

WOMEN'S SECTOR SUMMIT ORGANISER

Terms of Reference | August 2015

BACKGROUND

The South African National AIDS Council Women's Sector (SANAC WS) is part of the SANAC Civil Society Forum of the South African National AIDS Council (SANAC) and was established in 2009 to strengthen and increase the representation of women and their issues within SANAC, as well as to raise women's voices in the national HIV/AIDS response. The SANAC Women's Sector bring together women, organisations and groups from across the country to advocate for responsive **treatment, care and support**, women-centred **prevention technologies** and **policies** that address the realities of women in diverse South African contexts.

Since 2009 the SANAC Woman's Sector (SANAC WS) has been hosting a Biannual Women's National HIV Prevention Summit that strives to bring together individuals and groupings from various sectors including government, civil society and leaders in vaccine and prevention technology research to holistically approach and reflect on addressing women and HIV/AIDS in South Africa.

The 2015 Summit will take place from 20 to 22 October 2015 in Johannesburg.

OBJECTIVE OF THIS ASSIGNMENT

The objective of the assignment is to support the SANAC Women's Sector and their partners to facilitate a successful Women's HIV and TB Prevention Summit through the appointment of a Conference Organiser to organise the summit in conjunction with the SANAC WS Secretariat hosted at NACOSA.

SCOPE

The successful consultant will have responsibility for the preparation, coordination and management of all logistical arrangements related to hosting a successful and professional Women's HIV Prevention Summit. Working closely with the Secretariat the Consultant will review the event concept note and recommend articulation of proposed topics and format of the event.

The Consultant will also identify suitable service providers and liaise with them regarding rooming, banqueting, IT equipment and support and other related arrangements. Additionally, the Consultant will oversee the invitation and registration process and coordinate air travel and transportation arrangements for all participants.

Finally, the Consultant will develop a full publishable Summit report.

A detailed breakdown of responsibilities is outline below:

Preparation and Management of the Summit

1. Review of the concept note and make recommendations on topics and format of the conference
2. Develop and manage detailed project plans and timelines for the Summit.
3. Develop the budget for the Summit.
4. Monitor budget vs expenditure.
5. Identify and liaise with potential sponsors and manage sponsors
6. Promote the event using flyers, social media and other ways to spark attention
7. Communicate all progress and actions taken with suppliers to the Secretariat for approval.

Participant management

1. Establish the list of participants
2. Prepare and send out invitations to all participants including meeting chairs, speakers, facilitators, rapporteurs, etc.
3. Follow up on invitations via telephone, e-mail, fax.
4. Administer registration through website and compile registration list of participants, speakers, support staff, etc.
5. Identify and secure accommodation block booking for self-paying participants.
6. In liaison with the SANAC WS Secretariat secure and negotiate flights and ground transportation services.
7. Manage travel bookings/reservations for speakers.
8. Send out Information Note to all participants (arrival details, hotels, general info, etc.)
9. Protocol arrangements for VIPs, including arrival and departure with the relevant Ministries, etc.

Conference venue arrangements

1. Identify a suitable venue for the conference.
2. Negotiate contracts with venues, vendors, and suppliers, including accommodation, food and beverages in and around the Summit rooms.
3. Arrange and ensure all Summit rooms (for plenary and break-out sessions) are arranged and ready for the event as required per schedule.
4. Ensure all required audio-visual equipment is available in all the rooms as required.
5. Develop on-site schedules, conduct pre-conference meetings, and manage all on-site activities, staff and vendors.
6. Arrange and manage participants' registration on-site.
7. Design and make up name tags/badges for all participants, speakers, media, VIPs, etc.
8. Support the preparation, production and efficient distribution of materials that will be used during the Summit.
9. Organise and keep notes/minutes of all conference sessions.

Communications and PR

1. In liaison with SANAC WS Communications Specialist (Sophie Hobbs) design and printing of banners for the Summit
2. Prepare and set-up a 1-stop general information support service for participants.
3. Arrange simultaneous interpretation for all sessions as required

4. Ensure that high-resolution photographs are taken throughout the event to be used for publications and the Summit report.
5. In liaison with SANAC WS Communications Specialist (Sophie Hobbs) arrange:
 - a. Publication of print media articles in local and international newspapers (one 10 days before , next on first day of Summit and one the day after the Summit)
 - b. Profiling of the Summit on the SANAC WS facebook, website and twitter
6. Arrange high-profile TV interviews during the Summit.
7. Hold a press conference

General logistical arrangement and event management

1. Establish and manage a steering committee to strategize, establish, monitor and assess summit objectives.
2. Make recommendations on, maintain and uphold structures, policies and procedures to ensure that the summit achieves its objectives.
3. Plan and organise all social events during the Summit.

Deliverables and timelines

MONTH	DELIVERABLE
August	<ul style="list-style-type: none"> • Support the regular partner meetings/telecons in preparation for the summit. • Develop a budget and action plan for the summit • Send out letters to request sponsorship for the summit • Secure a venue for the summit • Send out invites for speakers and facilitators
September	<ul style="list-style-type: none"> • Continue with regular partner meetings/telecons for update • Establish steering committee for ensuring smooth running of the process • Finalise the programme for the summit • Source out summit IEC materials (in liaison with the WS Communications Specialist) • Liaise with SANAC WS Office Bearers re speakers and facilitators • Finalise accommodation bookings and travel arrangements for participants
October	<ul style="list-style-type: none"> • Partner meetings/telecons • Finalisation of preparations; • Management of the logistics re pre; during and post the summit including registration and attendee tracking, presentations and materials support and pre- and post-event evaluations, etc.
November	<ul style="list-style-type: none"> • Final Report of the Summit

SUBMISSION OF PROPOSALS

Please submit questions via email to Mokgadi Malahlela (mokgadi@nacosa.org.za) by **24th August 2015** – all questions will be answered.

Proposals should be emailed to mokgadi@nacosa.org.za by **16h00 on 26th August 2015**. Late submissions will not be considered. Please ensure the subject line states: "Application – SANAC WS HIV Prevention Summit Management." The final selection and contracting will take place on 20 August 2015.

This call for proposals is not open to all people with interest and expertise.

The proposal should include the following:

1. Your company or business profile, including:

- Registration number if applicable
- Two contactable references.

2. The proposal should follow the format below:

- Introduction
- Objectives
- Proposed approach
- Draft implementation plan
- Daily rate, show VAT if relevant – a contract for approximately 50 days are envisaged. A detailed schedule of the cost including an explanation of the services included as well as excluded should be provided. The rate should only include the consultant's fee and not include cost relating to the events or facilities of the Summit.

3. Disclosure – Conflict of Interest. Please disclose details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest or state that there are none. Where the bidder identifies any potential conflicts they should state how they intend to avoid such conflicts. The Secretariat reserves the right to reject any proposal which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.

4. Disclosure - Legal Matters: The bidder must disclose:

- If they or any of their partners/associates are or have been the subject of any proceedings or other arrangement relating to bankruptcy, insolvency or financial standing.
- If they or any of their partners/associates are or have been have been convicted of any offence concerning professional misconduct.
- If they or any of their partners/associates are or have been have been convicted of, or are the subject of any proceedings, relating to:
 - participation in criminal organisation.
 - corruption including the offence of bribery.
 - fraud including theft, and not fulfilling any obligations relating to payment of taxes.
 - money laundering.

CONTRACT DURATION AND LOCATION

The assignment will run from 20 August 2015 until the Summit takes place and submit a full report afterwards.

The Consultant will work from Johannesburg or Cape Town

The Consultant will be accountable and report directly to Mokgadi Malahlela, SANAC WS Manager at NACOSA.

TECHNICAL CRITERIA

The contract will be awarded by 26 August 2015.

1. A committee will select the consultant. The Committee reserves the right to request any, or all, of the bidders to meet with us to clarify their proposal.
2. The Committee is not bound to accept the lowest or any proposal.
3. The proposal will be evaluated against the following review matrix.
4. The following technical criteria will be considered:
 - Ability to provide required services (detailed CV to be included). At least 4 years' experience in conference and events management and advocacy planning.
 - Demonstrable experience working with civil society organisations and/or networks.
 - Excellent planning and time management skills and ability to work independently.
 - Demonstrable competence in interpersonal skills, effective working relations and the ability to work in multicultural settings and with inter disciplinary teams.
 - Good coordination and financial management skills
 - Ability to work under pressure and meet tight deadlines.
 - Proven excellent analytical, report writing and organizational skills.
 - Excellent analytical and problem solving skills.
 - Excellent presentation, oral and written communication skills.
 - Knowledge and understanding of HIV, TB and STI response to women and girls will be an added advantage.