

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
1. Work closely with CFC team to ensure effective preparation, management, and execution of the events in accordance with the highest national standards.	<ul style="list-style-type: none"> - Support in the conceptualization, improvement and finalization of the event concept note and planning. - Coordinate, discuss and liaison with local governmental counterparts, other UNICEF CO focal points, industry & academia experts, to touch base on event planning and participation. - Support in ad hoc CFC programme development tasks. 	By the end of December 2024	30% of total consultancy fee
2. Logistic & technical support at event preparation stage	<ul style="list-style-type: none"> - Maintain and update meeting materials, including but not limited to conference agenda, participants information forms, admin note, budget forms, as well as the conference venues schedule, administer and update all related information. - Communicate and liaise with guest speakers, government counterparts, event management company, and sessions moderators and finalize necessary internal and external information management documents/tools. - Drafted media materials for review: briefing notes and talking points for interviews, press releases, etc., in Chinese and English. 	From onboard date to July 22, for child photograph workshop From onboard date to mid-September for CFC regional conference From beginning of October to November 20 for WCD campaign	30% of total consultancy fee
3. Logistic & technical support at days of the event	<ul style="list-style-type: none"> - Support in venue setting up, welcoming conference participants, delivering guidance, coordinating with local counterparts on conference arrangements. - Assist in activities to promote media coverage (e.g. press conferences, interviews) of priority issues and/or major events, include disseminating 	July 22-26, for child photograph workshop September 23-27, for CFC regional conference	25% of total consultancy fee

	<p>materials and consulting with press on approach/story angle and other information requests, undertaking appropriate follow-up action and reporting on the impact of coverage.</p>	<p>November 20 for WCD campaign</p>	
<p>4. Post-event knowledge management support for project management</p>	<ul style="list-style-type: none"> - Maintain and collate records, paperwork, reports created from the conference and events. - Assist in creating evaluation forms and collecting feedback from the participants and other players regarding to the events. - Consolidated and organized conference knowledge materials: including conference recordings for all sessions, recordings for capacity building, event photos, all guest speeches & slides, reports, feedback forms from guests. 	<p>By the end of December 2024</p>	<p>15% of total consultancy fee</p>