|  |
| --- |
| UNICEF in Belarus |
| **Requirements for Financial Offer** |
|  |
| **Programme:** Communications & Partnerships sections |
| **Assignment Title:** **Sports for Development and Events Management Consultant (National, Belarus)** |
| **Purpose of the Assignment:** The purpose of the consultancy is to manage the partnership portfolio with sports entities as well as coordinate and provide overall technical guidance in design, planning, implementation and monitoring of UNICEF supported public activities and events that will contribute to the achievement of advocacy and programmatic outcomes. |
| **Supervisor:** Communication Specialist and Partnerships Officer |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Assignment Overview** | **Deliverables/ Outputs** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
| Development of the comprehensive plan of S4D and other public events | Plan for 2024 and 2025 is developed | For 2024 – by 15 April 2024  For 2025 – by 31 Jan 2025 |  |
| Assist in logistics and event management and promotion of inclusion, mental health, fundraising for assistive technologies during Minsk Half-Marathon activities and Family Run organization in collaboration with corporates and Belarusian Athletics Federation | Assistance provided with Minsk Half-Marathon activities (registration of participants, fundraising activations on-site, communication with vendors for logistical support, organization of Children’s Entertainment area) and Family Run in collaboration with Athletics Federation and corporate partners | 30 September 2024 |  |
| Development of cooperation with Belarusian Cybersports Federation / further development of recommendations for parents whose children play computer games on responsible parenting, cybersafety and inclusion | The recommendations for parents are developed and promoted  At least 1 event is organized | 31 October 2024 |  |
| Coordination of sports activations and information dissemination to support girl’s engagement, responsible parenting, mental health through participation in family festivals “Papa, Mama, me –We are a football family” in cooperation with Belarussian Football Federation; MoU renewal | At least one event in each oblast is implemented | 30 September 2024 |  |
| Coordination and development of UNICEF engagement in the Pershy Rovar cycling event for children with promotion of the healthy lifestyle, road safety and inclusion in sports | UNICEF is engaged in all Minsk districts events and finale within Pershy Rovar | 31 October 2024 |  |
| Providing assistance with the design and implementation of the CRB Academy (Child Rights for Business Academy) | CRB Academy launch event organization: venue, invitation of businesses and business mass media, overall logistical support with vendors and event agency  Another activity throughout the year | 30 December 2024 |  |
| Logistical and event management support during World Children’s Day activities and non-financial corporate partnerships | Open consultations between adolescents and business are organized (with involvement of the agency)  Kids’ Take Over with 2 businesses and/or S4D partners: logistics, PR, comms assets and advocacy | 30 November 2024 |  |
| Logistical and event management support during 1 June events and activities | Event management, coordination with national partners | 30 June 2024 |  |
| Logistical and event management support within the framework of cooperation with the Center of Culture ”Vitebsk” (including Slavyanskiy Bazaar events and activities) and Family for Every Child project in Vitebsk | Event management, coordination with national partners | 30 December 2024, with event itself in July 2024 |  |
| Logistical and advocacy support related to Family-Friendly Policies promotion among S4D and corporate partners | Logistics and visibility support | 30 December 2024 |  |
| Logistical support within the “Sharing is Caring” initiative in collaboration with Minsk Marriott Hotel | Event dedicated to official signing of the Partnerships Agreement is organized  Other events that would be planned throughout the year | 30 April 2024 |  |
| Logistical support and coordination of events for children, including refugees within the emergency preparedness and response programme | At least, five events per year | 30 December 2024 |  |
| Providing assistance in overall coordination of the emerged programme, communication, SBC or partnerships related in coordination with supervisor with the proper planning, documentation and reporting | At least one additional activity related to building corporate partnerships | March 2025 |  |
| Support in organizing events on the World Disability Day, New Year and UN Communication Group events | At least, 5 events are anticipated | March 2025 |  |
| Monthly documentation and reporting | Monthly implementation and planning reports (10 reports) | March 2025 |  |
| **TOTAL COST FOR DELIVERABLES (USD):** | | | **USD …** |
| TRAVEL (if required as per TOR) | | | USD … |

|  |
| --- |
| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must :   * Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference. * Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor * Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable. |