

**Request for Proposal (RFP)**

**For:** **Event management services for British Council’s Education Symposium**

**Date:** **12 January 2023**

**Annex 4 – Goods and services specification**

**TERMS OF REFERENCE**

For the supply of event management services for the British Council.

The annual British Council Symposium is a day event that brings together stakeholders to discuss the future of education in Nepal.

**Event details**

On 24 February, the British Council expects to host up to 300 participants for an ‘Education Symposium’. Activities will begin at 9:00 and continue up to 5:00 pm.

The purpose of this call is select an appropriate vendor to receive event management services that will support the delivery of the 2023 edition of the British Council’s Education Symposium. Selected vendor will work closely with the British Council team to organised a one-day event at a hotel venue in Kathmandu/Lalitpur on 24 February 2023.

Selected vendor will lead on the execution of programming content, venue branding and fabrications, guest management, documentation and digital streaming.

Key deliverables:

**Event Logistics**

* Appoint team with to designated roles to manage execution of British Council’s script for the day event – at minimum teams should have a dedicated stage manager, graphic designer, documentation manager and production manager as well as other supervisory roles.
* Conduct venue assessment to finalise a plan detailing event branding.
* Design, print and install venue branding as agreed with the British Council and accounting for green alternatives where possible. Venue branding should consider – entry/exit points, physical branding for stage/platform,
* Fabricate booths for multiple projects and products in outdoor locations – attendants are expected to interact with people, publications, graphics and other multi-media material through these booths.
* Install a digital screen as stage backdrop for live feed, name plates and other multimedia content. Vendor will need to adapt existing British Council content to assure presentation of the media are accurate to original versions in terms of aspect ratios, colours etc.
* Arrange for personnel and equipment to document and live stream the stage events (10:00 AM – 5:00 PM) using a multi-camera format. British Council’s social media page will be primary host of the broadcast.
* Additional footage must be captured of attendants identified by the British Council for bites to be used in the post-event video
* Arrange equipment and translators/interpreters for English/Nepali translations (audio, visual, sign language).
  + 2 translators required full day for staged event (male/female pair preferred)
  + 2 signers for full day
* Create a registration station and design name tags that are color coded into four groups.

**Designing, Printing and Other Management**

* Design, print (50 copies) and dispatch invitation cards and manage RSVP for the total guest list
* Design at least six social media cards (for FB, twitter and website) for pre promotion of the event following British Council brand guidelines.
* Design and print a 50-page notebook with symposium content in the first 10 pages.
* Design the main backdrop for the event for digital display.
* Content will be provided by the British Council team for all the above list.
* Follow a uniform branding theme for the overall symposium which should be reflected in all produced designs and venue branding.

**Event Documentation**

* 2–3-minute edited video capturing the event activities, achievements including 4-5 testimonials (positive feedback) from the participants. Subtitles in English to be included.
* Photography of all activities provided in publishing-ready high-resolution formats

**British Council Branding Guidelines Access**

Vendors should register at and refer to British Council’s Brand Hub (website) for brand identity guidance

**Values**

British Council expects selected vendor to adhere to its organizational policies and values. Delivery of good and services detailed in this Annex should account for our Safeguarding, Environment, Data Management, Equality Diversity Inclusivity (EDI) and Fraud Awareness values

**Copyright**

All materials including audio-visual documentation will be copyrighted to the British Council and selected vendor will be required to maintain a data management plan assuring safe storage, handover and destruction is carried out with final reporting.