

Request for Proposal- Event Planner

Event Planner for the Liberia Development Awards

Term of Reference (TOR)

IBI is an international economic development consulting firm in the United States that specializes in economic growth, governance, monitoring and evaluation, and human and institutional performance improvement. Established in 1996, IBI has successfully implemented some 50 projects in over 70 countries. To learn more please visit our website at www.ibi-usa.com. IBI is a woman-owned small business.

In Liberia, IBI is implementing the USAID-funded Liberia Data, Evaluation, Learning, and Technical Assistance (DELTA) Activity to provide an innovative degree of analytical and advisory services to USAID/Liberia's Office of Program and Project Development (PPD) and Development Objective (DO) teams in support of the Mission's project design, performance monitoring, and evaluation, and operational learning and adapting.

Background

The Liberia Development Awards (LDAs) is a flagship initiative of the USAID/Liberia Development Outreach and Communications (DOC) Office. The Award program recognizes and celebrates Liberians whose lives and work best exemplify Liberia's capacity to chart its development course. The Awards feature well-produced hero narrative videos that tell compelling stories about each Awardee and, in the process, provide useful "lessons learned" messages about how properly designed and executed development programs can change lives and entire communities for the better. Representatives from the donor community and the GoL will present awards/certificates to Awardees. The Awards will include a sit-down dinner, inspirational performances, and widespread media coverage that help to meet the DOC Office's objective of targeting a wide range of the Liberian population with positive messaging around the importance of development and the impact of USAID/Liberia's investments.

Scope of Work:

It is against this background that DELTA is Requesting for Proposal (RFP) from a contractor to provide the following services from October 27 – December 7, 2023. The contractor will:

Level of Efforts: October 27 - December 7, 2023 – (30 days)

Deliverables:

- Develop a full guest list with details information (names, phone numbers, and email, location)
- Develop invitation, certificates and event program.
- Deliver all hard copies invitations and follow -up on invitees' confirmation to ensure full attendance.
- Ensure all print materials/items are printed and available for the LDA.
- Ensure the conference hall is set up, and microphones and sockets are functional.
- Write a full report of the event.

Roles and Responsibilities:

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Suite 61 • Develop a guest list and follow up to confirm participants.

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- Develop invitations, certificates and event programs.
- Liaise with DELTA operations to print out all LDA materials/ items including banners, plague invitations, programs, etc
- Participate in all the LDA planning meetings.
- Provide oversight including setting up of the venue, catering services, and cleaning crew before and after the event.
- Handle problems at the event to ensure the LDA runs smoothly.
- Develop a detailed Gantt chart outlining the activities to inform the LDA planning.
- Work closely with DELTA to implement the Gantt for the smooth running of the LDA.
- Use the Gantt chart to track milestones achieved every week.
- Provide weekly updates on progress made.
- Ensure the event meets USAID standards.

Qualification

- Excellence in teamwork, and strong interpersonal and communication skills.
- Strong writing skills and fluent in English
- Experience managing events for USAID or its implementing partners.
- Excellent negotiation skill
- Ability to work with people of diverse backgrounds.
- Ability to multitask and work under stress.
- Write a report about the management of the event.

The consultant will work with and report to the CLA Coordinator

Please apply to this email address: deltarecruitment@ibi-worldwide.com

Closing Date: 3, October, 2023.