

Call for Event Management Company

PR224440

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development, and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity, and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Objective: To design a launch event for Save the Children's web series on LGBTIQ+ rights, and ensure strategic visibility, publicity and promotions through media mobilization and overall event management.

Scope of Work (SoW):

- Develop a creative launch plan and event for Save the Children's web series
- Lead logistics (Hotel booking, food and refreshment etc.) and visibility actions such as, posters, invitation cards, banners, etc. for the launch. Tentative number of attendees – 100.
- Coordinate with journalist, and ensure maximum news/media coverage of the web series
- Ensure attendance of celebrities, influencers, and other key stakeholders.
- Conduct media monitoring / reporting and strategic media interviews for the cast and crew of the web series.

Reporting: The event management company will report to the Social & Behavior Change (SBC) Specialist.

Timeline: December 19th, 2022, to January 30th 2023.

Key requirements:

- Prior experience in designing strategic launch event for I/NGOs
- Good media relation and media mobilization of both national and local media (TV, radio, newspaper, and online)

Proposal Evaluation and Scoring Criteria:

Criteria	Major topic	Score weightage
Capability	Experience in managing high-profile event management for I/NGO, including visibility and publicity strategy development and visibility action material development	30%
	Strong media networking (local and national) and influencer management Mandatory: Agencies need to present a list of local and national media that they can ensure coverage and visibility.	30%
Commercial	Budget (Cost)	40%
Total		100%

How to apply for the services
Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **14th December 2022**
- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org