Event Management

**Type of Appointment:** Special Services Agreement (SSA)

**Duty Station:** Kigali

**Starting Date:** 26th April 2018

**Duration:** 3 weeks

**Deadline:** 24 April 2018

**Background:**

UN Women is the United Nations Entity for Gender Equality and the Empowerment of Women with the objective of providing support to national partners in implementation of international commitments; financial and technical assistance to innovative programs and strategies that promote women’s empowerment and gender equality; and leadership and coordination in UN country teams on their response to gender equality and women’s empowerment.

Gender equality in Rwanda is strongly embedded in the fundamental principles of Rwanda’s Constitution of June 2003 as revised in 2015 and has received strong recognition as a human and development right as well as a factor of good governance. Legal and policy framework coupled with political will at the highest level have helped Rwanda translate national and international commitments into action. In many instances, His Excellency the President of the Republic of Rwanda Paul Kagame re-affirmed that good governance, good economic management, and respect of human rights require gender equality and that men and women have to be equal partners and beneficiaries for sustainable development.

In this regards, the Government of Rwanda, in collaboration with the ONE UN and Smart Africa will be organizing a Conference on: “Achieving Gender Equality: Changing dynamics and Accelerating Progress” that will be held on the 10th and 11th of May 2018.

The conference will feature speakers from targeted sectors with the view to highlight areas trends and dynamics where the gender gap requires investment to achieve equal rights and opportunities for women and men in Africa.

200 participants both from within and outside Rwanda are expected to attend including representatives of governments, development partners, foundations, civil society, academia, the Private sector, Media and other. So far, we estimate to receive 50 participants from abroad many of which might also be attending the Transform Africa Summit and 150 from Rwanda.
Overall Responsibility:

In order to successfully carry out this assignment, UN Women, in collaboration with the Government of Rwanda is seeking to hire an event manager who will be entrusted with the logistical organization of the Gender Conference and offer support as requested by UN Women and the partners involved in the planning of the event.

Summary of key functions:

1. In close collaboration with UN Women supervisor, MITEC, Smart Africa Secretariat, the Gender Monitoring Office and the event venue focal points, the event manager is expected to plan, facilitate and monitor the successful coordination of all activities of the Gender Conference.
2. Set-up and manage the meeting room and exhibition area
3. Facilitate the Transport and Accommodation of conference participants
4. Coordinate and Provide content development and Design Services
5. Coordinate media relations
6. Provide Secretariat Services as requested

Specific activities:
The consultant will be responsible for the following deliverables:

1. **Ensure the effective coordination of all activities to take place at the venue and the field visits**
   a. Participate in the Gender Conference planning, organizing, review & evaluation meetings and contributing for the success of the same.
   b. Deploy required appropriate personnel, follow up on the completion of tasks, carry out periodic evaluation of performances and take appropriate measures required, to perform all specific tasks of the event effectively and efficiently
   c. Ensure availability of key audio visual services, technical tools and sound systems as requested by the event organizers
   d. Provide translation and rapporteur services as requested
   e. Provide ushering and protocol services
   f. Ensure proper registration and badging of all participants

2. **Set-up and manage the exhibition area**
a. Set up and prepare the floor plan for the exhibition and follow-up on partitioning as well as required equipment needed by exhibitors
b. Manage the exhibitors requirements and requests

3. Facilitate the Transport of conference participants
   a. Manage delegates arrivals and airport pick up in coordination with hotels
   b. Coordinate the transportation and Logistics for participants and delegates from designated points of pick up and drop, especially for the sites visits.

4. Coordinate and Provide content development and Design Services
   a. Content development for communications materials (brochure, flyers, banners, backdrops)
   b. Design services for the summit including Summit Look & feel, e-content, flyers, brochures, branding materials, branded spaces, merchandise
   c. Coordinate finalization and transport of branding materials to be used during the Conference
   d. Ensure proper event signage and branding at the venue location

5. Coordinate media relations
   a. Ensure visibility of the Gender Conference in local media outlets and appropriate forums (print, Radio, TV and online) locally, regionally and internationally
   b. In collaboration with the Gender Conference Organizing team, conceptualize and support the implementation of the Conference communication plan

6. Event Secretariat
   a. Ensure all session materials are availed, printed and disseminated to participants as applicable
   b. Ensure that key outcomes of each session are captured and recorded
   c. Provide a comprehensive report of the proceedings of all the Conference activities

Key Deliverables:
For the successful completion of the consultancy, the consultant will need to provide the following deliverables:

- Preparation of the Conference Roadmap / checklist (by 27th of April)
- Provide a detailed list of products and services to be provided during the Conference by the event manager (by 30th April)
• Provide a comprehensive event report at the end of the conference (by 15th of May)

Competencies:
Core Values/Guiding Principles
Integrity:
• Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

Professionalism:
• Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Ethics and Values:
• Demonstrate and safeguard ethics and integrity.

Development and Innovation:
• Take initiative in addressing emerging issues.

Work in teams:
• Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

Communicating and Information Sharing:
• Facilitate and encourage open communication and strive for effective communication.

Self-management and Emotional Intelligence:
• Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.

Conflict Management:
• Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.

Appropriate and Transparent Decision Making:
• Demonstrate informed and transparent decision making.

Required expertise and qualification
The Event Manager shall have the required expertise and qualifications

Experience:
• Have minimum 4 years in the event management industry
• Having managed at least 3 international events/conferences of comparable magnitude
• Having staff who are fluent in English and French

The following criteria will be used for the evaluation of the bids:
• Complete applicant profile including a detailed CV
• Reference to previous major conferences organized/managed
• General management and financial/budget reporting
• Fluency in English and French

Payment Modality
The event manager shall be paid the consultancy fee upon successful completion of the key activities and after approval of the key deliverables submitted to the organizing committee. The Remuneration is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.