

TERMS OF REFERENCE

Contractor - Population Day Event Management

MDV-ToR/2023/19

Dated: 08 June 2023

Contracting Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>Maldives is currently in an interesting juncture with demographic dividend and entering into an ageing population. According to the Census 2022, 69% of the population still consists of the working age group while at the same time a decline in birth rate is observed. This is evident in the decline in growth rate of the Maldivian population and will continue to decline over the years due to low fertility rates in the country. In order to address low fertility and ageing which sees the process as one which develops and changes over the life course and, indeed, is intrinsically linked to reproduction and childhood (hence the adoption of a 'life cycle' framework).</p> <p>World Population is marked on 11 July. In Maldives, UNFPA and Maldives Bureau of Statistics will commemorate the occasion by culminating the Census 2022 data collection efforts and shedding light to highlighting the life cycle approach. The flagship report on State of the World Population Report 2023 will also be launched nationally.</p> <p>The population day celebrated every year presents a venue to kick start this discussion and reach out to different target audiences. It also provides us an avenue to disseminate the results of census 2022 linked with NTA and raise public awareness on how to prepare for their future.</p> <p>Hence, UNFPA is seeking the services of an Event Organizer to provide professional logistics and event management services in support of the World Population Day function convened by the Maldives Bureau of Statistics and other government partners in collaboration with the UNFPA Maldives. The main function is scheduled for 11th July 2023 at a venue in Male. In addition the organizer needs to set up a photography exhibition of people in 10 different life stages, featuring human interest stories from across the country and advocating on the importance of the life-cycle approach and gender-dimension in addressing population ageing.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Scope and diversity of assignment:</p> <p>Under the overall guidance of the local planning committee made up of Maldives Bureau of Statistics and UNFPA Maldives Country Office; and in line with the breakdown of detailed professional services, the service provider will be responsible for the following tasks.</p>

	<p>The event organizer is to undertake four key tasks for the World Population Day event:</p> <ol style="list-style-type: none"> 1. Event management and planning of world population day including panel discussion. 2. Setup for moving photo exhibition. 3. Proposing curation of promotional materials for event setup 4. Providing event coverage (photography + live streaming) <p>Please see details below:</p> <ul style="list-style-type: none"> ● Anchor the overall event management of the meeting to ensure the logistics and operational aspect of the event is seamless as per the official Agenda. ● Ensure the timely arrangement of the meeting facilities and ensure that all the agreed conditions are being met ● Ensure that all other services such as arrival of high level invitees, equipment, signage items, podium and catering are satisfactorily provided. ● Facilitate the organization and conduct of the high level opening and the Panel Discussion (oversee the production of program or event brochure, hall decorations, ensuring the functionality of communication equipment, before and during ceremonies) ● Provide all other required professional event-management based support to the function, as may be required and agreed upon with the organizers <ul style="list-style-type: none"> ○ Including but not limited to photography coverage and live streaming. ● Print 10 photographs (provided by us) - has to be weatherproof, should have captions at the bottom of the photograph and should be placed on stands. (Specifications will be agreed by the planning committee). ● Facilitate the overall photography exhibition management to ensure the logistics and operational aspect of the exhibition is seamless as per the guidelines. (Dates to be provided upon issuing contract) <p>Deliverables</p> <ul style="list-style-type: none"> ● Detailed work plan (with timeline) and checklist to guide logistics and operational management of the event, comprising of sub-tasks from the overall tasks outlined in the TOR ● Finalized and timely event functions logistics/operations from pre- to post meeting stages ● Recording of the main event, including photography, ● 10 weatherproof photographs designed with captions for the exhibition
Duration and working schedule:	One month from the day of signing the contract
Place where services are to be delivered:	Greater Male'
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Event date: 11 July 2023</p> <p>Event plan and production material (details) to be submitted for approval from the event organizer to UNFPA at least 2 weeks before the event date.</p>

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Consultant will be briefed and debriefed by UNFPA and MBS is expected to keep in close contact via email.
Supervisory arrangements:	The consultancy will be managed by UNFPA Country Office
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<p>Past experience</p> <ul style="list-style-type: none"> ● Company must be legally registered as an official entity in the Maldives. ● Proven track record of 3 years of successfully organizing and managing events of different scales, including corporate events, exhibitions, etc. Experience working with non-profit organizations would be an added advantage. ● Established company with a strong portfolio showcasing diversity in event types and creativity in execution. References from previous clients will be highly valued. ● Adequate human resources and technical capacity to manage large-scale events. This includes event planners, coordinators, technical staff, and any other relevant roles. ● Strong relationships with local vendors for a variety of services, such as venue hire, catering, audio-visual equipment, decoration, etc.. ● Excellent communication and interpersonal skills. Ability to liaise effectively with clients, vendors and participants. ● Proven ability to effectively manage and resolve unforeseen problems or emergencies that may arise during the planning or execution of an event. <p>Behavioral Competencies:</p> <ul style="list-style-type: none"> ● Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization. ● Proven leadership, teamwork, and interpersonal skills. Ability to work under limited timing would be an asset.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA Maldives:</p> <ul style="list-style-type: none"> ● Provide all the photographs and captions for the 10 photos ● Facilitate contacts ● UNFPA Branding materials ● Information regarding the panel discussion (panelists, etc.)
Other relevant information or special conditions, if any:	<p>Basis of payment: Payments based on acceptance of the deliverables. First payment of 40% will be paid upon acceptance of the detailed work plan and checklist and the final payment of 60% will be paid upon completion of all other deliverables.</p> <p>Ownership of output: UNFPA</p>