# TERMS OF REFERENCE (TOR)

**Provision of services related to organization of two events under the “Women in Elections in Bosnia and Herzegovina” project in the period from August to November 2021**

**BACKGROUND**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination and violence against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women supports UN Member States as they set global standards for achieving gender equality and works with governments and civil society to design laws, policies, programs and services needed to implement these standards.

Bosnia and Herzegovina (BiH) has made progress in creating preconditions for achieving gender equality by adopting relevant legislative and policy framework. However, women remain seriously under-represented in the country’s political institutions. In order to create a genuinely encouraging environment work on several fronts is required, including a sharper focus on implementation of all policy instruments and a corresponding shift of paradigm from equality of rights to equality of results, promotion of institutional processes that ensure women’s equal participation in political parties and parliament and consistent efforts to capacitate and include women in BiH in decision-making processes across board.

Women in Elections project is funded by the Government of Sweden and implemented by UNDP BiH in cooperation with UN Women BiH, in partnership with BiH Agency for Gender Equality, BiH Central Election Commission, BiH Parliamentary Assembly - Committee on Gender Equality, RS Gender Center, FBiH Gender Center and selected local governments. The overall objective of this project is to strengthen women’s leadership and participation in political life, vertically by making structural adjustments to accommodate greater numbers of women in politics, as well as horizontally by nourishing the next generation of women leaders in communities through tailored networking and capacity building initiatives and increased democratic participation and accountability.

One of the crucial elements of this project is to organize public discussions and workshops to build alliances around gender equality and to promote political participation of women, as well as targeted public discussions and workshops for women leaders, events where prominent women leaders inspire other women. In the upcoming period from August to November 2021, UN Women plans to organize two such events: (1) BiH Parliamentary Assembly Gender Equality Committee Thematic Session, and (2) FEMPOWER III Conference of Women Leaders for Development. Due to COVID-19 potential restrictions in the above indicated period, the two events will be conceptualized as either fully online or with limited physical participation, as outlined in the TOR below.

**OBJECTIVES OF THE ASSIGNMENT**

UN Women is seeking to hire a service provider to support the “Women in Elections in BiH” project in the process of organizing two events in the period from August to November 2021. In close cooperation with and under supervision of the UN Women Governance and Leadership Coordinator, the service provider will be responsible for providing full logistical support to organization of the two events as follows: (1) BiH Parliamentary Assembly Gender Equality Committee Thematic Session, and (2) FEMPOWER III Conference of Women Leaders for Development.

The service provider will work in close collaboration with the UN Women Governance and Leadership Coordinator who will provide the service provider with relevant information for the event organization such as concept notes, potential participants’ contact details, draft agendas, guidance on visibility materials and other relevant information.

**SCOPE OF WORK**

The selected event management company shall provide professional services and inputs as described below:

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| **No.** | **Activity** | **Details** |
| 1 | BiH Parliamentary Assembly Gender Equality Committee Thematic Session  *Hosted by the Committee in collaboration with BiH Agency for Gender Equality, UN Women and UNDP on the topic of eliminating violence against women in public and political life (concept note available)* | **Duration:** 3 hours  **Location:** Sarajevo, BiH Parliamentary Assembly  **Date:** 2 September 2021  **Implementation mode:** In person event with limited number of participants (up to 30), to be livestreamed to a wider audience via social media (the contractor should provide all aspects of live streaming, including technical staff and equipment)  **Number of participants:** 30 participants in a conference room  **Expected deliverables:**   * Draft list of participants based on the inputs from the UN Women Governance and Leadership Coordinator * Contact, confirm and follow up with the participants * 10 high quality photos from the event * 2 simultaneous interpreters (BCS-ENG and ENG-BCS), interpretation cabin will not be required as it will be available in the venue * Live production of the event, to include necessary IT equipment (such as laptops, mixers, microphones) for live streaming |
| 2 | FEMPOWER III Conference of Women Leaders for Development  *Hosted by UN Women and UNDP (concept note available, as well as documentation of the previous two conferences)* | **Duration:** 3 days (3 hours per day)  **Location:** Online  **Date:** 3-5 November 2021  **Implementation mode:** Online event (Zoom license will be made available by UN Women)  **Number of participants:** 25-30 women political leaders representing at least 6 parliamentary political parties in BiH  **Expected deliverables:**   * Draft list of participants based on the inputs from the UN Women Governance and Leadership Coordinator * Contact, confirm and follow up with the participants * Design branded conference booklet to include welcome remarks, agenda, list of speakers and participants with biographies collected by the contractor and other relevant information * Logistical facilitation (hosting) of the event * Moderation of the event (1 moderator for 3 days) * 10 quality screenshots from the event |

**DELIVERABLES SCHEDULE**

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| **Deliverable** | **Deliverable Timeframe** | **Payment amount** |
| BiH Parliamentary Assembly Gender Equality Committee Thematic Session prepared (list of participants, invitations, agenda, technical equipment and logistics), invitations sent and participants confirmed | 20 August 2021 |  |
| BiH Parliamentary Assembly Gender Equality Committee Thematic Session successfully organized, 10 photos from the event submitted following the event | 3 September 2021 | 30% |
| FEMPOWER III Conference of Women Leaders for Development prepared (list of participants, invitations, agenda, technical equipment and logistics), invitations sent and participants confirmed | 15 October 2021 |  |
| FEMPOWER III Conference of Women Leaders for Development branded materials finalized and shared with participants | 20 October 2021 |  |
| FEMPOWER III Conference of Women Leaders for Development successfully organized and moderated, 10 photos from the event submitted following the event | 8 November 2021 | 70% |

**MINIMUM REQUIREMENTS**

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| **UN Women Minimum Requirements** |
| Team composition (if applicable) |
| Event Manager   * University degree in communications, marketing, business or other relevant field * Minimum 5 years of relevant professional experience in event management * Minimum 2 years of relevant professional experience in online event management * Previous similar professional experience working with international organizations and governmental institutions * Excellent oral/written communication skills in both English and BCS   Conference moderator (FEMPOWER III Conference)   * University degree in communications, media, political science, gender studies or other relevant field * Minimum 5 years of relevant professional experience in communications, media, public speaking or relevant area * Awareness and understanding of major gender equality issues in Bosnia and Herzegovina demonstrated through experience of working on relevant gender equality related projects, attending relevant training and/or participating in relevant campaigns * Previous similar professional experience working with international organizations and governmental institutions will be considered an asset * Excellent oral/written communication skills in both English and BCS |
| Relevant Experience of the Firm |
| * Minimum 5 years of relevant experience in planning and implementing public and online events * At least 5 events successfully organized with UN organizations and/or other international/development organizations * Demonstrated capacity and expertise to execute the activities, including availability of equipment, contacts and experience of undertaking similar assignments |
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| Subcontracting |
| The vendor is strongly encouraged not to sub-contract > 50% of the total work. If a vendor/s intend to do so, they must state the actual percentage (that will be outsourced) in their offer/quotation. |

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