

Event Manager and Resource Mobilization Consultant

Job ID/Title :	Event Manager and Resource Mobilization Consultant
Scope of advertisement :	Globally advertised
Category (eligible applicants) :	External
Brand :	UNDP
Practice Area :	Sustainable Development Goals
Additional Practice Area :	Management
Application Deadline :	Please see in the online system
Type of Contract :	Individual Contract
Post Type and Level :	International Consultant
Duty Station :	Home-based, with regular travel
Languages Required :	English
Starting Date (date when the selected candidate is expected to start):	1 October 2017
Duration of Initial Contract:	24 months. Initial contract will be set for 6-month period and will be expected for additional 18 months subject to satisfactory performance and funds availability.
Expected Duration of Assignment:	24 months

A. Project Title

UN SDG Action Campaign

B. Project Description

The United Nations Millennium Campaign (UNMC) was established in 2002 by former Secretary-General Kofi Annan, to support people's participation in achieving the Millennium Development Goals (2000-2015) and assist people in holding their governments accountable to their commitments.

As part of the United Nations Development Group (UNDG), prior to the adoption of the Agenda 2030, the UNMC was mandated to lead part of the global consultation on the Post 2015 agenda to make the most inclusive and transparent process. As a result, 10 million people participated in this open consultation, and told the United Nations what would make their lives better through the MY World 2015 survey, and the World We Want 2015 platform. This set a new precedent at the United Nations and with policy makers around the world - opening the door to more people-centered policy making.

As a natural continuation after the adoption of Agenda 2030 and the Sustainable Development Goals (SDGs) in September 2015, the mandate of the UNMC was extended as

a special initiative of UN Secretary-General Ban Ki-moon to support peoples' participation in SDG implementation.

The now called UN SDG Action Campaign works to build new multi-stakeholder partnerships to ensure a transparent dialogue between decision makers and their constituencies, especially the most marginalized and vulnerable populations. It will continue to leverage cutting-edge communication technologies, to show the human story behind development challenges and create deeper empathy and understanding between decision-makers and their people. Finally it will use data, technology and innovation to empower people with the knowledge and tools to become actively involved in supporting their governments with SDG implementation and to continue to involve as many people as possible in the decision making process.

In order to ensure the Campaign is fit for purpose to deliver on this mandate, a Global Campaign Center has been established in Bonn (Germany) to act as a hub to inspire people's action on the Sustainable Development Goals, connect and amplify stakeholder efforts, open up measures of accountability, aggregate citizen-generated data, showcase impact, share best practices, and incubate and test out innovative efforts around SDG implementation.

The UN SDG Action Campaign is therefore seeking to recruit an Event Manager and Resource Mobilization Consultant to provide support with the organization of UN SDG Action Campaign events in Bonn and internationally as well as to support the resource mobilization efforts of the Campaign.

C. Scope of Work

Summary of key functions:

Coordinate the Global Festival of Action for Sustainable Development:

- Manage the Festival's planning working groups; including setting up and coordinating teleconferences, notetaking and reporting back
- Manage the partner and audience acquisition strategy
- Coordinate the planning around the core components of the Festival's programme, including but not limited to programme development and interface with relevant partners
- Identify potential sponsors and other relevant sources of funding
- Support the management and monitoring of the Festival budget
- Manage the implementation of the Festival
- Coordinate the production of the tracks/sessions of the Festival
- Coordinate the communications and marketing strategy of the Festival
- Other general support including administrative and programmatic support as requested

Support the coordination of the regional editions of the Festival of Action for Sustainable Development and Campaign events during the HLPF, UNGA and other relevant global moments:

- Support the organization of regional editions of the Festival of Action for Sustainable Development, including but not limited to: identifying potential hosts, partners and sources of funding, developing an event strategy and workplan, supporting the implementation of the events
- Support the coordination of Campaign events during HLPF, UNGA and other relevant global gatherings, including but not limited to: identifying relevant partners and sources of funding, developing an event strategy and workplan, supporting the implementation of the events

Support the resource mobilization efforts of the UN SDG Action Campaign:

- Identify potential sources of funding
- Drafting fundraising proposals
- Monitoring project implementation
- Drafting of narrative and financial reports
- Other general support including administrative and programmatic support as requested

D. Expected Outputs and Deliverables

October 2017 – March 2018

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Global Festival of Action for Sustainable Development			
Convene planning working groups regularly and produce reports of conference calls and related interaction with partners and related stakeholders	6 months	March 2018	Service Centre Head of Office
Implement the Festival’s partner acquisition strategy	6 months	March 2018	Service Centre Head of Office
Complete and implement the programme of the Festival	6 months	March 2018	Service Centre Head of Office
Conduct a mapping of sponsors and other relevant sources of funding	3 months	December 2017	Service Centre Head of Office
Coordinate the marketing and communications strategy of the Festival	6 months	March 2018	Service Centre Head of Office
Implement the Festival and ensure overall coordination during the event	1 week	March 2018	Service Centre Head of Office

Coordinate the drafting of an event report	1 month	March 2018	Service Centre Head of Office
Coordinate the design a follow up strategy to the event	2 months	March 2018	Service Centre Head of Office
Regional editions of the Festival of Action for Sustainable Development and Campaign events during the HLPF, UNGA and other relevant global moments			
Support the implementation phase of the Festival of Action for Sustainable Development in the Republic of Korea (November 2017)	2 months	November 2017	Service Centre Head of Office
Coordinate the production of an event report of the Festival of Action for Sustainable Development in the Republic of Korea (November 2017)	1 month	December 2017	Service Centre Head of Office
Design a strategy and workplan for the Campaign's engagement in HLPF 2018	3 months	March 2018	Service Centre Head of Office
Resource mobilization			
Produce a mapping of potential sources of funding	3 months	December 2017	Service Centre Head of Office
Draft fundraising proposals	6 months	March 2018	Service Centre Head of Office
Produce monthly monitoring reports on project implementation	6 months	March 2018	Service Centre Head of Office
Draft narrative and financial reports	6 months	March 2018	Service Centre Head of Office

April 2018 – December 2019

The detailed deliverables for the period April 2018 – September 2019 will be defined towards the end of the initial 6 months of the contract based on the needs of the UN SDG Action Campaign and preserving the key functions of the position:

- Coordinate the Global Festival of Action for Sustainable Development
- Support the coordination of the regional editions of the Festival of Action for Sustainable Development and Campaign events during the HLPF, UNGA and other relevant global moments
- Support the resource mobilization efforts of the UN SDG Action Campaign

E. Institutional Arrangement

The UN SDG Action Campaign is seeking an Event Manager and Resource Mobilization Consultant to provide support with the coordination of the Global Festival of Action for Sustainable Development and the events of the Campaign at HLPF, UNGA and other relevant spaces, as well as to contribute to the resources mobilization efforts of the Campaign. The Event Manager and Resource Mobilization Consultant will report to the UN

SDG Action Campaign Deputy and Service Centre Head of Office and the Global Director of the UN SDG Action Campaign.

The incumbent will liaise regularly with the Executive Office of the UN SDG Action Campaign in New York and the Global Campaign Center in Bonn. S/he will take part in weekly team meetings/teleconference with the rest of the Campaign team. The incumbent will also interact regularly with Campaign partners.

The selected applicant will be expected to undertake official missions, in particular to Bonn (Germany) and New York (USA). The travels will be arranged and covered by UNDP/BPPS/SDG Action Campaign. **Therefore, applicants are not expected to include the cost of official missions in their financial proposals.**

F. Duration of the Work

The duration of the assignment is from 1 October 2017 – 30 September 2019 (24 months).

G. Duty Station

The assignment will be home-based, with regular travel to Bonn and New York.

H. Qualifications of the Successful Individual Contractor

Competencies:

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrated ability to interact with individuals of different national and cultural backgrounds and beliefs, which includes the willingness to understand different views and opinions;

Functional Competences:

- Demonstrates a rigorous analytical approach, systemic thinking and good judgement in reviewing secondary sources;
- Displays self-management, including capacity to plan and adhere to deadlines;
- Displays emotional intelligence;
- Self-motivated, proactive and reliable with good communication skills.

Education:

- Advanced (Master’s degree or higher) Degree in political science disciplines (international relations, economics, law, or development issues) preferred;

Experience:

- Minimum 5 years of professional work experience on event management, including building partnerships and managing communities of practice;
- Minimum 5 years of resource mobilization experience, including drafting funding proposals and reports, and liaising with donors;
- Solid computer skills;
- UN experience an asset.

Language Requirements:

- Excellent written and oral communication skills in English;
- Knowledge of additional language an advantage.

I. Presentation of Offer

Interested individual consultants must apply on the e-tendering system: <https://etendering.partneragencies.org> and they should submit the following documents/information to demonstrate their qualification

- Motivation/Cover Letter: Explaining why they are the most suitable candidate for the work;
- Personal History (P11): Applicants are required to fill out and sign a P11 Form. The P11 should include Contact details of 3 references; (the P11 form can be downloaded at www.sas.undp.org/Documents/P11_Personal_history_form.doc)
- A financial proposal. The applicants are instructed to submit their financial proposals in US Dollars for this consultancy, using the financial proposal template “Confirmation of Interest”. To assist the requesting unit in the comparison of financial proposals, the financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (daily rate of professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.
- The financial proposal (Confirmation of Interest) and the technical proposal files (Motivation Letter and P11) **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either “Technical Proposal” or “Financial Proposal”, as appropriate. Each document shall include the Proposer’s name and address. **The file with the “Financial Proposal” must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage.** Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNV shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

J. Criteria for Selection of the Best Offer

All applicants will be screened against the qualifications and the competencies set above. Candidates fully meeting the requirements will be further evaluated based on the criteria below.

Technical Criteria – 70 % of total evaluation– max. 70 points:

CV review: 30 points;

- Relevant educational qualifications (10 points);
- Demonstrated experience in event management (10 points);
- Demonstrated experience in resource mobilization (10 points).

Interview: 40 points

- Professional work experience on event management, including building partnerships and managing communities of practice (15 points);
- Resource mobilization experience, including drafting funding proposals and reports, and liaising with donors (15 points);
- Knowledge of English and additional language (10 points).

Only those individual consultants who obtain at least 70% of points from the review and interview will be considered for the financial proposal evaluation.

Financial Criteria – 30 % of total evaluation – max. 30 points.

- Financial scores will be calculated using the formula [lowest offer / financial offer of the candidate x 30].
- UNDP applies the “Best value for money approach” – the final selection will be based on the combination of the applicants’ qualification and financial proposal.

Payment Term:

- Payments will be processed monthly upon submission of the monthly time-sheet, the monthly report of archived deliverables, results and progress and obtaining approval of the Service Centre Head of Office (or Officer-in-Charge).