Terms of Reference – Event Organizer

Planning the content and approach of the Regional Partners Forum for Latin America and the Caribbean

3-4 October, Panama City

Context

On 3 and 4 October 2019, UNESCO is organising the first Regional Partners Forum in Latin America and the Caribbean (LAC) in Panama City.

This will comprise a Plenary Session, followed by thematic panels on specific topics, focused on issues of importance in the region. It will be accompanied by information booths and an exhibition showcasing results and successful partnerships and be supported by advocacy material focused on achieving the SDGs in the LAC region. A detailed briefing on the preliminary concept is attached in ANNEX.

The preparation of the Forum is led by the UNESCO Office in San José, in full cooperation with all of the UNESCO Offices in the LAC region and UNESCO HQ.

Taking into account the objectives of the event, UNESCO requires expert assistance in creating a Partners Forum that is dynamic, creative and participatory and which fosters an enabling environment for partnership, and institutional learning well beyond the event itself.

Required Experience/skills

- Planning the content and approach of strategic international events as part of a collaborative and inclusive process.
- Strategic communication and outreach
- Event facilitation

Desirable experience

- Direct experience of organizing strategic UN or UNESCO events

Specific Tasks

Under the direct supervision of the Director of the UNESCO Office in San José and in close consultation with BSP and the other field directors in the LAC region:

- Provide advice on the content of exhibition, information booths and advocacy materials taking into account the expected results of the Forum and the expectations of target audiences

- Help define a dynamic and engaging agenda for the event as a whole
- Propose and review proposals for key-note speakers, panellists, facilitators and guests

- Develop the overall visual identity of the event and support the development of visual communication and advocacy materials

- Propose innovative solutions for optimizing meeting room spaces and setting up exhibitions/utilizing exhibition space to maximise the impact of the event. With regard to the exhibition and booths, include suggestions for content, and identify and negotiate with suppliers and the event venue.

- Propose a methodology for the organisation and facilitation of thematic panels, identifying the most effective format and facilitation method and the most suitable venue

- Propose the story board for the Plenary Session and the thematic panels with a view to ensuring that the panel discussions and contributions from the floor are lively and interactive and ensure the overall coherence of the Partners Forum, and that all its constituent sessions have the same ‘look and feel’.

- Within the context of event preparation provide coaching to facilitators of each of the thematic panels and support UNESCO and selected partners in conceiving and preparing scripted interventions in the Plenary Session of the Forum.

- Provide analysis of technical needs and coordinate with the internal UNESCO teams involved and secure a proper collaborative working process including the interaction with the technical teams. Ensure good overall coordination of technical and security aspects.

- Provide regular updates against plans.

- During the event itself, contribute to any facilitation and technical backstopping required by UNESCO to ensure the smooth running of the event.

- Provide a final report on the Partners Forum, highlighting progress in achieving its expected results and lessons learned.

The consultant will deliver a coaching for facilitators prior to the event and will attend the event itself on 25 and 26 September.

The consultant shall fine-tune the event project within a given budget, which he/she shall manage with the UNESCO Office in San José.
## Deliverables

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<tr>
<th>Interim Report including</th>
<th>No later than 30 June 2019</th>
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<tr>
<td>- advice on the content of exhibition, information booths, and advocacy materials</td>
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<td>- review of proposed agenda for the event as a whole</td>
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<td>- Proposals for, and review proposals, for key-note speakers, panellists and facilitators</td>
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<td>- Proposal for visual identity of event</td>
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<td>- Proposal for use of meeting rooms and exhibition space</td>
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<td>- Proposal for the development of communications and advocacy materials supporting the Forum</td>
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<th>Second report including</th>
<th>No later than 31 July 2019</th>
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<tr>
<td>- the story board for the Plenary Session and the thematic panels</td>
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<tr>
<td>- Proposal for a methodology for the organisation and facilitation of thematic panels, evening talk and meet &amp; greet on Day 1, and networking meetings</td>
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<td>- Review proposals for the content of both days to ensure the overall coherence of the event.</td>
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<td>- Agreements with event venue and suppliers on the room settings and exhibition space.</td>
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<th>Final Report</th>
<th>No later than 31 October 2019</th>
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## Conditions for hiring consultants:

- The agreed fees include any expense for travel, logistics, food, lodging, air ticket, bank charges, transfers, etc. incurred during the Consultancy.

- It will be the responsibility of the person hired to ensure the payment of social and pension insurance and submit evidence of affiliation.

- The contracting party will not recognize additional charges for social security, insurance, pension, tax rates and other charges.
• The contracting will be formalized through a Contract established by UNESCO in its contractual framework.

• BSAFE security and gender courses will be required.

• UNESCO reserves the right to call an interview and / or written examination as part of the selection process. As well as request references of recommendation.

• Phone calls and emails are not accepted by candidates during and after the recruitment process.

• Only the people selected for the interview will be notified. UNESCO reserves the right to request a written examination, complementary to the interview.

• UNESCO is committed to promoting geographical distribution and gender equality. For this reason, the nomination of women candidates is encouraged, as well as nationals of under-represented or non-represented countries. We also encourage people with disabilities to apply.

• UNESCO does not charge fees at any time during the recruitment process.