confirmed. However, we have set a tentative time frame for the event, which is between October 23rd and October 27th. We encourage you to keep these dates in mind as you prepare your application. Once the dates are finalized, we will inform all applicants promptly.
  - We anticipate that each location will have a maximum of 100 participants, although this number may vary depending on the location. Please note that not all participants will be part of the VR sessions, as specific groups will join the digital event.
    The participants will represent a diverse range of stakeholders, including partners on the local and regional level, young people aged 15-25, as well as representatives from governments, NGOs, and the private sector.
  - This will a hybrid event and it will take place partly face to face and partly in VR. A tentative schedule is as follows:
    - First day of the event: local face to face event with one or two VR sessions convening some participants (maximum 50 participants in the metaverse)
    - Second day of the event: webinars held in Zoom, calls held in Zoom and a series of about 5 short VR sessions (approx. 20-45min long) in VR.

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- ▪ Third day of the event: similar to the second day with perhaps a closing session involving all VR headset holders (approximately 50)
  - o Please note that the programme for the event is still tentative and subject to change. Check our social media channels for the latest updates.
  - o The current countries that will participate in the event are the Philippines, Indonesia, Ecuador, Colombia, Switzerland and potentially India and Brazil

- **Technical Support and Education:**
  - o We acknowledge that there are users who are new to the world of Virtual Reality and may require assistance in becoming accustomed to it. Therefore, we would need to support them in their first approach into the VR spaces. The selected companies will need to provide online tutorials, documentation, and access to detail to help the new users becoming proficient in the latest VR development tools and techniques.
  - o We would also need technical support prior to the event and during the event. Including but not limited to: creating the event space/s and environment/s where the VR sessions will be held and populating them with the necessary materials (for example: power points, pictures, videos, music, recordings); setting up the avatars, onboarding participants and troubleshooting during the event.

- **Application Guidelines:**
  - o To apply for the S²Cities programme, VR companies must provide a proposal that includes the following:
    - ▪ Company overview, including relevant experience in VR development for online events.
    - ▪ Proposed concept for the VR experience, including a description of the virtual environment, interactive elements, and content.
    - ▪ Technical specifications for the VR experience, including file formats, resolution, and aspect ratio.
    - ▪ A detailed timeline for the development of the VR experience, including milestones and deadlines.
    - ▪ A quote for the development of the VR experience, including all costs associated with hardware, software, and personnel.
    - ▪ A portfolio of previous VR projects, including relevant case studies and examples of work.
    - ▪ For the call for proposals, having an avatar in the VR app that closely resembles human proportions, including clothing and gadgets, would provide a significant advantage.
    - ▪ English is the programme's working language, and it is expected that the team is fluent in English. Spanish and Bahasa are a strong advantage.
    - ▪ Please be brief in your proposal, we value innovation, simplicity and out of the box thinking.

- **Deadline:**
  - o The deadline for submitting proposals is May 25th, 2023. Proposals should be submitted in PDF format to **Giulio Baroni (giulio.baroni@gib-foundation.org).** Selection of the winning proposal will be based on the quality and feasibility of the proposed VR experience, as well as the company's experience and capabilities. The selected company will be notified by **June 31st, 2023 at the latest**. If you have any questions, please don't hesitate to contact us. For more information about the programme visit: https://s2cities.org