

## **Annex 2**

### **Goods and Service specifications**

For

#### **Event Management services Nepal National Education Conference**

#### **TA 9215: Supporting Policies and Implementation in the School Sector Nepal's School Sector Development Plan - TA Facility**

**16-17 June 2022**

#### **A. General Background**

The British Council is implementing Package 1 of TA 9215: Supporting Policies and Implementation in the School Sector for program management, coordination and technical support to the government of Nepal to implement School Sector Development Plan (SSDP). The TA is co-funded by the European Union (EU) and the Asian Development Bank (ADB).

As a part of the design and development of SSDP, the Ministry of Education Science and Technology (MoEST) together with SSDP partners identified a range of knowledge-management and knowledge-sharing activities to learn from successful strategies, practices, and innovations, to enrich implementation, enhance professional capacity and enable networking and exchange around critical issues.

Plans for knowledge management originally included provision for two National Education Conferences, to be hosted by MoEST, for a diverse range of participants engaged in education at all levels in Nepal. In the SSDP-CIDP, it was identified that the conferences would be supported-conceptually and logistically by the SSDP TA Facility. Due to the unanticipated COVID-19 pandemic, following ongoing discussions over 2020-2021, it has been concluded to hold a single National Education Conference before the conclusion of SSDP, on 16 - 17 June 2022. The conference is being held at Hotel Park Village, Budanilkantha, Kathmandu

The British Council, SSDP TA Facility therefore seeks the service of a competent Event Management Company to support the Government of Nepal to organize its first National Education Conference: 'Stories from SSDP': Learning to Move Forward.

#### **Scope of Work:**

The National conference is of a high-level nature led by the MoEST and will be attended more than 200 participants from the Government of Nepal, Development Organizations, INGO's, NGOs, Civil Society, schools and private sector. To ensure successful planning and organisation

of this conference; and a smooth flowing of events during the conference, a professional ‘conference organizer’ (event management agency) is required to organize and manage the entire conference. These activities would need to be carried out in close consultation and coordination with the MoEST and SSDP TA facility Team to ensure a successful conference.

**B. Detailed Tasks**

The Event Management Company will provide the services for facilitating the National Education Conference and will be responsible to provide the tasks as follows:

- a. Facilitate the conference on 16 and 17 June 2022
- b. Coordinate and manage all administrative and logistical arrangements for the efficient and organization of the conference. This also includes coordination with the venue hotel staff regarding dais arrangements, conference seating arrangements, audio-visual equipment, branding, scheduling of food and beverage, etc.
- c. Visit the venue and meet with relevant hotel staff to assess the venue and requirements for the conference.
- d. Conduct a dry run on one day prior to the event date and ensure the arrangements are in place as required and equipment’s are tested before the main event on 16<sup>th</sup> June.
- e. Provide a dedicated Event coordinator and IT Expert throughout the event
- f. Manage the pre-conference registration process for the participants and also during the conference for all participants on a daily basis.
- g. Manage relevant virtual platform for the smooth delivery of the conference
- h. Work closely with the project team to lead and facilitate the production of all conference materials (including conference kits, signage, invitation cards etc.), and conference stage (podium, screen and stage set-ups, hall decorations, complementary feeding-related props, flex, banners, etc.).
- i. Select and train the Rapporteurs from among the list of experts provided by MoEST and SSDP TA.
- j. Produce a report of the conference including all the plenary and concurrent sessions.
- k. Provide quality photographer services for the conference.

The below tables present the specifications for the services and tasks/deliverables being requested under this assignment.

<b>1. Conference action plan and design theme</b>
<ul style="list-style-type: none"> <li>• Develop a roadmap/action plan for the management of all venue-related administrative and logistical arrangements of the National conference as per agenda.</li> <li>• Work closely with the TA team to conceptualize and develop the design theme for the National conference.</li> </ul>
<b>2. Participants registration and information support</b>
<ul style="list-style-type: none"> <li>• Manage the pre-conference registration process for the participants, and compile a confirmed registration list of participants, speakers, and special guests in close consultation with the MoEST and SSDP TA team.</li> <li>• Establish and manage registration-cum-information desk with suitable signage and banners at the venue.</li> <li>• Arrange and supervise ushers at the registration desk and the conference hall during the plenary sessions/presentations and for all administrative support</li> </ul>

- Arrange and manage participants' registration (with relevant contact details) throughout the conference.

### 3. Conference Management

#### a) Conference arrangement (F2F and access to live participation by using social media like face book live)

- Facilitate the conference on 16 and 17 June 2022 that allows up to 200 participants to join at the venue in person
- Make provision of Interpretation from Nepali to English language for about 20 non-Nepali speaking participants both in plenary and concurrent sessions
- Manage any pre-recording of sessions recorded in advance manually uploaded onto the platform by the event organiser, such as introductory videos, short teasers, message from the Chief Guest other key stakeholders, presenters etc.
- Ensure a short (1-2 minute) video is prepared everyday summarizing the workshop proceedings and uploaded in the dedicated event webpage along pdf versions of all the conference presentations.
- Ensure live feed of the conference is shared through CEHRD/MoEST Facebook page.
- Coordinate with the Project Manager linking communication platforms to the web page such as live Twitter feed, comments boxes and Q&A features.
- Be responsible for sending email reminders to all attendees, on the session of their choice. In this email, include the join URL so that the attendee can join the conference.
- Design scale floor conference venue sitting plan to ensure 2 metres social distancing among participants.
- Ensure the main conference hall, stage - dais set-up are arranged according to specifications and ready as per conference agenda and run of show. This also includes seating name plates at the main table and ensuring that seating arrangements have been made as per specifications.
- Provide a dedicated Event coordinator and IT Expert throughout the event
- Provide Audio-Visual equipment and conduct necessary checks before the conference begins to ensure it is all functioning well.

#### b) Graphic design support for conference branding

- Support design and printing of branding graphics (design for conference bag, folder, pen, notebook, name badges, invitation card for conference reception, country poster templates); E-backdrop and stand-up banner designs

#### c) Preparing conference kits

- Print all materials, including folders, agenda, background documents, name badges, notebooks etc.
- Produce other conference materials for the conference kits, including plastic holders for name badges, conference bags, pens
- Assemble conference kit (conference bag, folders, agenda, background documents, name badges in plastic folder, notebooks, pen)
- Distribute conference kit to participants during registration.
- Prepare pen drives with soft copies of conference materials and distribute to participants at closing of conference.

### 4. Other general logistical arrangements and event management

- Prepare direction/registration and relevant signages, table tags for plenary in accordance to the design and logo template provided by the MoEST and SSDP TA.
- Setup regular meetings with the concerned TA team, MoEST staff to update on the preparation.
- Ensure quality photographs and video's are taken during the event including the

<p>official conference photograph.</p> <ul style="list-style-type: none"> <li>• Support with preparations for inaugural opening session including traditional candle lighting, and presentation of flowers to Chief Guest for opening and closing sessions.</li> <li>• Set up the conference halls with background e- backdrop banner, photos, flex, banners, etc in discussion with the TA team.</li> <li>• Set up poster presentation and display stalls at designated conference venue.</li> <li>• Ensure that food and beverages are offered in a timely manner as per the conference schedule.</li> <li>• Provide administrative and secretarial support to the conference and ensure timely winding up at the location by supervising dismantling of installations as per hotel policies.</li> <li>• Maintain safety protocols and make available of first aid kits.</li> </ul>
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**C. Deliverables**

<b>Deliverables</b>	<b>Deadline</b>
1. Conference concept design and action plan for the management of all conference related arrangements as per agenda.	27 May 2022
2. Submission of complete design deck for conference related services which includes conference kits, signages, banners, prints, as per the agenda requirements.	2 June 2022
3. Final Registration list	10 June
4. Event management support provided during the conference (16-17 June 2022)	17 June 2022
5. Event closure report detailing all activities carried out for preparation and during the conference. The event closure report needs to contain an activity log sheet” that will list and verify all the jobs related to the event management.	27 June 2022

**D. Minimum Qualification requirements**

- At least 5 years of experience in virtual event development, facilitation, and management for International organizations and Nepal Government.
- At least 3 similar projects carried out during the past 5 years.

**E. Engagement Period**

The company will be engaged for the period of maximum of 35 days between May-June 2022.