



TERMS OF REFERENCE EVENT PLANNING CONSULTANCY

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo , (Hosted by Adeso - African Development Solutions www.adesoafrica.org)
Project	NEAR
Position Type	Short-term Consultancy
Position Location	Nairobi, Kenya
Duration	5-6 weeks
Reporting To	NEAR Programs Manager
Working With	NEAR Secretariat and Adeso Operations Department
Starting Date	Immediately

ORGANIZATIONAL BACKGROUND

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

BACKGROUND FOR CONSULTANCY

As part of its capacity strengthening program, NEAR is set to organize a leadership forum in April 2018 in Nairobi, Kenya and would like to contract an event planning firm/consultant to support the event coordination and execution. The successful candidate will arrange participants' travel requirements, logistics, and communications support and event execution. The responsibility of this consultancy is to ensure a successful event.

SCOPE OF WORK

1. Ensures smooth logistical preparation and execution focusing on achievement of the following results:
 - Smooth logistical preparation and execution of the event;
 - Prepare, send out, and confirm invitations;
 - Arrange needed procurements of travel booking, meeting packages, translators and other supporting materials and stationeries, confirmation with invitees prior to the event;
 - Assist the production of meeting proceedings;
2. To be in charge in logistics during the forum, including but not limited only to the following tasks:



- Participants registration
 - Venue and meeting package preparation including meals and lunches - Forum materials.
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- Liaise with all stakeholders under the direction and supervision of the NEAR and Adeso Ops teams.
 - Arrange note taking, ensure the records are made.
 - Reporting.
3. Daily update on the progress status to the PM and NEAR team and keep all relevant parties informed on issues and challenges faced for further solution/decision.
 4. Any other tasks related to forum activities delegated by the team.

CONSULTANCY PERIOD

March 23, 2018 to April 25, 2018.

QUALIFICATIONS

- Highly motivated and experienced in coordinating and planning events for international and national level.
- Ability to liaise with donors and stakeholders in a professional and friendly manner.
- Excellent administration, organizational and time management skills.
- Excellent team work and participatory process skills.
- Flexible in working hours-ability to work evening and weekends if necessary.
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines.
- Consistently approaches work with energy and a positive, constructive attitude.
- Excellent communications and writing skills.

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Please note:

This ToR is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, the ToR is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by the **20th March, 2018** with **"Event Planning Consultancy"** on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.



Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant's previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate's availability and consultancy rates. The letter should be no longer than two pages;
- A sample of recent work;
- Updated CV including relevant work experience and qualifications;

- Contact details of 2 references.

Applications not including all of the above information will not be reviewed. Adeso is an equal opportunity employer.