Symposium on Association Act

Terms of Reference for Event Management

Project Title: Civic Participation Project
Tentative Date of the event: 12 August 2014
Duty Station: Malé, Maldives

I. Organizational Background

Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion about corruption, transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government, businesses, politics, civil society and etcetera) to raise awareness of corruption’s detrimental effects on development and society, improve transparency and accountability in governance, and to eliminate corruption from the daily lives of people. Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

II. Project Summary

The objective of the CPP project is to increase political and civic participation, promote the democratic transition through improved transparency and good governance in the Maldives as well as support the consolidation of democratic practices and norms in Maldives through national and local civil society organisations.

The project strategy is to focus on building knowledge and capacity in civil society organizations and Community Based Organizations (CBOs) among a wide variety of stakeholders, and to improve the governance, transparency and functioning of CBOs by addressing the systemic issues in the Associations Act and its regulatory framework.

Objectives and Scope

Transparency Maldives is seeking an Event Manager for a seminar, which will feature regional, local experts and national stakeholders. The seminar will target representatives from community based organisations, government officials, media and civil society members, providing a platform to discuss the associations act, challenges and gaps of the existing act and reform association act in the Maldives.

Description of work responsibilities:

The Event Manager, overseen by the Executive Director of TM and in collaboration with staff of TM will be responsible for coordination, preparation and management of all logistical issues and arrangements related to hosting an effective and successful seminar in Male, Maldives.

The Event Manager will identify suitable service providers as needed and liaise with service providers regarding accommodation, banqueting, venue and other arrangement necessary for the seminar, including but not limited to media material preparation, production and secretariat work. Additionally the Event Manager will oversee and ensure smooth running of registration process and coordinate air travel, transportation and accommodation arrangements as required for all participants.
Expected Output:
The Event Manager is expected to provide the outputs and deliverables detailed below:

1. Participant’s Management - Invitations and information to participants.
   ○ Design and produce name tags for all participants

2. Seminar Sessions and Venue Arrangements
   ○ Arrange and ensure seminar venue as required for the date decided by TM.
   ○ Allocate and confirm staff for secretariat and any other support staff as required
   ○ Arrange seating nameplates for the tables.
   ○ Ensure all required audio-visual equipment is available/acquired and functioning.
   ○ Arrange for catering for the seminar

3. Seminar Reference Materials
   ○ Obtain the necessary information from speakers and TM for reference materials
   ○ Design, layout and produce all the necessary seminar documents and information materials. (speaker notes, agenda etc)
   ○ Prepare personalised files with the materials for each participants

4. Communication, Public Relations and Media
   ○ Prepare information material on the seminar for distribution.
   ○ Design and arrange for the production of backdrop/banner/s.
   ○ Ensure all media personals are invited and present to cover the seminar.
   ○ Monitor and document coverage of the seminar, ensuring the accuracy of information reported through clarifications
   ○ Design, produce and deliver thank you notes to all participants after the successful completion of seminar.
   ○ Prepare seminar evaluation/feedback form.
   ○ Ensure the event is fully recorded on audio/video.

Closing date for applications: Sunday, 03 August 2014

Application and selection procedures: Interested parties are requested to send in their proposals addressed to Ms. Mariyam Shiuna, Executive Director to ali.shareef@transparencymaldives.com.
Interested parties may obtain further information on tel: 7789002.