

TERMS OF REFERENCE FOR LOGISTIC EVENT MANAGEMENT INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Rwanda Country Office in coordination with the Regional Office and the Headquarters.
Purpose of consultancy:	The Event Management Individual Consultant will contribute to the work of UNFPA Rwanda Country Office, the Regional Office, and the HQ by providing administrative and logistics assistance while supporting UNFPA delegations and relevant events organization linked to the Women Deliver 2023 that will be held in Kigali, Rwanda in July 2023. She/he will be in charge of managing transport and ensure coordination and readiness.
Background:	<p>UNFPA is a key sponsor and sits on the WD2023 Advisory Group to provide strategic advice and input on the development and implementation of the Conference and Global Dialogue by co-creating the Conference’s theme, design, and programming. Through the Advisory Group, UNFPA has been playing a leading role in shaping dialogue, fostering collaboration, and driving collective action in the lead up to the Conference. Internally, UNFPA established a team in June 2022, involving colleagues from relevant departments to provide strategic vision and help steer our corporate engagement.</p> <p>WD2023 serves an important opportunity to advance UNFPA’s priorities in line with its Strategic Plan (2022-2025), particularly accelerating the reduction of preventable maternal deaths, eliminating harmful practices, and promoting a robust civic space for transformational feminist and youth-driven action in the follow-up to the Generation Equality Forum and the Nairobi Summit on ICPD25.</p> <p>UNFPA’s engagement will provide an enabling environment to continue to shape the narrative around SRHR as called for by the Nairobi Summit HLC and influence allies and partners to ensure sexual and reproductive health and rights for all, especially as we gear towards ICPD@30 in 2024.</p> <p>The Executive Director (ED) has been invited to participate in the opening ceremony (17 July) and in the main plenary on SRHR (18 July), as a thought leader on the topic. A total of 10 thematic topics have been identified for the plenary, which include the following:</p> <ol style="list-style-type: none"> 1. Gender Equality and Global Crisis 2. Anti-Rights (Push-back against the pushback) 3. Decolonization 4. Climate Action 5. African Region 6. Feminist Policies 7. Power Shifts and Intergenerational Dialogue 8. Accountability of Gender Equality Commitments 9. Movement-Building

	<p>10. Sexual and Reproductive Health and Rights (SRHR)</p> <p>The following key high-level events will be hosted as part of the special programme:</p> <ul style="list-style-type: none"> ● Ministerial Forum on July 17 led by the Government of Rwanda (50 ministers are expected). ● High-level Event on the Generation Equality Forum led by UNW. ● “Africa Day” will take place over 1 day of programming that will include a regional focused plenary (see above) and concurrent sessions throughout the day. ● ICPD30 Mobilization Event (led by ESARO, WCARO and the ICPD30 Secretariat) <p>Besides concurrent and side events detailed below, there will be an arts and film festival, wellness space, community space for networking, and exhibition booths among other programming.</p> <p>The ED will also be participating in selected engagements with the Government of Rwanda, young people and UNFPA Rwanda staff.</p>
<p>Scope of work:</p> <p>(Description of services, activities, or outputs)</p>	<p>Under the overall guidance of the Representative, with direct supervision of the Operations Manager and the Deputy Representative, and in close coordination with the Regional Office and the HQ task team, the main responsibilities and functions of the Event Management Individual Consultant will include:</p> <p><u>General Coordination</u></p> <ul style="list-style-type: none"> ✓ Participate and minute coordination meetings with the logistics task team and provide updates for the event logistics. ✓ Support in the follow-up of contracted vendors (Hotels, event managers, secretariat rooms & transport). ✓ Meet with the UNFPA CO team regularly to work out details. ✓ In collaboration with UNFPA CO to ensure the swift arrival, stay and departure of all participants. ✓ Ensure compliance with health and safety rules throughout the day of the event. ✓ Maintain the records of the event and do a post-event summary report. ✓ Developing a comprehensive logistics plan encompassing transportation, accommodation, secretariat rooms and other related aspects. ✓ At the end of the event, the consultant will ensure reconciliation of invoices received from the concerned vendors. <p><u>Delegate airport transfers</u></p>

- ✓ Coordinate and ensure that all details of participants are available including arrival and departure dates and times.
- ✓ Coordinate with Women Deliver logistics for airport transfers for the participants to and from their respective hotels.
- ✓ Coordinate with Women Deliver logistics for special pick up & drop off of UNFPA Executive Director.

Delegates Accommodation

- ✓ Coordinate with WD2023 event manager (The Event factory) and ensure accommodation is booked as per the list/information shared by HQ and approved by the ED.
- ✓ Coordinate with WD2023 event manager (The Event factory) and ensure the allocation of rooms to participants.
- ✓ Communicate to participants the information on their booked rooms.
- ✓ Follow up & coordinate with the hotels & participants for any issues with accommodation.

Managing secretariate rooms

- ✓ Ensure all secretariat rooms hired at Serena hotel are arranged and ready use.
- ✓ Ensure catering (i.e., water, coffee, and pastries) is available.
- ✓ Ensure venue has available high-speed internet access.
- ✓ Ensure the venue has a working printer, papers, and other necessary stationeries.

Transport arrangements and management

- ✓ Coordinate with Women Deliver logistics for daily transport of participants from hotels to conference venues.
- ✓ Coordinate with Vava Tours for management of hired vehicles by the CO.
- ✓ Work with UNFPA staff in charge of transport & drivers to coordinate UNFPA vehicles that will be used during the event.
- ✓ Follow up with Security clearance of these vehicles with the Women Deliver Transport team.
- ✓ With coordination and support from the office focal point, coordinate field visits that may be required during the duration of this contract.

Duration, working schedule:	The Event Management Consultant is expected to work for up to 1 month, i.e., full time from 28 June until 27 July 2023.
Place where services are to be delivered:	Within Rwanda - mainly Kigali.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ol style="list-style-type: none"> 1. Developing a comprehensive logistics plan encompassing transportation, accommodation, secretariat rooms and other related aspects. 2. Produce a weekly preparation status report from the start of the contract. 3. Post-event summary report with key highlights on the success and lessons learned in the logistics management to be shared one week after the conclusion of the WD2023. 4. At the end of the event, the consultant will ensure reconciliation of invoices received from the concerned vendors.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	There will be a weekly follow-up with the Event Management Consultant until the end of the contract.
Supervisory arrangements:	The Event Management Consultant will report to the Operations Manager in collaboration with the Deputy Representative.
Expected travel:	The consultant is not expected to make any travels outside Kigali.
Required expertise, qualifications, and competencies, including language requirements:	<ul style="list-style-type: none"> ✓ A master's degree in business administration, Procurement and Logistics and Entrepreneurship, ✓ 3 to 6 years in managing logistics for high-level conference planning and event management. ✓ Knowledge and experience in organizing high-level meetings and events is required. ✓ Demonstrated experience of working with the UN, Government, and other international organizations on similar projects. ✓ Knowledge of managing protocol for high-level events/meetings is required. ✓ Ability to adapt and respond to requests efficiently and promptly, and work under pressure, ✓ 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 customer service orientation. ✓ Excellent attention to details. ✓ Fluency in English is required; knowledge of another UN language is an asset.

Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:	Office space, transport and internet access will be provided at UNFPA Rwanda Country Office.
Other relevant information or special conditions, if any:	An Individual Contract (IC) will be signed with the consultant for the duration of one month.
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	

How to apply:

Interested applicants should send a short letter (one page) of motivation and a detailed CV through the links mentioned below.

UNFPA will only respond to shortlisted CVs only.

Application deadline: 27 June 2023, 17h00 Kigali time.

The United Nations does not charge a fee at any stage of its recruitment process (application, interview, processing, training) or other fee, or request information on applicants' bank accounts or HIV status.