

TERMS OF REFERENCE FOR EVENT MANAGEMENT COMPANY

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Hiring Office:	UNFPA Tanzania Country Office in coordination with the ICPD25 Follow-Up Secretariat/OED.
Purpose of consultancy:	The Event Management Company. The consulting firm will contribute to the work of the UNFPA Tanzania Country Office and the ICPD25 Follow-Up Secretariat by providing administrative, and logistics assistance in the organizing and executing the convening of a meeting of the High-Level Commission on the Nairobi Summit on ICPD25 Follow-up and launch event of its second report in Zanzibar, Tanzania in November 2022, and any related elements related to the Commission’s programme during their visit.
Background:	<p>The Nairobi Summit on ICPD25, which took place in November 2019 to mark the 25th anniversary since of the adoption of the landmark ICPD Programme of Action, generated momentum in support of UNFPA’s mandate reflected in the overarching Nairobi Statement and the 1300 voluntary commitments made by governments and diverse partners.</p> <p>In September 2020, an independent High-Level Commission on the Nairobi Summit on ICPD25 Follow-up (HLC) was launched, comprising eminent representatives from governments, the private sector, young people and faith leaders, civil society and philanthropy, to support the tracking of and reporting on progress on the 12 Global Commitments contained in the Nairobi Statement on ICPD25, and their inclusion in existing global, regional, and national follow-up mechanisms. The ICPD25 Follow-up Secretariat (the Secretariat) plays a lead role in the internal organizational coordination to ensure a continued coherent institutional response across all levels of the organization, for leveraging the momentum of the celebration of ICPD25 and the Nairobi Summit, towards scaling-up meaningful and measurable impact. The Secretariat supports and engages the Co-Chairs and the eminent leaders that make up this Commission in their political advocacy and outreach roles, as well as supports them in the preparation of the Commission’s annual reports that will present progress in advancing the Nairobi commitments and the first of which has been recently submitted to the UNFPA Executive Director on 15 November 2021 at the anniversary of the Summit.</p> <p>After meeting virtually over the past two years, due to the global coronavirus pandemic, the HLC will convene its first in-person meeting in November 2022 in Zanzibar, Tanzania. Moreover, the HLC will launch its second report at a public-facing event as part of its programme in Tanzania. On celebrating the third anniversary of the Nairobi Summit, the HLC is furthermore expected to visit select programme sites, engage in meetings with Tanzania officials, and participate in high-level media engagement. The above activities will be organized by a planning committee that brings together the UNFPA Tanzania Country Office, UNFPA East and Southern African Regional Office and ICPD25 Follow-up Secretariat, which in turn will coordinate with the Tanzania and Zanzibar local authorities, as well as the Co-Chairs of the HLC and UNFPA senior management.</p>

<p>Scope of work:</p> <p>(Description of services, activities, or outputs)</p>	<p>Under the overall guidance and leadership of the Representative, direct supervision of the International Operations Manager, close collaboration with the Procurement & Logistics Officer and the Personal Assistant to the Representative of the Tanzania Country Office, and in close coordination with the ICPD2 follow-up Secretariat (as well as with the consultant that is envisioned to be brought on board). The main responsibilities and functions of the Event Management Company will include:</p> <ul style="list-style-type: none"> ● Participate in coordination meetings with Logistics task team and provide updates for the event logistics; ● Support in the follow-up of other vendors (Hotel & Conference room, Venue branding, Interpreters, Moderator, entertainment, etc); ● Maintaining working relationships with other vendors; ● Meets with the UNFPA CO team regularly before the day of the event to work out details; ● Liaise with HLC Secretariat, UNFPA Logistics task team to ensure all resource materials that will be used are well organized before the event; ● Coordinate and ensure flights for the participants are booked and tickets issued timely; ● Coordinate and ensure accommodation is booked as per the list/information shared by the secretariat; ● Coordinate airport transfers for the participants; ● Coordinate transport for the field/sites visits; ● Coordinate a high-level reception and arrange for entertainment during the reception; ● In collaboration with the Communications task team and the branding company, ensure the conference room is well set for the event; ● Liaise with the Event Coordinator and Communication team to ensure all media engagement plans are in order and ensure well coordination of the media personnel during the event; ● In collaboration with UNFPA CO to ensure the swift arrival, stay and departure of all participants; ● Ensure compliance with health and safety rules throughout the day of the event; ● Be present on the days of the event to ensure all event standards are met; ● Maintain the records of the event and do a post-event summary report;
<p>Duration, working schedule:</p>	<p>The Event Management Company is expected to work for up to 4 months, i.e. 3 days in a week from August to Sept 2022 and full time from 01 October until 30 November 2022.</p>
<p>Place where services are to be delivered:</p>	<p>Within Tanzania, mainly in Dar es Salam and Zanzibar.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<ol style="list-style-type: none"> 1. Weekly preparation status report from the start of the contract. 2. Post-event summary report with key highlights on the success and lessons learned in the logistics management to be shared one week after the event.
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>There will be a weekly follow-up with the Event Management Company till the end of the contract.</p>
<p>Supervisory arrangements:</p>	<p>The Event Management Company will report to the International Operations Manager with direct guidance from the Procurement & Logistics Officer and the Personal Assistant to the Representative of the Tanzania Country Office, with a dotted line matrix reporting to the HLC Secretariat, ICPD25 Follow-up.</p>
<p>Expected travel:</p>	<p>Within Tanzania (Dar es Salam and Zanzibar)</p>

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> ● At least 2 years of experience in administration management, event management and logistic arrangements; ● Must be a registered company; ● Knowledge of and experience in organizing high-level meetings and public-facing events are considered an asset; ● Quality experience with working with the UN, Government and other International organisations on similar projects; ● Strong knowledge of and experience with making travel and logistics arrangements; ● Good understanding of arrangements of communications and media engagements in high-level meetings; ● Knowledge of protocol for high-level events/meetings; ● Familiarity with Dar es Salam and Zanzibar contexts; ● Ability to adapt and respond to requests efficiently and promptly, and work under pressure, especially when the event and its accompanying activities are at their peak; ● Ability to organize work with minimum supervision; ● Must have a team that can successfully handle the event; ● High level of computer literacy in Microsoft office; ● Excellent attention to detail; ● Fluency in English and Swahili is required; knowledge of another UN language is an asset.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Office space and internet access will be provided at UNFPA Tanzania Country Office for up to two individuals from the company as deemed necessary.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>1. Payment schedule</p> <ul style="list-style-type: none"> ● 15% Upon submission of and acceptance of the first month's report as per the agreed deliverables. ● 15% Upon submission of and acceptance of the second month's report as per the agreed deliverables. ● 35% upon submission of and acceptance of the third month's report as per the agreed deliverables. ● 35% upon completion of the work and submission of and acceptance of the final activity report. <p>2. Submission requirements</p> <ul style="list-style-type: none"> ● The consulting firm should submit the technical application as below; <ul style="list-style-type: none"> - Duly filled bid form, expression of interest letter, copy of legal documents, registration and business license - Overall understanding of the TOR requirement and proposal - Range and depth of organization experience in conducting similar projects - Sample of previous work and reference point - Key personnel: <ul style="list-style-type: none"> (a) relevance and experience and qualifications of the proposed team leader (b) relevance and experience and qualifications of the proposed team members (at least two)

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| | <ul style="list-style-type: none">• The technical proposal should be well summarized with a maximum of 5 pages• The consulting firm should submit the Financial proposals separately• Firms Profile• Curriculum Vitae of team lead and team members expected to undertake the consultancy. |
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3. How to apply

Qualified Firms should send the application letter and proposal documents through the email address tanzania.office@unfpa.org

Deadline for the application: 10 Aug 2022

<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>
