



CONSULTANCY - TERMS OF REFERENCE

Title: Local Consultant – Event Manager

Division: UNICEF Sustainable WASH Innovation Hub, Copenhagen, Denmark

Duration: January 2025 – April 2025

Duty Station: Copenhagen, Denmark

Advertising summary

The vision of the UNICEF Sustainable WASH Innovation Hub (WASH Hub) is to be a global home for building, accelerating and scaling transformational climate resilient solutions for a WASH secure future of universal and equitable access to services, addressing the full ambition of the SDG6.

To deliver on this goal, the Hub will connect a passionate community of strategic stakeholders at a global event in March 2025, to co-create, advocate, enable, convene, and motivate for innovative sustainable solutions to long-standing barriers and emerging opportunities for a WASH secure and climate resilient future for every child.

The Event is planned as a physical event, but with the possibility of following selected breakout sessions online. The event will provide an opportunity for political leaders, member states, business leaders, multilateral organizations, non-governmental and civil society organizations, youth, academia, development finance institutions and our global UNICEF WASH, CEED (Climate, energy, environment and disaster) and innovation colleagues from country offices to collectively address the urgent WASH needs of children and youth affected by emergencies, climate change and political unrest.

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.

The **Sustainable WASH Innovation Hub**, based in Copenhagen, Denmark, aims to source, pilot and scale transformational and frontier climate resilient innovations that respond to key programmatic challenges that, if solved, will unlock faster progress for a water secure future for children and young people. The Hub will bring together a passionate community of strategic partners including children and young people, academia, private entrepreneurs, public policy makers, social development and humanitarian actors, and our global UNICEF WASH / CEED and innovation colleagues in 150+ countries. Collectively we will co-create, advocate, enable, convene, and motivate for innovative sustainable solutions to long-standing barriers and emerging opportunities for a WASH secure and climate resilient future for every child.

As part of this collaboration to deliver on this vision, the Hub will connect a passionate community of strategic stakeholders at a global event in March 2025, to co-create, advocate, enable, convene, and motivate for innovative sustainable solutions to long-standing barriers and emerging opportunities for a WASH secure and climate resilient future for every child. The event will provide an opportunity for political leaders, member states, business leaders, multilateral organizations, non-governmental and civil society organizations, youth, academia, development finance institutions and our global UNICEF WASH, CEED (Climate, energy, environment and disaster) and innovation colleagues from country offices to collectively address the urgent WASH needs of children and youth affected by emergencies, climate change and political unrest. This event is planned as a physical event in Copenhagen at UN city, but with the possibility of following selected breakout sessions online.

United Nations Children's Fund

How can you make a difference?

The WASH innovation hub is seeking an experienced event organizer to manage the arrangements for the March 2025 WASH event, with approximately 150 delegates, speakers and participants. The event organiser will support the WASH innovation hub team working closely with staff and technical specialists, under the overall direction of the Partnership Specialist to develop and co-ordinate the event sessions and implement the planned activities at the event.

The Consultant will contribute to the objectives of the WASH Hub by:

1. **Managing coordination of the physical and online actions required ahead of the event.** This will include engaging with participants and presenters, coordination with service providers around the event facilities and ensuring appropriate equipment for the agreed activities.
2. **End to end Event management.** Support the WASH innovation hub team to coordinate the programme and run of show for the event, and support with setting up the event spaces.
3. **Participant coordination.** Monitor registration, coordinate communication with participants and support with accommodation and visa arrangements where required.
4. **Digital production supervision.** The event will require a number of digital elements to facilitate presentations, screening of videos, online participation and recording. The consultant will need to outline these and identify approaches and providers for engagement within timelines and budgets. And ensure the digital version of the event is run smoothly and professionally.
5. **Support communication activities for the event.** Support development of the communication strategy and key messages before and after the event, in collaboration with the communications team.
6. **End of event report.** The WASH innovation hub expects to run future events of a similar style, to enable this the consultant will produce a report to be used as a guide for the next event, including details of service providers used, lesson learned, key challenges and suggestions for future events.

Description of assignment

Detailed responsibilities / deliverables:

	Tasks	End Product/ Deliverables	Time Frame/ Delivery Date
1	Build on and adjust the initial plan for event management and facilitation, discuss with UNICEF team	Deliverable 1: Event plan Deliver adjusted event management plan with key priorities, timelines and milestones, key stakeholders to engage and sign-off processes	10.01.2025 3-5 days after contract signature

2	Logistics Support	Deliverable 2: Logistical Support Start booking catering services, ensure proper equipment at the venue is available (projectors, sound system, microphones, translation booth if needed, etc.), proper room layout and furniture available, etc. printing needs, event badges, etc.) and find accommodation options/deals to offer participants	03.02.2024-20.03.2025
3.	Programme Management	Deliverable 3: Programme Management Coordinate the programme and run of show for the event, and support the organization and set-up including; Plenary sessions, key-note speakers, and break-out sessions and ensure the programme integrates well with the physical space and digital event set-up.	13.01.2024-20.03.2024
4	Managing Participant Coordination	Deliverable 4: Participant Co-ordination Responsible for all participant co-ordination leading up to the event and during the event including: - tracking participant registrations, following up, developing alternative approaches or adjusting participant list to secure relevant number of participant and supporting in VISA applications and travel plans and accommodation - Managing key speakers and facilitators from confirmations to adjusting plans and securing replacements - Managing the accommodation, logistics and visa arrangements and share relevant information with participants and any special needs at the locations -Develop a plan for managing all participant flow during the event - Responsible for the management of participants during the event	13.01.2024-20.03.2024
5	Identify, Develop and Manage Digital production services	Deliverable 5: Digital production services - Identify an approach for online participation for the event	13.01.2024-20.03.2024

		<ul style="list-style-type: none"> - Develop the online set-up including equipment, logistical set-up, human resources needed and secured - Coordinate and support digital elements for the event before and during the event such as access, coordination of presentations, recordings and audio-visual displays 	
6	Support communication activities for the event	Deliverable 6: Communication including PR and marketing In coordination with the WASH Hub team support; <ul style="list-style-type: none"> - Pre-event promotion of the event - Media, PR, social-media coverage of the event - Co-ordination of post event materials with pre-established engagement from selected participants 	27.01.2024-26.03.2025
7	End of event evaluation report	Deliverable 7: Evaluation Event Report Provide a guide for future events for others to follow outlining suggested timelines and service providers, highlight the goals and results, and feedback from participants and UNICEF teams. Build on the experience from the event to deliver this.	21.03.2025-04.04.2025

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

- The consultant must be in Denmark starting from January 2025
- A minimum of 10 years of relevant professional experience leading high-level conference planning and event management, including hybrid events, including an understand of bringing international participants into Denmark.
- Excellent organizational skills with the ability to plan and meet deadlines through, and with, teams of people and individuals from diverse, cross-cultural backgrounds.
- Strong track record and evidence of coordinating and managing international events with global reach, with experience on content and stakeholder management
- Strong project management and financial/budget reporting skills. Qualifications in these areas would be considered an asset.
- The ability to see the bigger picture and understand how each element of event is interdependent on one another, while deep dive into the smaller details to ensure a smooth and professional event
- Understanding of international development, UN practices, norms and sensitivities.

- Extensive contacts and outreach capabilities within the community of practice.
- Knowledge of managing events and having the associated contacts within Denmark is considered an asset
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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.

How to apply:

- The Interested applicant is required to submit a financial proposal with all-inclusive fee. Please see the financial proposal template.
- **Applications without a financial proposal will not be considered.**

The applications will be evaluated against the following:		
REF	CATEGORY	POINTS
1.	Experience of the consultant <ul style="list-style-type: none"> • Strong track record and evidence of coordinating and managing international events with global reach. • Strong project management and financial/budget reporting skills. • Strong experience with customer service is evidenced from testimonies from previous clients. • Extensive contacts and outreach capabilities within the community of practice especially in Denmark. • Knowledge of managing events and having the associated contacts within Denmark. 	40
2.	Proposal detailing top-level approach to event management with demonstrated understating of the requirements: <ul style="list-style-type: none"> • Indicate key considerations and risks, particularly with global and multi-sectoral participants • Share approach to time management • Vision and sound methodology of achieving key outputs within the specified timeframe. 	30
Total Technical (max 70)		70
Only Proposals which receive a minimum of 50 points will be considered further.		
3.	Financial proposal	30
Total Financial (max 30)		

Total Overall (max 100)	
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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.