



CONSULTANCY - TERMS OF REFERENCE

Giga Event Management Specialist

UNICEF Office of Innovation - Giga, Geneva, Switzerland

Duration: 12 months (Deliverable-Based)

Duty Station: Geneva, Switzerland

Advertising summary

Giga seeks an Event Management Specialist to join one of the most innovative and impactful initiatives at the United Nations, whose aim is to connect every school in the world to the Internet and every young person to information, opportunity, and choice. This individual will have a range of interesting responsibilities, encompassing the strategic planning and execution of events across Giga.

Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective? YES NO

If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child...innovate

UNICEF has a 70-year history of innovating for children. We believe that new approaches, partnerships and technologies that support realizing children's rights are critical to improving their lives.

The **Office of Innovation** is a creative, interactive, and agile team in UNICEF. We sit at a unique intersection, where an organization that works on huge global issues meets the start-up thinking, the technology, and the partners that turn this energy into scalable solutions.

About Giga

Launched in 2019 as a joint initiative between UNICEF and ITU, **Giga** has set the ambitious goal to connect every school in the world to the internet. Half of the world's population has no regular access to the Internet. Millions of children leave school without any digital skills, making it much more difficult for them to thrive and contribute to local and global economies. This has created a digital divide between those who are connected and those who are not, a divide that has become even wider during the Covid-19 pandemic. UNICEF and ITU have therefore joined forces to create **Giga**, an initiative to connect every school in the world to the Internet and address this new form of inequality.

Giga focuses on connecting schools so that children and young people have access to information, opportunity, and choice. It also uses schools as anchor points for their surrounding communities: if you connect the school, you can also connect local businesses and services. This creates opportunities for service providers to generate revenue from paying users, making connectivity more sustainable. A 2021 report by the Economist Intelligence Unit found that a 10% increase in school connectivity can increase effective years of schooling by 0.6% and increase GDP per capita by 1.1%.

You can read more about Giga's work at <https://giga.global/> and by following us on twitter @Gigaglobal

How can you make a difference?

The Event Management Specialist will be embedded in a nimble communications team and will provide expert guidance and support in planning, coordinating, and executing a wide range of events for our internal and external partners. They will leverage their expertise in event management to ensure seamless and successful events that meet or exceed expectations.

The successful candidate should possess a diverse range of skills to plan, execute, and oversee events successfully. These skills include exceptional organizational abilities, strategic in proposing events to participate in, and strong communication and interpersonal skills for effective team management and engagement. The candidate must also have meticulous attention to detail to ensure flawless execution, creativity to design engaging and memorable events, adaptability to handle unforeseen challenges, and proficiency in project management and budgeting to deliver events on time and within budget.

Under the supervision and guidance of the Communication Lead, the Event Management Specialist will have a role in setting the strategic direction of events at Giga.

Your main responsibilities will be:

1. Strategic Planning:

- Develop comprehensive event strategies aligned with Giga objectives.
- Create detailed event plans including timelines, budgets, and logistics.
- Design innovative approaches to enhance event impact and effectiveness.



2. Partner Collaboration:

- Cultivate strong relationships with internal and external partners to understand their event vision and goals.
- Collaborate closely with internal and external partners to tailor event solutions to their specific needs.
- Provide expert advice and recommendations to internal and external partners throughout the event planning process.

3. Logistics Management:

- Oversee all aspects of event logistics, including venue setup, catering, and audiovisual requirements.
- Coordinate transportation and accommodations for attendees, speakers, and VIP guests.
- Develop contingency plans to address potential logistical challenges and ensure event continuity.

4. Marketing and Promotion:

- Develop and implement event marketing strategies to maximize attendance and engagement.
- Coordinate with the Communication and Design team to create compelling event messaging and promotional materials.
- Partner with Social media and Content Manager to utilize various marketing channels, including social media and email campaigns, to reach target audiences effectively.

5. Evaluation and Improvement:

- Conduct post-event evaluations to assess event success and gather feedback.
- Analyze event metrics and data to identify areas for improvement.
- Use insights from evaluations to refine event strategies and enhance future event planning efforts.

Description of assignment

#	Tasks	Deliverables/Outputs	Delivery deadline
1	Strategic Planning	Comprehensive Event strategy	Month 1
		Detailed Event plans including timelines, budget and logistics	Month 2
2	Cross Functional Collaboration	Develop Event Protocol SOPs document to support internal functions planning internal events.	Month 3
		Develop Shared Internal Event Calendar	Month 4

3	Logistics Management	Oversee all aspects of event logistics, develop logistics best practice document.	Month 5
		Oversee all aspects of invitation, travel and accommodation for attendees, speakers, and VIP guests, develop travel best practice document	Month 6
4	Event strategy review	Submit document reviewing events held to date, success, challenges and risk mitigation for future events.	Month 7
5	Vendor Management	Develop and submit SOP on Vendor Management	Month 8
6	Event Marketing Promotion	Develop SOP on engaging Communication and design to support the event with collateral	Month 9
7	Event Scripts and Run Sheet	Develop a document that outlines the scripts and detailed run sheet outlining schedule and flow of events during a program	Month 10
8	Accessibility plan	Submit plan that ensures event is accessible to all participants including those with disabilities.	Month 11
9	On-site Event Management plan	Develop and submit plan detailing the roles and responsibilities of event staff and volunteers as well as procedures	Month 12

To qualify as an advocate for every child you will have...

- A master's degree in hospitality, Marketing or a related field is essential for this role. *An undergraduate degree in a relevant discipline combined with an additional 2 years of professional experience in project management may substitute for a Master's degree.
- A minimum of 5-7 years of professional work experience in selecting, setting up, and hosting large-scale events and working across multiple organizations and teams is required.
- Demonstrated success in planning and executing various events such as conferences, corporate events, fundraisers, and Trade shows, to name a few.
- Experience working with a diverse team in a hybrid environment, managing events of varying sizes and complexities.
- Strong communication and interpersonal skills, both written and verbal, for effective client management, vendor negotiation and team collaboration
- Meticulous attention to detail to ensure flawless execution of events and adherence to budget.
- Creativity and problem-solving abilities to design innovative event concepts and address challenges as they arise.



- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

Travel:

- The consultant is expected to travel to Spain two times (2 trips), for a stay of 5-6 nights.
- The consultant is responsible for arranging his/her own travel, including visa and travel insurance.

Payment details and further considerations

- Payment of professional fees will be based on the submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.
- Consultant is responsible for his/her own health and travel insurance.
- Consultant is responsible to arrange his/her own travel, including visa.

How to apply:

- Interested applicants are required to submit a financial proposal with an all-inclusive fee. Please see the financial proposal template.
- Financial proposal must include travel costs (economy class) and daily subsistence allowance, if travel is required as per TOR and any other estimated costs: visa, travel/health insurance
- **Applications without a financial proposal will not be considered.**

For every Child, you demonstrate...

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability ([CRITAS](#)).

To view our competency framework, please visit [here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

UNICEF offers reasonable accommodation for consultants/individual contractors with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Remarks:

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.