

## TERMS OF REFERENCE

### **Service Provider (Events Management Agency) for the Bridging Recruitment to Reintegration in Migration Governance: Philippine (BRIDGE) Fair**

#### **I. BACKGROUND**

The *Bridging Recruitment to Reintegration in Migration Governance Programme: Philippines (BRIDGE)* is jointly implemented by the International Organization for Migration (IOM), International Labour Organization (ILO), and United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) with the support of the Migration Multi-Partner Trust Fund (MPTF).

Since October 2020, the BRIDGE Joint Programme has been supporting the Philippine Government in implementing the Global Compact for Safe, Orderly, and Regular Migration (GCM) Objective 6: *Facilitate fair and ethical recruitment and safeguard conditions that ensure decent work* and Objective 21: *Cooperate in facilitating safe and dignified return and readmission, as well as sustainable reintegration*.

With the guidance of the United Nation Resident Coordinator's Office (UN RCO), BRIDGE seeks to promote evidence-based, gender-responsive, and whole-of-society approach to labor migration governance. Throughout its implementation, BRIDGE delivered a carefully designed package of research, capacity development, and advocacy interventions to help ensure that migration governance agencies and actors are able to collect and harmonize disaggregated and context-sensitive data related to recruitment and reintegration practices, and to use these data to inform policy and programming so that returning migrant workers, especially women, are better equipped to navigate return and reintegration.

As the BRIDGE Joint Programme culminates, an event in the form of a fair (BRIDGE Fair) is being proposed to celebrate the gains fostered by the support of partners and various stakeholders and highlight opportunities for possible future collaborations to build on these gains.

The professional services of a consultant are needed to organize the BRIDGE Fair.

#### **About the event:**

*Date and Venue:* 8 June 2023, 8 am – 5 pm, Metro Manila

*No. of Participants:* 110

*Objectives:*

- present highlights of research and other knowledge products developed by the project
- showcase the tools and resources supported by the project
- facilitate sharing of insights and exchange of information among implementing partners and stakeholders on the impacts of project interventions
- identify opportunities for future collaboration and scaling up with development partners, government agencies, CSOs, private sector, migrant groups, among others

*Proposed Format and Audience:*

| <b>Session</b>   | <b>Topic</b>                               | <b>Target Audience</b>                                  | <b>Format</b>                  |
|--|--|---|--------------------------------|
| Session 1: The BRIDGE Programme: Good Practices, Lessons Learned, and Ways Forward | Overall impact                             | Development partners, Donors, Embassies                 | Testimonials, Messages, Videos |
| Session 2: Expanding the Evidence Base for Better Policies and Programs            | Research                                   | Government, CSO, Academe                                | Presentation; Booths           |
| Session 3: Enabling Duty-bearers through Capacity Development                      | Building the capacity of migration actors  | Government, CSO, migrant workers/groups, private sector | Presentation; Testimonials     |
| Session 4: Empowering OFWs to find their 'for good'                                | Tools, IECs, Other resources; and Advocacy | Migrant workers/groups; CSO; private sector             | Panel discussion; Booths       |

\*Please refer to the attached Activity Concept Note for further details.

## **II. SCOPE OF WORK AND RELATED TASKS**

The Event Organizer – hereafter referred to as “Service Provider” will work closely with the BRIDGE Joint Programme team on the planning and implementation of activities at the fair. The service provider will also be responsible in ensuring media coverage and preparing video documentation of the event.

In consultation with PUNOs – ILO, IOM, and UN Women, the Service Provider will be the overall in-charge to carry out the following tasks before, during, and after the event.

### Before the event:

1. Provide needed support to the project team in securing, booking, and managing the venue (e.g., conduct ocular visit, prepare floor plan, etc.)
2. Prepare social media plan – before, during, and after the event
3. Ensure ideal set-up of the venue main hall and exhibition area for optimal flow of the programme (e.g., prepare booths, draft event backdrop, ensure audio-visual equipment, etc.)
4. Coordinate the media coverage of the event and draft press releases about the event, including with Communications/Media offices of key government agencies, PUNOs, and UN Resident Coordinator’s Office
5. Prepare event kit and handouts
6. Prepare banners capturing project results
7. Support the project team in securing confirming of guests, speakers, and participants
8. Participate in coordination meetings organized by the project team and provide updates on preparations

### During the event:

1. Manage the registration of participants and ensure protocol arrangements for dignitaries

2. Set up and manage the livestreaming of the Opening part of the event
3. Ensure all required audio-visual equipment is available in all the rooms as required and that sessions run smoothly
4. Ensure written documentation of Sessions 1-4
5. Take photos and videos during the event that will be used for website and social media publishing
6. Liaise on the media coverage of event-proper and ensure coverage in national newspapers (online or print)
7. Ensure that participants are able to accomplish the post-event feedback
8. Set up a BRIDGE photo booth in the exhibition area where guests can take selfies
9. Have bouquets/tokens ready for keynote and other main speakers

**After the event:**

1. Draft a one-page event article (1000 words) for PUNO social media posting
2. Prepare 1 minute video presentation on the highlights of the event
3. Collate participants' post event feedback

**Photo specifications:**

- Image should be at least 6 million pixels for each image, but the camera should be set to the highest specifications possible
- Mix of portrait and landscape photos – group photos and actions photos
- Short caption providing information about the photo portrayed in context. Captions are written consistently using the following convention: Full name, title, assignment, country. Brief description. (Photographer, date).
- If taking photos of a speaker, there should be different angles including shots from behind the podium to show the speaker talking to an audience.
- Other considerations per PUNO visual identity guidelines.

**Team Composition**

**At the minimum, the team should include:**

- 1 Floor Manager
- 1 Event Host
- 1 Media Liaison
- 2 Documenters
- 1 Overall Liaison

**III. DELIVERABLES AND PAYMENT TERMS**

The Service Provider will work within the available budget of ILO from 15 May – 14 June 2023. Payment will be paid in Philippine Peso based on the prevailing UN rate and will be transferred to the consultant's bank account, following the below schedule of deliverables:

| <b>Deliverable</b>                                      |             |
|---|-------------|
| 1. Detailed Implementation Plan covering the following: | 15 May 2023 |

|   |                     |
|---|---------------------|
| <ul style="list-style-type: none"> <li>• event program</li> <li>• list and profiles of speakers/resource persons and event host/moderator</li> <li>• online registration form (before and during event)</li> <li>• technical requirements such as virtual conferencing platform to be used, virtual banners, virtual backgrounds, etc. <ul style="list-style-type: none"> <li>• Venue floor plan</li> <li>• Social media plan</li> <li>• Media coverage proposal</li> </ul> </li> <li>• technical dry run before event</li> <li>• documentation plan</li> <li>• participant feedback form</li> <li>• draft event press release</li> </ul> |                     |
| <p>2. One-day event attended by development partners, government agencies, CSOs, private sector, migrant groups, among others with media coverage and fulfilling other requirements under Scope and Related Tasks</p>   | <p>8 June 2023</p>  |
| <p>3. One-page post-event article and video documentation</p>   | <p>15 June 2023</p> |

**Payment Terms:**

1<sup>st</sup> Tranche: 50 % upon signing of contract and submission of Deliverable 1 to the satisfaction of ILO in consultation with IOM and UN Women

2<sup>nd</sup> Tranche: 50 % upon completion of Deliverables 2 and 3 to the satisfaction of ILO in consultation with IOM and UN Women.

**IV. UNSATISFACTORY OR INCOMPLETE WORK**

For the assignment, the ILO’s standard rules and procedures shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

**V. EXPERIENCE AND QUALIFICATIONS**

The Service Provider must have prior experience in the following listed skills:

- At least 5 years of experience in events management and support (organizing, managing and implementing high profile international conferences/ events for at least 110 participants including dealing with senior government dignitaries), which includes coordination with media
- Demonstrable experience in managing national events with capacity of at least 100 participants is desirable.

## **VI. EXPRESSION OF INTEREST**

The interested applicants must submit the following documents: i) letter of intent, ii) company profile highlighting experience of similar nature, iii) proposed plan; and iv) financial proposal.

The documents must be submitted through Ms Marie Allyssa Dacasin, National Project Coordinator for the BRIDGE Programme ([dacasin@ilo.org](mailto:dacasin@ilo.org)), with copy to Ms Katrina Pascasio, BRIDGE Programme and Administrative Assistant ([pascasio@ilo.org](mailto:pascasio@ilo.org)) on 7 May 2023.

Only shortlisted candidates will be contacted, and portfolio of the candidates shall be requested in the selection process.