

TERMS OF REFERENCE

Hiring the services of one Event Management Agency/Firm for coordination, facilitation, logistical and organising support to Assam State Commission for Protection of Child Rights (ASCPCR) for State level Conclave with Students' Organizations of Assam - 'Youth for Social Development'

1. Purpose of Assignment (Attach background documents if necessary)

Engagement of Event Management Agency/Firm to provide necessary logistical and coordination support to Assam State Commission for Protection of Child Rights (ASCPCR) for State level Conclave with Students' Organizations of Assam - 'Youth for Social Development'

2. What is the basic project objective to which the conference and the celebration is related?

Assam State Commission for Protection of Child Rights in collaboration with UNICEF Assam, will be organizing a 2 day **State level workshop with Students' Organization/Association/Union**

The main objectives of the Conference include the following:

- a) To orient the Adolescents and Youth of the state on the RMNCH+A life cycle approach and mobilize the youth to promote positive behaviors related to Health, Hygiene, Nutrition and Child Protection
 - b) To create a protective environment for all children at all levels in the society, by empowering the youth with the knowledge about importance of protecting the rights of children.
 - c) Discuss different issues concerning Adolescents and youth and Explore and share with them, the opportunities for contribution by them in the area of adolescents development/ empowerment
 - d) Engaging young people in dialogue and recording their voices revolving around development; provide them with relevant information which will direct their way as active participants in the process of development
 - e) Come up with planning and policy recommendations regarding active participation of adolescent and youth in the development process
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3. Duty Station: Guwahati

4. **Supervisor:** Chairperson, Assam State Commission for Protection of Child Rights (ASCPCR), Guwahati, Assam. And

Member Secretary, Assam State Commission for Protection of Child Rights (ASCPCR), Guwahati, Assam

5. Major Tasks to be accomplished:

- a) Contact each of the confirmed delegates, participants (list will be provided by ASCPCR and UNICEF) over phone and email and inform them about the event, arrangements of pickup and drop at Guwahati, about the hotel and venue arrangements;
- b) Contact each of the confirmed resource persons (list will be provided by ASCPCR and UNICEF) over phone and email and inform them about the event, arrangements of pickup and drop at Guwahati, about the hotel and venue arrangements. Also to make payment of honorarium to the resource person as per approved standard rates of UNICEF.
- c) Arrange receiving and dropping of around 15 delegates/resource persons from and to various transport terminals (airport, bus depots) as per agreed and informed itinerary of each delegate (from 11-13 November 2016), in AC/Non AC vehicles (all vehicles should be in good and clean condition and should be a Sedan, SUV, Mini Bus, Traveller etc. with larger leg and luggage space). All such vehicle receiving and dropping delegates should have sealed bottled water in them for consumption of the delegates.
- d) Each delegate should be cordially received and dropped on time, with proper courtesy, driver/escort in the vehicles should be able to speak in a language that the delegate understands and in a culturally appropriate manner;
- e) Do participants' registration at the venue on an approved template and distribute the resource kit, IEC material among all registered participants;
- f) Prepare a resource bag (traditional design in jute or 'pati' material) with pad, pen and various resource materials in hard and soft copies as shared by ASCPCR/UNICEF to share with all participants. 200 resource bags to be prepared;
- g) Arrange for accommodation for outstation delegates/ participants in Single AC Delux/ Executive Rooms in a reputed Hotel in Guwahati which are within 10 Km radius of the venue of the 2 day State level conclave, and coordinate with each of the hotels about the stay arrangements of out-station delegates and ensure the pick-up and drop of participants to/ from the conference venue in Guwahati and their hotels so that the delegates reach the conference venue on time and can leave for their hotels at the end of the conference on time; as per agreed and informed itinerary provided by ASCPCR and UNICEF. Any detour requests by individual participants for availing the vehicle for any other visits on the days of the conference will not be billed to ASCPCR;
- h) Refreshment 2 days of conclave and half day before and after the conclave: Provide Good quality Breakfast, High Tea, Lunch, Evening Tea and Dinner during the entire event to the VIPs, Delegates, Guests, participants and to the Organizers. The choice of Vegetarian, Non-vegetarian etc. to be ascertained in advance and food to be provided accordingly to the choice of ASCPCR during the conference for 200 guests/participants. Sufficient amount of water (in sealed bottle) to be provided during the conference/event;
- i) Venue management: As per the content and design approved by ASCPCR and UNICEF, prepare flex and signage for Registration Desks (2 registration desks), Backdrops (1 large at the back of the raised platform), 1 box-gate at the entrance of the conclave venue, a large banner outside the venue about the conference and 10 standees inside the venue. Other materials to be prepared are: Invitation cards with envelope, badges/ lanyards for all participants and guests, brochure about the event, and a pen drive for each participant after inserting all soft materials as provided by ASCPCR and UNICEF. The specific size and content of these materials will be approved by ASCPCR and UNICEF before printing;
- j) Arrange the venue for the conference as finalized by ASCPCR; the venue should be highly secured and well furnished and should accommodate 200 participants for the conference; sitting

- arrangement should be round table with 4/5 person per table; tables and chair covered with soft linen/cotton cloth in white colour;
- k) Decorate the venue (also make the venue disability friendly) as provided by the ASCPCR with elevated dais for the event. The venue for conference should be equipped with good quality projection (2 projectors and 2 screens, with LCD Screens for those sitting on tables at the end of the Hall) and sound system. Also Arrange for live coverage of the event on multiple screen inside and outside the venue;
 - l) Provide with and facilitate the felicitation of VIPs and Special Guests at the Conference (at the Inaugural, during specific sessions and at the valedictory- as per the approved programme agenda of the conference- for 30 VIPs/ Special Guests). This would include a traditional Phulan Gamocha, traditionally made Assamese Sorai (Midium size, in brass) and a small flower bouquet. Ushers of the agency needs to be available for felicitating the Guests, as and when required, on both the days of the Conference;
 - m) Organise a press conference before the event in the Guwahati Press Club and subsequently with guests from National Commission for Protection of Child Rights and UNICEF attending it on the day of the event.
 - n) Hiring a professional anchor to act as Master of Ceremonies during the inaugural and valedictory for the event and preparation of the script in consultation with ASCPCR and UNICEF;
 - o) Organise a cultural programme in the evening of the first day of the conclave. Also to Identify and hire artist and celebrities for performance and appearance during the cultural programme as per schedule and details decided by the organisers.
 - p) Ensure wide media coverage involving the local as well the national media. (Print, Electronic and Social Media) of the event (both before and after the event);
 - q) Collect all media reports and share the same in both hard and soft copies respectively with ASCPCR and UNICEF in an arranged manner;
 - r) Still photo and video documentation of the event in high resolution;
 - s) Preparing a Pledge Card to be signed by the participants on the second day of the event. The Pledge Card can be in large size flex/banner
 - t) Type out all names of participants in an error- free manner and share the same with UNICEF and ASCPCR by the afternoon of Day I;
 - u) Organise and moderate the event as per the schedule prepared by ASCPCR and UNICEF;
 - v) To hire a Rapporteur/ Documentation Consultant to prepare a detailed, print ready report of the conference, as per the framework finalised with ASCPCR and UNICEF
 - w) Prepare note pad for the conference and print necessary documents as shared by UNICEF and ASCPCR (max: 50 pages X 200 resource bags), which will be shared among the participants in the Workshop;
 - x) Prepare a welcome note for each participants informing about the arrangements at Guwahati for the Conclave and share the same with all of them in advance of their arrival and share the same during their check in to the hotels;
 - y) Print the report of the conference as per content finalised and design approved by ASCPCR and UNICEF.

6. End Product (eg; Final report, Article, Document)

1. Banners, Backdrops, prepared for the Conclave- both in soft copies as well as the flex material;

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2. Original registration sheets of participants and an error free typed version (in MS Word) of the same in hard and copies;
3. DVD carrying high resolution Photos and Videos of the Workshop (both the days), and the Venue;
4. Final log of delegates with details of pick up and drop, as confirmed with each of them over phone.
5. Report of the Conclave in printed form (2000 copies)

7. Estimated Duration of Contract and deadline for submission of end product

10 working days: (concluding on 15th November 2016 and 30th November for the report of the conclave)

8. Estimated Cost of Consultancy:

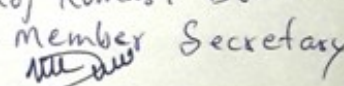
9. Official Travel involved (itinerary and duration)

Field work, in Guwahati, Assam: for 10 working days (as per the schedule mentioned in this ToR);

10. Educational Qualifications & Work Experience required:

- Experience and expertise in event management, especially in the development sector
- Technical capacities related to designing, visualisation, documentation, translations, photography, IT, DTP and other related skills
- Good understanding and experience in coordinating/engaging with people from diverse backgrounds -- Ministers, Government officials, celebrities, media persons, NGOs, civil society groups, children and young people;

Approved By ASCPCR:

Name: Manoj Kumar: Dutta.
Designation: Member Secretary
Signature: 
Date: 26/10/2016