

**TOR/RO/ER/01/2023**

## **Terms of Reference for Events Manager**

### **Ethiopia's 4<sup>th</sup> National Adolescents and Youth Health Forum Ethiopia (NAYHF), 1-4 October 2023**

#### **Introduction**

Nutrition International and the African Union Commission have jointly launched a campaign on the importance of adolescent nutrition for wellbeing and health in Africa. This campaign aims to harness the agency of adolescent girls in Africa to influence appropriate policy and investment frameworks that address iron-deficiency anaemia and nutrition education, and advocates for the inclusion of adolescent girls in program design and accountability. It is designed to highlight the critical link between addressing iron-deficiency anaemia, increasing nutrition education, and women and girls' empowerment, particularly improved adolescent agency, and health, education and economic outcomes.

The full campaign, which will run over two years, aims to create political will amongst AU countries to prioritize adolescent nutrition in government plans and policies, and mobilize domestic and donor resources to translate plans and policies into action that will ultimately support improved adolescent nutrition and overall wellbeing. The meaningful inclusion of adolescents throughout the life of the campaign will be a critical element to ensure that the campaign reflects adolescents' own voices, takes into account their needs, empowers them, and makes them feel heard.

The SGII event in Addis will have the following objectives:

#### **Objective of Consultancy**

To provide logistical and visibility services during Ethiopia's 4<sup>th</sup> National Adolescents and Youth Health Forum (NAYHF) in Addis Ababa, Ethiopia (days 1-3), as well as for a one day workshop hosted by Nutrition International and the African Union (day 4).

**Overview**

Ethiopia's 4<sup>th</sup> National Adolescents and Youth Health Forum will be a three-day national event, hosted by the Ethiopian government:

- Day 1: Adolescents Networking
- Day 2: High-level advocacy event and discussions
- Day 3: Scientific sessions

Workshop for RECs hosted by Nutrition International and the African Union Commission

- Day 4: Adolescent Nutrition Workshop with RECs

**Specific Objectives**

1. Manage venue logistics, including equipment and live streaming of key meetings.
2. Provide decor for the event.
3. Provide photography and videography during the event.

**Purpose of Consultancy**

Nutrition International is seeking the services of a professional Events Manager based in Addis, Ethiopia, to provide logistical and visibility services during this event. The event is scheduled for 1-4 October 2023.

**Scope of Work**

The Consultancy service will cover the following activities:

**1. Event Management**

Support the Government of Ethiopia during the 4<sup>th</sup> National Adolescents and Youth Health Forum (NAYHF) . The Consultant will specifically:

- Attend at least three (3) planning meetings to prepare for the forum.
- Visit the venue(s) to assess facilities and conference set up .
- Develop an event's plan based on discussion during the planning meetings.
- Manage décor/branding of the venue for the event
- Ensure/provide multimedia equipment and reliable internet services for livestreaming key meetings.

**2. Media Coverage**

The Events Manager will:

- Engage professional photographers and videographers to cover the 4-day event.
- Manage photography and videography during the event.
- Manage virtual transmission of key meetings to online audience.
- Ensure/provide equipment and strong Internet for live transmission of the workshop

- Share at least 100 edited and high resolution (3MB plus) newsworthy photos from the event.
- Share short video clips (10-30 seconds), to be shareable via social media, and the full video footage of the event.

### 1. Expected Outputs

Key deliverables:

- Event's Management plan
- Décor at venue
- 100+ photos
- 3-5 video clips for social media
- Full video footage

### Timeline

This consultancy will be for a period of 5 working days in September 2023.

| Activity              | Deliverables  | Days          |
|-----------------------|---|---------------|
| Events plan, meetings | Event's plan<br>Site visit<br>Equipment and Internet for online streaming<br>Photography<br>Videography | 3             |
| Décor                 | Support venue arrangement<br>Décor for venue  | 1             |
| Event management      | Manage live transmission of event<br>Management photography & videography                               | 1             |
| <b>Total</b>          |   | <b>5 Days</b> |

### Mode of Payment

- 50% payment upon signing of the contract and submission of the events plan.
- 50% after completion of agreed tasks and submission of the mission's report.

### Gender

Nutrition International is committed to gender equality. Consultants are required to indicate how they will ensure that gender equality considerations are included in the provision of technical assistance, including how they are incorporated into deliverables. Examples of integration of consideration for gender equality could include, but are not limited to: ensuring government departments responsible for women are included wherever possible, gender sensitive indicators are included, emerging data is sex disaggregated, and relevant documentation related to gender is reviewed.

**Duty Station/Location**

The Consultant will undertake this work in Addis Ababa, Ethiopia. All travels required under this consultancy will be provided for by Nutrition International. Travel allowances maximums are based on standard rates of the Client.

**Profile/Qualifications of Consultant**

For this assignment, Nutrition International requires a consultant with expertise as follows:

- A bachelor's or postgraduate degree in social sciences, events management/planning, public relations and communications.
- Minimum of five (5) years of relevant experience at the national and international levels in coordination of events and field activities.
- Possess the following skills and competencies:
- Ability to work with minimal supervision.
- High level written and oral communications skills in English.
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity.
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.
- Skills in facilitation of stakeholder engagements/workshops
- Evidence of having undertaken similar assignments

**Application Process**

Proposals should be submitted by email to: [bidsAfrica@Nutritionintl.org](mailto:bidsAfrica@Nutritionintl.org)

Before close of business on 7<sup>th</sup> September 2023. Only complete applications will be reviewed.

- Up-to-date curriculum vitae (CV) with monthly fee indicated and other foreseen costs included.
- Cover letter detailing how applicant fits the profile.
- Technical proposal: Not exceeding five (5) pages, describing the consultant's understanding of the task, proposed methodology, responsibilities of key stakeholders and detailed work plan that breaks down activities and outputs.
- Financial proposal: Including daily fee rate, suggested number of trips/days in-country and any other expenses required to fulfill the terms of the consultancy (field trips, meetings, materials etc.).

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This position is open to Ethiopian nationals or persons with necessary permits to work in Ethiopia. Nutrition International is committed to the fundamental principles of equal employment opportunity. Women are encouraged to apply.

