|  |  |
| --- | --- |
|  | **Terms of Reference**  Event Management Company  Women of the World Festival  Feb. 2017 |

1. British Council Nepal

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and

a UK public body.

1. Women of the World Festival

Around the world, individuals and communities are insisting on the simple proposition that women must have equal rights and asking the question: 'why is gender equality taking so long to achieve?' Southbank Centre's *WOW - Women of the World* festival is a global network of festivals which provides a platform for interrogating this question. The mission of this festival is to champion gender equality, celebrating the achievements of women and girls everywhere and examining the obstacles that keep them from fulfilling their potential.

After the success of WOW Karachi in May 2016, the festival is taking place in Kathmandu in mid February 2017, to be organized in partnership with the Southbank Centre and featuring regional participants and curators.

Our ambition is to recreate the excitement and energy of WOW in Kathmandu, bringing together leading women from the South Asia region for a one-day Festival celebrating the achievements of women and girls. The Festival will include a strong line-up of Nepali women activists and artists from all fields and backgrounds. The festival will also include key participants from India, Bangladesh, Pakistan and Sri Lanka, and hopefully Afghanistan, acknowledging the common challenges and obstacles faced by women across the region and that sharing stories amongst these women and with the audience can generate new insight and spread ideas.

1. Detail of the festival in Nepal

WOW is a one day festival featuring performers, artists, debates and workshops.  WOW is for everyone, and brings people together from all corners of society - both speakers and audience members - energising and providing the inspiration and tools to make change. . WOW Kathmandu will take place on the **18th February 2017** and will be convened by Jude Kelly, founder of WOW and Artistic Director of the Southbank Centre.

The elements of the Festival will comprise of

* Talks programme - talks, debates, discussions, keynotes
* Workshops
* WOW Bites
* WOW Market
* WOW Speed Mentoring
* Performances
* Installations and exhibitions

1. Responsibilities of the Event Management Firm – Tasks

The event management company will provide the complete solution to the various aspects of the Women of the world Festival. The company will conceptualize the overall festival is the selected venue and manage all the logistics requirements of the different section of the festival.

* Large stage for performances
* Stalls for all the market place participants-20-30 stalls
* Audio Visual and light requirement for the stage and the whole festival
* Designing and printing of all promotional materials in English and Nepali
* Branding of the whole festival and the opening dinner
* Guest list management, invitation dispatch and RSVP
* Translators from Nepali to English and English to Nepali for live transcript (audio and visual) and equipment to support it.
* Pre event promotional activities
* Welcome entrance gate
* Registration counters
* Creative pathway décor (Props, Flags, cutouts)
* Seating arrangement at food stalls and other parts were chairs are required
* Management of opening, closing ceremony and press meet
* Ticketing and crowd management
* Security Management
* Garbage management.
* Uninterrupted power backup

1. Timeframe

The duration of the service contract will be from November 2016 till end of February 2017

1. Submission of Proposal:

Interested firms are requested to submit a proposal, including a profile of the company and tentative budget plan by **13 November 2016** to [suchita.shrestha@britishcouncil.org.np](file:///C:\Users\avashkarmacharya\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\3HWVM4PI\suchita.shrestha@britishcouncil.org.np)