



TERMS OF REFERENCE

Reference No.	PN/FJI/121/22
Location	Suva, Fiji
Application deadline	27 September 2022
Type of Contract	Individual Contractor
Post Level	National Consultant
Consultancy Title	Regional Event Coordinator Consultant
Languages required:	English
Duration of Initial Contract:	2 months (October to November 2022)

BACKGROUND

UNDP is the UN's global development organization that supports countries around the world in their efforts to successfully address diverse development challenges, framed around three broad settings which require different forms of support: eradicating poverty in all its forms and dimensions; accelerating structural transformations for sustainable development; and building resilience to crises and shocks. In Fiji, UNDP is supporting the government and national partners in finding innovative solutions to these challenges.

Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP's work to achieve sustainable human development and eradicate extreme poverty. The UNDP Pacific Office in Fiji is implementing projects as part of an overall programme in these areas including the Fiji Access to Justice Project, the Rights, Empowerment and Cohesion for rural and urban Fijians (REACH), and the Fiji Police Force Project.

The Fiji Police Force Support Project (FPF) aims at strengthening transparency, accountability and effectiveness of the Fiji Police Force, in collaboration with key justice stakeholders and civil society organizations.

With financial and technical support from New Zealand, the project supports the Fiji Police Force to strengthen early access to justice in criminal proceedings and strengthen a victim-centered approach to investigations. This engagement prioritizes gender responsive and human rights-based approach to access to justice for vulnerable groups and promote gender equality and empowerment of all women and girls.

The project also supports urgent initiatives required by the Fiji Police Force to implement the Government's COVID-19 response and recovery plan in a coherent manner and strengthen effective engagement with the public. The project has been guided by the strategic vision and mission of the Fiji Police Force and the Fiji Five-Year & Twenty-Year National Development Plan: Transforming Fiji, and supports the wider Police Strengthening Programme being undertaken by New Zealand to strengthen the performance of the Fiji Police Force. The cooperation with the Legal Aid Commission, which provides contact with lawyers in the first-hour, and coordination with the Office of the Director of Public Prosecution and the Courts, has been and will continue to be of crucial importance to the success of this initiative.

The specific outputs for the project are:

Output 1: Support national and sub-national capacities for planning, coordination and crisis management (Police COVID-19);

Output 2: Enhanced access to justice and implementation of the UNCAT in Fiji; and

Output 3: Enhanced capacity of justice institutions to apply an inclusive and human rights-based approach in empowering women and girls.

Under the direct supervision of the Project Manager for the Fiji Police Force Support (FPF) Project, the Regional Event Coordinator Consultant will specifically support the FPF and Border Project Team with regards to the two regional workshop that is to take place in November 2022. These are:

1. Border Management Regional meeting; and
2. Fiji Police Force Women's conference.

The Consultant will ensure that project's tasks and activities are implemented in accordance with UNDP Rules and Country Office procedures.

DUTIES AND RESPONSIBILITIES

Scope of Work

The Event Coordinator Consultant will manage the logistics and coordination of 2 regional workshops and 2 Board meetings to be held in Nadi (Denarau). The Consultant will deliver the following services under the supervision of the Project Manager.

Before the event

In preparation for the event and in coordination with the Project Admin Associate and its event partners, the Consultant will be responsible for, but not limited to:

- Venue and services: liaising with all vendors to ensure and confirming reservations, set-up and other communications
- Draft and finalize programme, concept note, invitation letters, logistic notes and press release documentations.
- Arranging event registration for all speakers and attendees.
- Participants queries: act as focal point for questions received from the participants, potential facilitators, speakers and other participants before and during the meeting
- Event materials: assist in the production, organization and transportation of the event materials, presentations and collateral
- The Consultant is expected to meet with the Project Team every Monday to provide updates and progress of activities

During the event

The Consultant will be responsible for ensuring the smooth running of the workshop. Tasks to be carried out during the week preceding and during the workshop include but not limited to:

- On-site registration: arrange for registration, conference name tags pick-up
- Meeting room preparation: Arrange for preparation of meeting rooms with respective hotel event coordinators
- Configure meeting rooms (set up of tables/chairs, coffee breaks, etc)
- Printing event programmes and other key documentations as requested.
- Registering participants and distributing relevant materials
- Ensuring technology in the meeting rooms is set up as necessary for each sessions (ie PowerPoint presentations are uploaded, Zoom connection, microphones are working, etc)
- Ensuring catering is available at all times indicated
- Providing general logistic support to the facilitators as requested
- Providing general information to participants as necessary
- Constant feeds on various social media platforms.

After the event

- Assist the Project Admin Associate with all other finalization tasks on the day of the event, such as collecting discussion notes, meeting materials and presentations.
- Assist in collecting of F10 claim forms and other receipts from participants.
- Assist in finalizing invoices from vendors used for each workshop.
- Final workshop report.

Expected Outputs and Deliverables

- The Consultant will work for a period of three (3) calendar months. The Consultant will finalize the following deliverables for the 2 regional workshops:

#	Deliverable
1.	<ul style="list-style-type: none">• Confirmed venues which also includes any breakout meeting rooms for group discussions.• Finalized invitation letters, concept note and communication package.• Compiling list of participants and updating personal and dietary information.• Liaising with hotel with regards to accommodation and room type as per level of seniority.• Working with travel agents on air tickets and visa arrangements for inbound participants.• Working with UNDP Travel Team with regards to necessary supporting letters for inbound travelers.• Liaise with Ministry of Foreign Affairs/Protocol Division with regards to visiting high level officials.

2.	<ul style="list-style-type: none"> Confirmed logistic arrangements (ie tickets, visa and transport from airport to/from workshop venue). Finalized travels for inbound participants. Finalized participants briefing package: ie, agenda, concept note, logistics note, factsheet of project, etc. Posted 10 media updates to build up to the events. Coordinate with speakers and facilitators and sharing online link to deposit presentations and other related meeting documentations. Collate of bios for speakers and other senior officials. Liaison person for the participants with regards to query on logistic arrangements.
3.	<ul style="list-style-type: none"> Finalizing arrangements and ironing out logistic arrangements. Finalizing agenda and firming up of various venues for the workshop/meeting. Liaison person for the venue as well as participants. Apart from note taker of some sessions, facilitate communication & visibility for project event by coordinating with comms team for photographs for all the events and interview for human story which needs to be posted up on UNDP social media within the month of November. Acknowledgement/thank you message to stakeholders within 3 working days. Submit meeting reports for all events.

Institutional Arrangement

The consultant for this assignment will be working under the supervision of UNDP Project Manager and in coordination with Fiji Police Force and Border Management Project focal point, and overall guidance by the Project Admin Associate.

All deliverables are to be received and endorsed by the UNDP Project Manager.

Duration of the Work

- Based on the workplan submitted as per stated timeline – from 1 October to 30 November 2022.

Duty Station

- Office (Suva, Fiji) based as per work requirements.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Knowledge of ATLAS application;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- University degree (or higher) in business administration, communication, public administration or other related field.

Experience

- Over 10 years' experience in administration and communication role.
- Experience in coordinating big events.
- Experience in communication support on various media.
- Prior experience with the UN System would be an asset.

Language requirements

- Fluency of English language is required.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1:** A report summarizing the activities related to logistics preparations before the workshop for a period of a month – 31 October 2022: 50% of total contract amount
- **Deliverable 2:** 2 Workshop Reports upon completion of the 2 events – 30 November 2022: 50% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the **Cumulative analysis** methodology. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Relevance of Education. Max 10 points
- Criteria 2: Relevant UN experience with Fiji specific knowledge. Max 20 Points
- Criteria 3: Experience in organizing Regional Events with communications/media engagement: Max 20
- Criteria 4: Experience in writing workshop reports for events organized: Max 20 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal in Fijian Dollars (FJD)**, as per template provided in Annex II.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted. Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Regional Event Coordinator Consultant**) with reference (PN/FJI/121/22) and submitted via **UN Job shop by 27 September 2022**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal is consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org.

Women applicants are encouraged to apply