**Terms of Reference**

**Senior Event Manager – SUKH Initiative**

**Center for Communication Programs Pakistan**

**Position:** Senior Event Manager

**Duration: 04 months**

**Reports to:** Programs Officer – SUKH

**Thematic Area:** Reproductive Health

**Geographic Focus:** Karachi

**Base Station:** Islamabad

**Travel:** In-country, Yes

**Background:**

Center for Communication Programs Pakistan excels in the fields of social and behaviour change communication, advocacy and community mobilization and works to address social and cultural issues while adopting multi-channel holistic approaches to adequately address diversities. We focus on the creation of tailor-made interventions that range from using interpersonal, group and community-based channels of communication to strategically employing traditional, modern and mainstream media vehicles to reach a large and diverse group of people.

**Scope of Work**

The successful candidate will have responsibility for the budgeting, preparation and management of all logistical issues and arrangements related to hosting a successful and professional Meeting.

Working closely with project staff, the candidate will also review the event concept note and recommend articulation of proposed topics and format of the event(s). Furthermore, the candidate shall identify suitable service providers, as needed, and liaise with these service providers regarding rooming, banqueting, IT equipment and support and other related arrangements.

Additionally, the candidate will oversee the invitation and registration process and coordinate air travel and transportation arrangements for ALL participants for the event.

**Deliverables**

**Preparation and Management of the Conference:**

* Review of the Conference concept note to recommend improvements on topics, articulation of the same and format of the conference;
* Budgeting for the conference;
* Ensure that all contacts and actions taken with suppliers are noted and communicated to the Senior Program officer for approval;
* Negotiate terms and conditions and appoint sub-contractors;
* Monitor budget vs. disbursements;
* Identifying and liaise with potential sponsors.

**Participants’ management:**

* Establish with project staff the list of participants;
* Send out Invitations to ALL participants, including meeting chair(s), speakers, facilitators, etc.
* Follow up on invitations via telephone, email, fax;
* Administer registration through website and compile confirmed registration list of participants, speakers, support staff, event management team, ushers, etc;
* Identify and secure accommodation block booking for self-paying participants at alternate hotels and manage travel bookings/reservations for speakers;
* Send out Information Note to all participants (arrival details, hotels, visa requirements, general city info; etc.);
* Facilitate arrangements for visas for participants, as needed;
* Protocol arrangements for VIPs, including arrival and departure at airport with the relevant Ministries.

**Venue arrangements:**

* Arrange and ensure all Meeting rooms (for plenary and break-out sessions) are arranged and ready for the Meetings as required (as per specified meetings’ schedule);
* Ensure all required audio-visual equipment is available in all the rooms as required;
* Ensure light catering as well as service maintenance are promptly available as would be required for all equipment/services and facilities in and around the meeting rooms;
* Arrange and manage participants’ registration on site;
* Design and make up name tags/badges for all participants, speakers, Media, VIPs, etc.
* Support the preparation, production and efficient distribution of materials that will be used at the conference;
* Organize and keep notes/minutes of all conference sessions.

**Communication & PR:**

* Prepare and set-up a one-stop general information support service/information kiosk for participants;
* In liaison with the project staff, arrange publication of print media articles in local and international newspapers (one 10 days before, other on first day of the event and other day after the event);
* High profile interviews -TV – during the Event;
* Press conference.

**Other general logistical arrangements and event management:**

* Arrange and manage transport;
* Planning and organization of all the meals, cocktails and other social events during the event;
* Design and printing of banners for the event;
* Design or source event merchandise (e.g. bags);
* Arrange for pens and writing pads for participants;

**Qualifications/Competencies:**

**Education**

Graduate degree in Economics, Social Science, Business, Law or any other areas.

**Experience and competencies:**

* 8-10 years relevant work experience with government or NGOs;
* Highly motivated and experienced in coordinating and planning events for international and national level;
* Ability to liaise with government, donors and stakeholders in a professional and friendly manner;
* Strong analytical and writing skills with proven skills in policy recommendations and problem identification and solving;
* Excellent administration, organizational and time management skills; Excellent team work and participatory process skills;
* 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
* Good computer skills
* Language: Excellent communication and reporting skills in English and Urdu
* Budget and Costing
* Calendar and Booking Management
* Planning and Execution
* Event Management
* Departmental Coordination and Internal/External coordination