



**International
Labour
Organization**

Call for Proposals

Consultancy Services

**Corporate Events Management Services
for 2023 Social Protection Week**

1. Background

Zambia still ranks among the countries with high incidences of poverty and inequality in Africa, as well as globally. This is despite several interventions made in education and skills development, health, water and sanitation, as well as job creation and empowerment of citizens. However, some reduction in poverty levels were recorded during the previous NDP periods. Poverty levels in the period 2006-2015 reduced by 8.4 percentage points to 54.4 percent in 2015 from 62.8 percent in 2006. This notwithstanding, extreme poverty or the proportion of individuals whose consumption was less than the cost of the food basket only marginally improved to 41 percent of the total population in 2015 from 43 percent in 2006.

Analysis by rural-urban residence indicates that poverty in rural areas remained higher at 76.6 percent compared to 23.4 percent in urban areas as of 2015. Extreme poverty was also higher in the rural areas at 60.8 percent. These persistently high poverty levels in rural areas were mostly attributed to inadequate nutrition, households' inability to afford agricultural inputs, low wages or salaries and lack of capital to start or expand own business. Figure 10 below shows poverty trends for the period between 2006 and 2015.

The Government of the Republic of Zambia (GRZ) considers Social Protection as a key strategy to support economic growth and reduce poverty. So far, Zambia has made tremendous strides in strengthening social protection programming as a powerful tool to fight poverty and vulnerability. Social Protection interventions have been implemented since pre-colonial times in Zambia. However, these interventions were being implemented without a coherent policy framework resulting in fragmentation and uncoordinated efforts. In 2014, the National Social Protection Policy (NSSP) and its implementation plan were put in place to govern the implementation of social protection programmes in Zambia. In this light, social protection is categorized into four pillars within the policy framework: namely Social Security (contributory), Social Assistance, Livelihoods and Empowerment and Protection pillars with disability and coordination being crosscutting. Non-contributory include Livelihood and empowerment interventions that broadly encompass finance, agricultural inputs, entrepreneurship skills, and public works to promote community infrastructure and assets. Specific programmes under this pillar include the Farmers Input Support Programme (FISP), livestock stocking and restocking, training in aquaculture, restocking of community ponds, provision of fingerlings, Food Security Pack (FSP), Youth Empowerment, Functional Literacy and Skills Training, and Community Self Help Initiatives.

According to the 8NDP, the Government will continue to implement programmes aimed at improving the welfare and livelihoods of people, especially the poor and vulnerable in society, including the aged and persons with disabilities (PWDs). The number of beneficiaries and the level of support offered through interventions such as SCT, food security pack and the Keeping Girls in School programme will be scaled-up. Further, the Government will link the SCT to other interventions and services through the "Cash Plus" Agenda. This will allow SCT beneficiaries to access additional support through programmes such as the food security pack, livelihood schemes and other public services including nutrition and early childhood support, primary and secondary education and skills development. The aim is to enable a more integrated approach to breaking the intergenerational cycle of poverty. In addition, the targeting and payment systems for social protection programmes including the SCT will also be strengthened.

Despite the significant achievements and progress made towards policy objectives; information gaps on social protection remain widespread both among beneficiaries and the general public. There is need therefore, to bridge the information gaps that exist in social protection by developing and implementing comprehensive integrated communication strategies to ensure an informed society.

Key among the communication strategies is the Social Protection Week which is held annually since 2016. The Social Protection Week is an open week for GRZ, Social Partners, Cooperating Partners, UN Agencies, Civil Society Organisations, Social security institutions, Academia, Faith Based Organisations, Parliamentarians, Media and most importantly the general public, as well as those at the frontline of social protection service delivery to be part of a broad and inclusive discussion on opportunities and challenges for an effective and sustainable social protection response to poverty and vulnerability in Zambia.

Prior to the Social Protection Week, pre-launch events as well as social media campaigns will be organized in the digital, print and electronic media in order to ensure greater public awareness of the event and subsequent involvement and participation. These will involve press releases to be issued in the print media and also the Minister of Community Development and Social Services will feature on national television networks to discuss the event. During this week (**5 full days**), radio, television as well as Zoom discussions will be held on a range of topics informed by the pillars of the National Social Protection Policy. A wide range of experts will participate in the discussions to share experiences and also engage with their respective audiences in fostering more dialogue on specific areas of interest. Sessions will be arranged in a manner that promotes debate and gives allowance for the broader audience to participate. Information booths, social media engagements and face to face meetings will also be available to enable the public further access information from the many providers of social protection services.

2. Consultant's Profile

The contract will be awarded to a service provider with the following skills and qualifications:

Qualification and Experience:

- At least 5 years' experience in events management
- Track record of organizing successful international events is essential.
- Proven record in the management of virtual and physical events
- Excellent communication skills;
- Experience in events management for major media outlets, private sector and development organizations an asset.
- Ability to address unexpected problems quickly, independently and effectively;
- Similar experience working in the UN/NGOs is an added advantage.
- Prior event organization experience with UN events is an asset;
- Based in Zambia

3. Proposal submission

Interested consultants should submit a detailed technical and financial proposal on the basis of following points:

- A letter of interest stating why you are eligible for the assignment.
- A Technical and Financial proposal which should include a description of the proposed methodology to be used, a schedule of planned activities, detailed budget including professional fees
- CV of the professionals to undertake the assignment including a summary of similar assignments undertaken previously.
- At least 3 references of previous mandates.
- Samples of reports on events managed.

Send technical and financial proposal to lusaka@ilo.org. The deadline for submission of proposals is 17th April 2023 by 17.00 hrs. Interested consultants are encouraged to send their application with the subject: Event Management: 2023 Social Protection Week. Consultants submitting by emails or through post are encouraged to send Technical and Financial proposals (separately) which should be clearly marked as such.



**International
Labour
Organization**

Terms of Reference

Consultancy Services

Corporate Events Management Services for 2023 Social Protection Week

1. Background

Zambia still ranks among the countries with high incidences of poverty and inequality in Africa, as well as globally. This is despite several interventions made in education and skills development, health, water and sanitation, as well as job creation and empowerment of citizens. However, some reduction in poverty levels were recorded during the previous NDP periods. Poverty levels in the period 2006-2015 reduced by 8.4 percentage points to 54.4 percent in 2015 from 62.8 percent in 2006. This notwithstanding, extreme poverty or the proportion of individuals whose consumption was less than the cost of the food basket only marginally improved to 41 percent of the total population in 2015 from 43 percent in 2006.

Analysis by rural-urban residence indicates that poverty in rural areas remained higher at 76.6 percent compared to 23.4 percent in urban areas as of 2015. Extreme poverty was also higher in the rural areas at 60.8 percent. These persistently high poverty levels in rural areas were mostly attributed to inadequate nutrition, households' inability to afford agricultural inputs, low wages or salaries and lack of capital to start or expand own business. Figure 10 below shows poverty trends for the period between 2006 and 2015.

The Government of the Republic of Zambia (GRZ) considers Social Protection as a key strategy to support economic growth and reduce poverty. So far, Zambia has made tremendous strides in strengthening social protection programming as a powerful tool to fight poverty and vulnerability. Social Protection interventions have been implemented since pre-colonial times in Zambia. However, these interventions were being implemented without a coherent policy framework resulting in fragmentation and uncoordinated efforts. In 2014, the National Social Protection Policy (NSSP) and its implementation plan were put in place to govern the implementation of social protection programmes in Zambia. In this light, social protection is categorized into four pillars within the policy framework: namely Social Security (contributory), Social Assistance, Livelihoods and Empowerment and Protection pillars with disability and coordination being crosscutting. Non-contributory include Livelihood and empowerment interventions that broadly encompass finance, agricultural inputs, entrepreneurship skills, and public works to promote community infrastructure and assets. Specific programmes under this pillar include the Farmers Input Support Programme (FISP), livestock stocking and restocking, training in aquaculture, restocking of community ponds, provision of fingerlings, Food Security Pack (FSP), Youth Empowerment, Functional Literacy and Skills Training, and Community Self Help Initiatives.

According to the 8NDP, the Government will continue to implement programmes aimed at improving the welfare and livelihoods of people, especially the poor and vulnerable in society, including the aged and persons with disabilities (PWDs). The number of beneficiaries and the level of support offered through interventions such as SCT, food security pack and the Keeping Girls in School programme will be scaled-up. Further, the Government will link the SCT to other interventions and services through the "Cash Plus" Agenda. This will allow SCT beneficiaries to access additional support through programmes such as the food security pack, livelihood schemes and other public services including nutrition and early childhood support, primary and secondary education and skills development. The aim is to enable a more integrated approach to breaking the intergenerational cycle of poverty. In addition, the targeting and payment systems for social protection programmes including the SCT will also be strengthened.

Despite the significant achievements and progress made towards policy objectives; information gaps on social protection remain widespread both among beneficiaries and the general public. There is need therefore, to bridge the information gaps that exist in social protection by developing and implementing comprehensive integrated communication strategies to ensure an informed society.

Key among the communication strategies is the Social Protection Week which is held annually since 2016. The Social Protection Week is an open week for GRZ, Social Partners, Cooperating Partners, UN Agencies, Civil Society Organisations, Social security institutions, Academia, Faith Based Organisations, Parliamentarians, Media and most importantly the general public, as well as those at the frontline of social protection service delivery to be part of a broad and inclusive discussion on opportunities and challenges for an effective and sustainable social protection response to poverty and vulnerability in Zambia.

Prior to the Social Protection Week, pre-launch events as well as social media campaigns will be organized in the digital, print and electronic media in order to ensure greater public awareness of the event and subsequent involvement and participation. These will involve press releases to be issued in the print media and also the Minister of Community Development and Social Services will feature on national television networks to discuss the event. During this week (**5 full days**), radio, television as well as Zoom discussions will be held on a range of topics informed by the pillars of the National Social Protection Policy. A wide range of experts will participate in the discussions to share experiences and also engage with their respective audiences in fostering more dialogue on specific areas of interest. Sessions will be arranged in a manner that promotes debate and gives allowance for the broader audience to participate. Information booths, social media engagements and face to face meetings will also be available to enable the public further access information from the many providers of social protection services.

4. Objective

The objective of the consultancy is to provide event management services to ensure successive coordination of the hybrid concept of 2023 Social Protection week.

5. Scope of the Consultancy

Specific tasks to be covered by the events management company include:

- II. Develop SPW inception report that outline how the SPW will roll out (with guidance from the MCDSS and ILO);
- III. Participate in all SPW Committee planning meetings prior to the SPW to ensure coordination of various sessions and logistical arrangements
- IV. Develop a graphically designed SPW programme in coordination with the SPW Committee;
- V. Ensure the coordination of various panellists/speakers/media for physical sessions as well as online and Radio/TV management to ensure smooth execution of up to 10 Radio/TV Sessions, physical sessions during the SPW and social media discussions on various topics on Social Protection;
- VI. Ensure coordination and liaison with various suppliers in order to secure physical venues, social media design of content and marketing, Radio/TV jingles, printing services for IEC materials, radio and television slots and thereby ensure adequate logistical arrangements are put in place (seating; audio-visual equipment; presentation materials; other physical venue facilities – above supplier costs will be directly covered by ILO).
- VII. Ensure coordination of audio-visual equipment services for Facebook and Zoom live discussions (paid accounts/platforms already exists);
- VIII. Coordinate the development of Social Media Content prior to discussions to create public awareness on the upcoming sessions;
- IX. Ensure the coordination of general communication pre and post the National Social Protection Week, including liaison with media to ensure full participation;

- X. Ensure registration of participants before and during the virtual and physical sessions (Radio/TV/Closed face to face sessions);
- XI. Ensure distribution of event invitations and subsequent follow-up to seek confirmation and produce report detailing status, within Lusaka (an expected 500 invitations to be delivered through ILO courier system);
- XII. Design, print, compile and distribute SPW information packages online and physical delivery (costs to be incurred directly by the ILO);
- XIII. Inform government counterparts (MCDSS, MLSS) and the ILO and UNICEF of any remedial measures that need to be taken for corrective purposes vis-à-vis logistical and administrative issues;
- XIV. Coordinate rapporteurs/recording of all SPW discussions taking place on various platforms; and
- XV. Generate a report highlighting various discussions, speakers/panellists, and feedback from the public as well as public participation during the hybrid SPW.

Specific deliverables will be agreed upon on a weekly basis in line with the above-outlined main tasks, with ILO, in consultation with the Ministry of Community Development and Social Services, which will assign a focal point for this purpose. At the end of the assignment, the event organizer will submit a brief report on the tasks completed including an evaluation review of the event. During the assignment, the consultant will regularly liaise with the ILO and MCDSS offices in Lusaka.

The event management company should only cost for events coordination/management of all services required for the SPW, as all associated costs related to the execution of the SPW i.e. graphic designing, photography, videography, venues, rapporteurs, social media campaigns, etc will be covered directly by the ILO.

6. Location of the consultancy

This assignment will be undertaken in Lusaka Province.

7. Expected Deliverables:

The service providers will be expected to deliver the following:

- a) Delivery of a hybrid concept/inception of the 5 days Social Protection Week using physical and multimedia platforms such as radio, television, social media and zoom.
- b) Delivery of graphically designed SPW programme in print and digital version
- c) Well-coordinated and organised SPW ensuring all logistical and technical services are in place whilst ensuring timely participation of all speakers/panellists/media on various platforms
- d) Delivery of recordings of all sessions in audio, video and/or written formats
- e) Documentation of all feedback and registration of all participants on various platforms
- f) Delivery of a final report highlighting various sessions, lesson learns, participants, panellists, feedback from the public as well as recommendations for future SPW.

8. Payment schedule

Payments shall be made based on the deliverables as follows:

- a) 30% upon acceptance by the ILO of hybrid concept including the draft ZSPW programme
- b) 45% upon acceptance by the ILO of the delivery of the Zambia Social Protection Week
- c) 25% upon acceptance by the ILO of final Zambia Social Protection Week Report

9. Evaluation Criteria

Applications will be evaluated technically and scored based on how well the proposal meets the requirements of the summary Terms of Reference iterated above. The proposals will be evaluated using the cumulative analysis method of technical (innovation, creativity, and originality) and financial scoring. The proposal with the highest cumulative scoring shall be awarded the contract.

10. Roles and Responsibilities

The service provider will work in close coordination with the ILO Communication Officer assigned to the Social Protection Team at ILO Lusaka as well as the Communication Team from the Ministry of Community Development and Social Services. The Consultant will also communicate with other colleagues and partners relevant to the assignment, as assigned by the consultancy supervisors.

11. Timing and duration

The duration of the assignment will be for 40 working days.

12. Payment

The UN rules and regulations shall apply regarding compensation for this assignment based on the service providers' qualifications and experience.

13. Consultant's Profile

The contract will be awarded to a service provider with the following skills and qualifications:

Qualification and Experience:

- At least 5 years' experience in events management
- Track record of organizing successful international events is essential.
- Proven record in the management of virtual and physical events
- Excellent communication skills;
- Experience in events management for major media outlets, private sector and development organizations an asset.
- Ability to address unexpected problems quickly, independently and effectively;
- Similar experience working in the UN/NGOs is an added advantage.
- Prior event organization experience with UN events is an asset;
- Based in Zambia

14. Proposal submission

Interested consultants should submit a detailed technical and financial proposal on the basis of following points:

- A letter of interest stating why you are eligible for the assignment.
- A Technical and Financial proposal which should include a description of the proposed methodology to be used, a schedule of planned activities, detailed budget including professional fees
- CV of the professionals to undertake the assignment including a summary of similar assignments undertaken previously.
- At least 3 references of previous mandates.
- Samples of reports on events managed.

Send technical and financial proposal to lusaka@ilo.org. The deadline for submission of proposals is 17th April 2023 by 17.00 hrs. Interested consultants are encouraged to send their application with the subject: Event Management: 2023 Social Protection Week. Consultants submitting by emails or through post are encouraged to send Technical and Financial proposals (separately) which should be clearly marked as such.

For those sending through Registered Mail (official postal service) to:

**Event Management: 2023 Social Protection Week
International Labour Office
ILO Office, Plot 4635, Lubwa Rd, Rhodespark
P.O Box 32181Lusaka 10101
Zambia**