

VSO Terms of Reference (TOR)

Event Management Consultancy

Contract period: [Second week of March 2025 – Last week of March]

1. Background to VSO

VSO Nepal has been working in Nepal since 1964. It uses the Volunteering for Development approach, with volunteers (Local, National, and International) as central actors in its three priority programming areas: 1. Resilient Livelihoods, 2. Inclusive Education, and 3. Global Health. Gender and Social Inclusion, Social Accountability, and Resilience are embedded in VSO's programs and priorities.

2. Background and rationale:

VSO Nepal has been implementing the Inclusive Education Project in Nepal - SIKAI Project in Baglung District since January 1, 2021, with funding from the Hempel Foundation. The primary goal of the SIKAI Project is to enhance the learning outcomes of marginalized children and ensure their successful transition from grade 5 to grade 6. This project is scheduled to phase out in April 2025.

Similarly, VSO Nepal has been implementing the ACTIVE Project in Sukhet, Bara, and Rautahat Districts since April 2022, funded by the FCDO. The ACTIVE Project aims to enable marginalized and vulnerable local populations to access quality basic public services and rights by making the system accountable to their collective needs through volunteer-driven development interventions.

Since 2013, VSO Nepal has been utilizing the Big Sisters (Community Volunteers) Mentoring Approach to improve the learning outcomes of the most vulnerable children. VSO Nepal has extensive experience working with Big Sisters. Through the projects above, VSO is collaborating with 80 Big Sisters in Baglung, Rautahat, Bara, and Surkhet Districts. These Big Sisters have significantly impacted the lives of children, particularly girls, and children with disabilities.

To bring together mentors, educators, practitioners, and stakeholders to share insights and experiences, and to formulate strategies that promote inclusive education through mentorship, championing equity, empowerment, and lifelong learning for marginalized communities, VSO Nepal plans to organize the Big Sister Symposium 2025: Championing Inclusive Education in Kathmandu on [date], 2025.

The target audience for the event will include high-level government authorities, representatives of Development Partners (DP), journalists, Civil Society Organizations including the Association of International NGOs (AIN), Big Sisters, and representatives of local government, among others. The event is expected to run for a full day.

Under the direct supervision of VSO Nepal's dedicated staff, the event organizing team will be responsible for ensuring that the arrangements, logistics, administration, and preparation for the event are conducted in a timely and effective manner.

3. Objectives:

The Event Management team will be responsible for ensuring the timely and effective execution of logistical, administrative, and preparatory arrangements for the event under the supervision of VSO Nepal's staff.

General requirements

Functional requirements:

Ensures smooth logistical preparation and execution focusing on the achievement of the following results:

A. Hall Branding

- Design and install banners, posters, and other branding materials in the event hall.
- Hall should be occupied by at least 160-180 participants with a round table set up
- Ensure all branding aligns with the symposium's theme and objectives.
- The assembly point should be nearby to the event hall.

B. Reception/Registration Desk

- Set up a registration desk with necessary materials (name tags, registration forms, pen, diary, etc.).
- Provide staff to manage the registration process and assist participants.

C. Digital Screen

- Install and manage digital screens for presentations, live streaming, and announcements. The size will depend on the venue selected (Consider Hall accommodating 160+ guests on a round table setting).
- Ensure compatibility with various media formats and provide technical support.

D. Sound System and internet

- Provide a high-quality sound system for the event.
- Ensure proper setup and management of speakers, amplifiers, and other audio equipment.
- Ensure high-speed internet is available throughout the event.

E. Hand Microphone/Stage Microphone

- Supply at least 8-10 hand-held and stage microphones for speakers and panelists.
- Ensure microphones are in good working condition and provide technical support during the event.

F. Podium

- Provide a podium for speakers and amplifiers.
- Ensure the podium is appropriately positioned and equipped with necessary accessories (lighting, microphone, etc.).

G. Standee (2 ft X 5 ft) for Photo/Story Display

- Printing and Set up of 15 standees in strategic locations within the event venue. Soft copy photographs shall be provided by VSO.

H. Stall

- Set up at least 5 stalls for exhibitions of IEC/BCC materials.
- Provide necessary furniture and equipment for stall setup.

I. Photography/Videography

- Hire professional photographers and videographers to capture the event.
- Ensure high-quality photos and videos are taken and provide post-event editing services.

J. Simultaneous translator

- Arrange simultaneous English – Nepali – English translators with at least 20 mikes (headsets).

K. Sign Language Interpreter.

- Arrange a sign language interpreter for throughout the event, to be showcased live in person and through a camera screen on one side of the larger screen.

4. Anticipated Workplace Environment:

The service is required in an indoor venue in Kathmandu which has approx. 160 participants.

5. Privacy/confidentiality requirements:

The firm/vendor is required to set out their approach to ensuring complete compliance with international good practice regarding ethics and protocols, particularly about safeguarding children, vulnerable groups, and those in fragile and conflict-affected states. Consideration should be given to:

- Administrative, technical, and physical safeguards to protect the confidentiality of those participating in the News and Article related issues.
- DO NO HARM to any lingual, sex, culture, or sovereignty with the content.
- Data protection and secure maintenance procedures for personal information
- The contract will be work for hire. Therefore, all planning, work products, and final outputs of this project will be the property of VSO.

6. Timing:

The goods and services are required on 28th March 2025.

7. Environmental requirements:

VSO is committed to environmentally sustainable programming. Renewable and eco-friendly products and providers should be used wherever possible, especially in the gallery prints, banners, posters, and so on.

8. Data Protection:

The service provider needs to strictly follow VSO's rigorous ethics and safeguarding approach to the survey, which protects participants from any form of harm. To this end, in terms of procedural ethics, during the entirety of the research, the following will be ensured:

- Assent or consent status of primary actors.
- Maintain the database in the designated folder with access limited to the project team.
- Follow the VSO data protection policy.

9. Essential / Minimum requirements

- Strong track record of organizing workshops, conferences, and meetings for international development organizations.
- Strong experience in audio-visual showcasing, and management of in-person events.
- In-depth understanding of all logistics and protocols needed to ensure smooth event management and implementation.
- Excellent event and project management skills, with experience in coordinating across units and institutions.
- Initiative and innovative energies with the ability to deal with rapidly shifting priorities and work demands.

10. Delivery of goods

Delivery of goods will be in Kathmandu. The event venue will be shared as soon as it gets finalized.

11. Monitoring/reporting

The service provider needs to provide an event completion report with photographs and videos.

12. Approach and Methodology:

VSO is committed to environmentally sustainable programming. Renewable and eco-friendly products and providers should be used wherever possible, especially in the gallery prints, banners, posters, and so on.

13. Qualifications and Experience:

- **Proven Experience:** Demonstrated history of organizing workshops, conferences, and meetings for international development organizations.
- **Audio-Visual Expertise:** Extensive experience in audio-visual showcasing and managing in-person events.
- **Logistical Proficiency:** Comprehensive understanding of logistics and protocols necessary for seamless event management and implementation.
- **Project Management Skills:** Exceptional event and project management abilities, with a track record of coordinating across various units and institutions.
- **Innovative and Adaptive:** Strong initiative and innovative approach, capable of handling rapidly shifting priorities and work demands effectively.

14. Deliverables and Schedule:

Action / Output	Deadline
Hall Branding • Design and install banners, posters, and other branding materials in the event hall. • Hall should be occupied by at least 150-160 participants with a round table set up • Ensure all branding aligns with the symposium's theme and objectives. • The assembly point should be nearby to the event hall.	28 March 2025
Reception/Registration Desk • Set up a registration desk with necessary materials (name tags, registration forms, pen, diary, etc.) • Provide staff to manage the registration process and assist participants	28 March 2025

Digital Screen • Install and manage digital screens for presentations and announcements. • Ensure compatibility with various media formats and provide technical support.	28 March 2025
Sound System • Supply at least 8-10 hand-held and stage microphones for speakers and panelists. • Ensure microphones are in good working condition and provide technical support during the event.	28 March 2025
Hand Microphone/Stage Microphone • Supply at least 8-10 hand-held and stage microphones for speakers and panelists. • Ensure microphones are in good working condition and provide technical support during the event.	28 March 2025
Podium • Provide a podium for speakers. • Ensure the podium is appropriately positioned and equipped with necessary accessories (lighting, microphone, etc.).	28 March 2025
Standee for Photo/Story Display • Design and produce standees for displaying photos and stories related to the symposium's theme. • Set up 15 standees in strategic locations within the event venue.	28 March 2025
Stall • Set up stalls for exhibitors and sponsors. • Provide necessary furniture and equipment for stall setup.	28 March 2025
Photography/Videography • Hire professional photographers and videographers to capture the event. • Ensure high-quality photos and videos are taken and provide post-event editing services.	31 March 2025

15. Roles and responsibilities:

VSO will provide the following arrangements for the workshop:

- Venue and meals for the event

- Materials and folders to provide to the participants.
- Soft copies of the photos and captions for gallery print.
- Relevant publication (hard copies) for distribution and display.

16. Payment:

VSO will pay the amount to the firm immediately after the event. The tax will be deducted as per the rule of the Government of Nepal. The amount will be paid in full upon completion and submission of its documentation.

17. Intellectual Property:

The contractor/vendor will be working on behalf of the organization for a certain period. Hence, all the documents or any production would be the property of VSO.

18. Ethics and Safeguarding

The service provider team is required to set out their approach to ensuring complete compliance with international good practices regarding ethics and protocols, particularly about safeguarding children and vulnerable groups. Consideration should be given to:

- Administrative, technical, and physical safeguarding to protect the confidentiality of those participating in the News and Article related issues.
- Data protection and secure maintenance procedures for personal information.
- Follow the VSO data protection policy.

19. Application Procédure

Firms/vendors are required to submit the following documents:

- Letter of interest
- Technical proposal (max 5-6 pages) which includes objectives and methods with detailed timeline.
- CVs of professional personnel proposed for the assignments. (Optional)
- Financial proposal with a detailed breakdown of expenses.
- The value of the Technical and Financial proposals will be evaluated at a ratio of 70:30 respectively.
- Copy of Company registration certificate
- Copy of PAN/VAT registration certificate.
- Previous FY Tax clearance certificate of FY 2080-81.
- At least 2 samples of previous work in line with the technical and creative requirements of this assignment. (Attachment needed).
- Technical and financial proposals are to be submitted with clear subject lines (Event management) to the VSO at procurement.nepal@vsoint.org, by 23 Feb 2025
- Interested firms may be invited to give a presentation or attend a clarification interview.
- VSO shall not be bound to accept any proposal and will not be responsible for any loss or expense incurred by firms/individuals in the submission of their proposals. VSO reserves the right to accept all or part of an offer.