

INDIVIDUAL CONSULTANT TERMS OF REFERENCE

Job Title: Event Coordinator/Consultant
Project Title: Multi-Agency Working Group – Emergency Response Coordination
Contract Duration: 3rd February 2020 till 30 April, 2020

1. Background

First Aid Africa is a social enterprise working in Tanzania, Kenya, Uganda, Malawi and Zambia. Our core mandate as an organisation is to provide sustainable education and equipment in first aid. As a trusted national training & equipment provider, we have served embassies, international companies, and government departments throughout Zambia.

We have trained over 40,000 first aiders in East and Southern Africa over the last decade, and deliver direct training to approximately 5000-8000 people each year; as well as providing learning resources and training materials for a variety of organizations. We also mentor new first aid trainers - ensuring the next generation of instructors can lead the way for years to come.

As part of our strategy to collaborate with other stakeholders in improving access to emergency care in Zambia, FAA is planning to host two stakeholder engagement activities with various key players in the sector. The objective of these activities are aimed at creating awareness and information sharing regarding institutional response to public emergency/accidents, and facilitating a Multi-Agency Demonstration to an emergency simulation. The outcome of these activities is to enhance the collaborative responsive relationship to emergencies and creating data/technology sharing modalities between the participating institutions.

In order to facilitate the organization and implementation of these activities, FAA is seeking to recruit an Event Coordinator/Consultant, who would be engaged on contract starting 3rd February 2020 till 30 April 2020.

2. Objectives

The successful Candidate (Consultant) will have responsibility for preparation and management of all logistical issues and arrangements related to hosting a successful and professional stakeholder engagement workshop and a Multi-Agency Demonstration field day which will result in a working relationship between the various stakeholders in response to emergency care in Zambia.

3. Scope of Assignment

The project is intended to take place within Lusaka Province involving multiple stakeholders. Specific scope includes but not limited to:

- Identifying the right stakeholders in consultation with the PM/CEO.
- Timely engagement of identified stakeholders.
- Prepare, send out, and confirm invitations.
- Arrange needed procurements; venue booking, facilitate transportation (if necessary), prepare list of participants etc.
- Confirmation with invitees prior to the event.

- Oversee all proceedings during events; supervise participant registration, teas and lunch, arrange for note taking, any other procurements necessary for MAD activity etc.
- Produce a well-written and comprehensive report of the project proceedings; including recommendations to strengthen linkages between organizations involved in the process.
- Communication and public relations
- Any other tasks related to forum activities delegated by the PM/CEO.

4. Deliverables and Outputs

Deliverables	Duration/Timeline (Estimated # of days or weeks)	Deadline
Contact primary stakeholder organisations	10 working days	14 th February 2020
Get stakeholder buy-in and support through written confirmation of participation	6 Weeks	20 th March 2020
Conclude Procurement processes (pay all vendors)	7 Weeks	27 th March 2020
Organise first stakeholder engagement workshop (with mobile solar unit demonstration by FAAZ)	1 to 2 Days	7 th April 2020
Draft working MoU between all stakeholders	2 Weeks after the stakeholder workshop	21 st April 2020
Organise and coordinate multi-Agency Demonstration Field day with accident simulation	1 Day	23 rd April 2020
Project/Event report and organised files	Max. 5 working days post the last event.	30 th April 2020

Outputs:

1. One stakeholder engagement workshop in Lusaka
2. One Multi-Agency Demonstration field day with Accident Simulation
3. Draft MoU to create and coordinate a working relationship among participating agencies.

5. Institutional Arrangement

The work of the individual that will be engaged shall be supervised by FAA Project Manager/CEO. As such, submission of the individual's reports shall be coursed through the said office. The confirmation of acceptability of report contents, the authorization of disbursement of payment, and evaluation of performance shall all be undertaken by these FAA personnel.

The FAA Project Manager/ CEO may bring in other parties within FAA to assist in the review of the outputs, as and when deemed necessary.

6. Expected duration of Assignment

This project is expected to run for three (3) months ending on the 30th April 2020.

The consultant will work closely with the PM and will from time to time submit and share the progress of activities as agreed.

7. Duty Station

The selected individual shall not be required to be present at FAA office, and may work in own office with coordinated visits to FAA. As and when required by FAA, he/she is also expected to visit stakeholders in the course of undertaking the assignment.

8. Qualification/Experience

- At least 5-7 years relevant work experience with government and Private Sector.
- Highly and self-motivated; and experienced in coordinating and planning events for international and national level.
- Ability to liaise with government and private stakeholders in a professional and friendly manner.
- Applicants must be confident, persuasive, and able to communicate very well both written and oral.
- Must be over 40years
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations.
- 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.

9. Recommended Presentation of Proposals

The Proposal shall be presented in the following manner:

- i) Personal Curriculum Vitae highlighting the qualifications that meet the minimum requirements stated in Section 8 above, and at least three (3) references.
- ii) Explaining why he/she is the most suitable contractor for the work, and a brief methodology on how he/she will approach and conduct the work; and
- iii) The Financial Proposal containing the final and all-inclusive professional fees, all envisaged total price offer for the full range of services required, broken down into all major cost components associated with the services.

The total price shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.

10. Compensation and Payment terms

All-inclusive fee will be paid according to the schedule below:

- 20% on signing the contract
- 30% mid-way upon accomplishment of deliverables 1, 2, 3 and 4.
- 50% upon successful completion of assignment.

11. Confidentiality

It is highly expected from the selected individual to maintain the highest level of confidentiality to the information provided before, during and after the completion of the assignment. He/she shall practice highest standard of professional and ethical values and norms in providing this consultancy services. Further the individual is expected to sign a non-disclosure agreement with FAA.

12. Submission Deadline

Closing Date:30 January 2020,

Time: 16:00 Hours

All proposals **Headed; Individual Consultant FAA** to be emailed not later than the closing date and time to:

The Senior Business Partner

BS Management Consultants Ltd

BSMRecruiter@outlook.com

<https://bsmanagementconsultants.com/vacancies-and-consultancy>

Note: Late applications and hard copies will not be accepted.