

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS (International)

Title: Event Management Specialist	WBS/Funding Reference/Activity/IR (WBS)	Type of engagement <input checked="" type="checkbox"/> Consultant	Workplace of Consultant: Dhaka, Bangladesh
Grant: RR	GL Account: Enter GL Account Code	Fund ID: Enter Fund Code, e.g. SC,SM,GC	

Background:

The UNICEF International Council (IC) Symposium, scheduled from November 7 to 9, 2024, in Dhaka, Bangladesh, followed by a programme visit to Cox’s Bazar from November 10 to 11, represents a pivotal event for UNICEF Bangladesh. This event aims to bring together members of the International Council, partners, stakeholders, and international guests to discuss, collaborate, and share insights on pressing issues related to child rights and development.

Purpose of Activity/Assignment:

The primary objective of this consultancy is to orchestrate a highly successful, impactful, and seamless execution of the UNICEF International Council's annual symposium and the subsequent field visits in Dhaka and Cox’s Bazar. This includes meticulous planning, coordination, logistics management, engagement facilitation between UNICEF Bangladesh, UNICEF Private Sector Fundraising (PFP) and Communications teams supporting the IC, and IC members.

Scope of the Work

The selected consultant will operate under the guidance and the direct supervision of the Chief of the Resource Mobilization and Partnerships of UNICEF Bangladesh Country Office and will work closely with the Chief of Communications, Chief of Programmes, Chief of Operations/Supply/Administration and Chief of Cox’s Bazar Field Office, in sync with UNICEF global team coordinating the IC. The responsibilities encompass strategic event planning, comprehensive logistics coordination, effective communication, and facilitation of field visits, ensuring a memorable and productive experience for all participants-

1 Event Strategy and Planning:

The consultant will coordinate the implementation of the event strategy and work plan tailored specifically to the unique context of Dhaka and Cox's Bazar. The consultant will support the definition of the plan, in collaboration with UNICEF teams. The plan will articulate the event vision and agreed activities by the UNICEF IC planning group for the event, encompassing goals for both the symposium and the field visits. Strategies and approaches to implement the event vision will be developed to engage stakeholders meaningfully, ensuring that each segment of the event promotes UNICEF's mission while fostering innovative engagement and networking. The consultant will work closely with UNICEF program sections and external partners to ensure alignment with broader organizational goals.

2 Logistics Coordination:

Comprehensive logistics planning will be at the heart of the consultant's responsibilities, ensuring seamless execution of the symposium and field visits. This includes selecting venues that not only accommodate the symposium's needs but also reflect UNICEF's commitment to inclusivity and accessibility. Transportation and accommodation arrangements will be made to ensure ease of access and comfort for all participants, with particular attention to international delegates' needs. Catering choices will reflect local cuisine while accommodating diverse dietary requirements, providing an authentic Bangladeshi experience.

5. Engagement Facilitation:

The consultant will design and implement a series of engagement activities aimed at donors, partners, and stakeholders. This includes the organization of side events that facilitate deep discussions on child rights and development issues. These events will be strategically scheduled to maximize participation and will be designed to foster networking, collaboration, and support for UNICEF's mission.

4. Field Visit Coordination:

A significant focus will be on coordinating the field visits to Dhaka and Cox's Bazar, ensuring participants gain firsthand insight into UNICEF's work on the ground. The consultant will collaborate closely with program sections to develop a comprehensive itinerary that showcases UNICEF's impact while facilitating meaningful interactions between council members, partners, and program beneficiaries. Logistics, such as travel arrangements and site visits, will be meticulously planned to ensure a smooth, informative, and engaging experience for all attendees.

5. Post-Event Analysis:

Following the conclusion of the event, the consultant will conduct a comprehensive post-event evaluation. This analysis will assess the event's overall impact, participant engagement, and the effectiveness of the field visits in fostering a deeper understanding of UNICEF's work. Lessons learned will be meticulously documented, providing valuable insights for future planning. Recommendations will be developed to enhance the planning and execution of subsequent events, ensuring continuous improvement in UNICEF's engagement with its stakeholders.

Budget Year	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2024	Resource Mobilization and Partnerships Unit	<p>The decision to engage an external Event Management Specialist for the UNICEF International Council Symposium in Dhaka is necessitated by several compelling factors. Firstly, regular staff members are deeply immersed in their essential duties, ensuring the continuous success of UNICEF's ongoing programmes. Diverting their attention could potentially disrupt these critical operations. Secondly, the RMPU team is abolishing a P3 and NOC position following the PBR decision. Considering the complexity and scope of coordinating the extensive field visits, particularly given the intense nature of the workload, which includes roughly 33 days dedicated to logistics and field visit management alone, the need to engage an external consultant arise. The consultant will also bring the advantage of conducting an unbiased post-event analysis, offering impartial insights that are vital for the continual improvement of future events. Adhering to a strict budget under \$40,000, a consultant can operate within a project-specific financial framework, which might not align with the existing staff budget allocations. This focused approach ensures that the event's strategic objectives are met without compromising the quality and efficacy of the organization's enduring commitments.</p>

Included in Annual/Rolling Workplan: Yes No, please justify: RMPU does not have any ARWLP, we have output and RAM indicators

Consultant sourcing:

National International

Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review ¹ /Interview) <input type="checkbox"/> Single Sourcing (exceptional, only in emergency situations, approval by Head of Office required)			
Name (in case of single sourcing/extension)		Justification or Refer to NFR (in case of single sourcing/extension)	
Supervisor: Elisa Cortes Gil Chief Resource Mobilization and Partnerships		Start Date: May 20, 2024	End Date: November 20, 2024
		Number of Days (working) The consultancy spans 6 months. Assuming an average of 22 working days per month, this totals approximately 132 working days	

Work Assignment Overview					
Milestone	Deliverable/Output	Timeline	Days Allocated		
• Event Strategy and Planning	Comprehensive event strategy and work plan document	May 2024	Approx. 13		
• Logistics Coordination	Detailed logistics plan for venue, transportation, etc.	June-August 2024	Approx. 33		
• Engagement Facilitation	Series of engagement activities and side events report	September 2024	Approx. 26		
• Field Visit Coordination	Itinerary and logistics coordination document	October 2024	Approx. 33		
• Post-Event Analysis	Evaluation report summarizing event impact	November 2024	Approx. 7		
• Local Travel (Lum Sum)					
Travel Local (please include travel plan)	Travel Local (please include travel plan)	Included under local travel			
DSA (if applicable)	DSA (if applicable)				
Terms of payment	<input checked="" type="checkbox"/> Payment based on approved invoice upon completion of each deliverable according to schedule. <input type="checkbox"/> Payment based on approved invoice and final evaluation upon completion of all deliverables at the end of assignment. <input type="checkbox"/> Fee advance, percentage (up to 10 % of total fee)				

¹ A Desk Review should only be considered as a selection method when there is a justifiable urgency.

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Development Studies/ Business Studies/Marketing</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • Possess a degree in relevant subject areas such as Development Studies, Management, Business Studies, or Marketing, with supplementary advanced academic credentials in International Humanitarian Action or Social Policy. • A minimum of 5 years of professional work experience in planning, selecting, setting up, and executing large-scale events and working across multiple organizations and teams, with precision and attention to detail, is required. • Expertise in logistical coordination is essential, including the management of travel arrangements, venue selection, and the creation of complex itineraries to ensure a seamless and efficient event experience. • Prior experience working with the United Nations or other international organizations will be considered a significant asset. • Must demonstrate comprehensive knowledge and a nuanced understanding of the Bangladesh context, particularly in relation to the implementation of the CRC and adherence to UN protocols. • Proficiency in English is mandatory, with the ability to communicate and articulate concepts and ideas at a professional level.
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p>Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>

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.

UNICEF offers reasonable accommodation for consultants 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.

Checklist for VA and hiring managers

1. Technical Offer:

Based on the careful study of the TOR and deliverables, provide (1) information on the way you intend to achieve the outputs of the assignment and complete the deliverables. (2) Please elaborate on the timeline and milestones. (3) Also indicate references to the similar assignments that you performed & their contacts, and (4) attach your CV.

2. Financial Offer:

Should be an all-inclusive (lump-sum) fee for all deliverables and complete output of the assignment as described in the TOR. It should include among others consultancy fee, associated administrative cost, all living and travel cost (please see travel plan in the TOR if applicable). UNICEF will not cover any additional cost. Payment schedule that is linked to milestones and completed deliverables should be included.

The offers will be evaluated as follows:

Criteria	Weight	Points/amount
Qualifications	20%	
Education qualification	7%	1-5 points for relevant Master's degree or higher
Years of relevant experience	8%	1-3 points for 5-7 years; 4-6 points for 8-10 years; 7-10 points for 10+ years
References to similar assignments	5%	1-2 references: 2 points; 3-4 references: 3 points; 5+ references: 5 points
Technical Offer	60%	
Event and Logistics Management Expertise	30%	1-15 points for planning and execution; 1-15 points for logistical coordination
Understanding of the CRC and UN Protocols	15%	1-20 points for demonstrable knowledge and application
Language Proficiency	15%	1-10 points for proficiency in English
Financial Offer	20%	
Payment schedule linked to milestones	10%	Clearly defined and reasonable milestones: 1-10 points
All-inclusive fee	10%	Fee aligns with project budget: 1-10 points
TOTAL	100%	