



## **Terms of Reference Event Organiser**

### **ASEAN Exchange Visit**

11-14 November 2019, Champasak, Lao PDR

#### **BACKGROUND**

The strategic plan of action for ASEAN Cooperation on Agricultural Cooperatives 2016-2020 lists exchange visit as one of the activities to empower personnel and leaders of agricultural cooperatives. Exchange visits will be conducted by ASEAN Member States (AMS) in coordination with the ASEAN Centre for the Development of Agricultural Cooperative (ACEDAC) Secretariat.

At the 26<sup>th</sup> ACEDAC Board Meeting on 21 May 2019 in Nay Pyi Taw, Myanmar, the meeting agreed to organise another learning exchange visit and identified Lao PDR to host the upcoming ASEAN Exchange Visit, in collaboration with the ASEAN Foundation under the project of ASEAN Farmers' Organisations Support Programme (AFOSP). The Department of Agriculture Extension and Cooperatives Division of Groups, Cooperatives and Agribusiness in the Ministry of Agriculture and Forestry, Lao PDR was identified as the host of this exchange visit bringing together agricultural cooperatives personnel and leaders.

The learning exchange visit has a combination of activities consisting of dialogues with government representatives, the private sector, agriculture cooperatives and field visits to promote sharing experiences and open discussions of key issues and challenges in the agricultural value chain in ASEAN. It is also to support the implementation of the ASEAN Roadmap on Agricultural Cooperatives. The thematic area of this exchange visit is designed to discuss the development of coffee cooperatives, including access to market, best practices and lesson learnt of Geographical Indication.

As one of the partners for this exchange visit; the ASEAN Foundation – AFOSP will assign an event organiser (consultant) to support the event preparation, event implementation and post-event arrangement. The consultant will be directly supervised by the ASEAN Foundation – AFOSP and work closely with task officer from the Ministry of Agriculture, Lao PDR. The selected consultant will appoint a Focal Person or Event Manager to assist the day-to-day assignment

#### **OBJECTIVES:**

- To manage the event & logistics arrangement of the exchange visit in Champasak, Lao PDR

## EXPECTED OUTPUT

- To provide all the listed service

Items	Quantity
Hotel	10 Single Bed room
	13 Twin Bed room
Videographer & Photographer	1 Video Highlight (1 mins for socmed)
	1 Video Compilation (8mins)
	3 Videos Testimonial (government, participants, field visit)
Car Rental	2 Days (include gasoline, driver and tipping)
Bus	1 Day to visit cooperatives. Please provide price/quotation for 1 bus: 45 seaters and 2 bus (@25seaters). include gasoline, driver and tipping)
Interpreter	1 Day (max 10 hours)
	35 Interpreter devices
Meeting Pax (Hotel)	1 Full Day Meeting
Meeting (outside hotel)	1 Full Days meeting for a field visit
Printing Service	1 Long banner (3x1m)
	45 name tags (Collateral)
	45 event books (Collateral)
Coordination Meeting	10 - 15 People (hotel, vendors, PIC from government, AF & AFA Team)
Rapporteur	2 Days (provide the final proceeding)
Event Runner	3 Days (2 days event + 1-day preparation)

## SCOPE OF WORK:

The consultant that is assigned as the event organizer is required to provide these services during the event preparation, event implementation and after the event, directly coordinate with the team from ASWGAC-ACEDAC Focal Point Lao & ASEAN Foundation. The tasks are as follow:

### 1. Event Preparation

- Provide an event manager and team to support and ensure the smooth event preparation
- Arrange procurements of hotel, meeting packages, venue, car & bus rental, and other supporting services within agreed budget as stated in the table below
- Contact and assign all the consultants as per the requirements. The consultants are rapporteurs, interpreter, news agency/media, videographer & photographer
- Assist the AFOSP Task officers to load-in and set up the venue (D-1)
- Daily update on the progress status to the AFOSP Task Officers and keep all relevant parties informed on issues and challenges faced for further solution/decision
- Responsible to arrange the technical meeting with AFOSP task officers, all consultants and government representatives.

## **2. Event Implementation**

- Implementing the event agenda smoothly and effectively
- Assign an event manager who will become the person in charge (PIC) during the event implementation and event management team to support during the event
- Ensure room booking, meeting packages, venue booking, car & bus rental, and other supporting service are in place and ready as per schedule.
- Coordinate and ensure that all the consultants deliver their work according to their job description. The consultants include rapporteurs, interpreter, news agency/media, videographer & photographer.

## **3. Post-Event**

- Responsible for organizing the logistic loading and unloading needs
- Collect/Capture the news coverage (In coordination with task officer from Ministry of Agriculture in Lao)
- Ensure the completeness of the documents (invoice, signed contract) needed by ASEAN Foundation

## **PRICE**

The consultant should mention the price of each services and all the prices have to consist of fix amount (include the tax). The price should be offered in USD

Items	Breakdown Items	Range of Budget	Remarks
Hotel	10 Single Bed room	< \$40/night	Hotel ***/****
	13 Twin Bed room		
Videographer & Photographer	1 Video Highlight (1mins for socmed)	< \$2.000	2 Days Event (all in)
	1 Video Compilation (8mins)		
	3 Videos Testimonial (government, participants, field visit)		
Car Rental	2 Days (include gasoline, driver and tipping)	< \$500	For survey purpose and mobilizations
Bus	1 Day to visit cooperatives. Please provide price/quotation for 2 bus (@25seaters). include gasoline, driver and tipping)	< \$1.000	All in
Interpreter	1 Day (max 10 hours)	<\$.1000	
	35 Interpreter devices		
Meeting Pax (Hotel)	1 Full Day Meeting	\$25-30/ Full day meeting pax (1 lunch, 2 coffee break)	1 Lunch, 2 coffee breaks (tea & coffee should come from agricultural cooperatives product)
Meeting (outside hotel)	1 Full Days meeting for a field visit	\$25-30/ Full day meeting pax 1 lunch, 2 coffee break)	1 Lunch, 2 coffee breaks (tea & coffee should come from agricultural cooperatives product)
Printing Service	1 Long banner (3x1m)	< \$25	Design will be provided by ASEAN Foundation
	45 name tags (Collateral)	< \$15/person	
	45 event books (Collateral)		
Items	Quantity	Budget	Remarks
Technical/Coordination Meeting	10 - 15 People (hotel, vendors, PIC from government, AF & AFA Team)	< \$250	all the committee and organiser should have coordination meeting and please coordinate with hotel if we could get complimentary

			meeting room D-1
Rapporteur	2 Days (provide the final proceeding)	< \$750	Provide the draft and submit the final version
Event Runner	3 Days (2 days event + 1-day preparation)	< \$300/person	Include with local transport and phone credit

## **QUALIFICATION OF EVENT ORGANIZER**

### **1. Company Qualification**

- Have a good track record in organizing international conference with at least 40 participants or any major events
- Have financial capacity to provide pre-financing
- Experience in dealing with international and national experts and institutions;

### **2. Personnel Qualification**

The company must provide personnel who experienced the event management and attach the curriculum vitae in the proposal.

- Min 5 years of experience in handling national and international event
- Strong written/spoken English

### **3. Competencies:**

- Demonstrates integrity and ethical standards;
- Highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Ability to work under pressure.

## TIME-FRAME

The duration of the service contract will be from 16 October – 29 November 2019. The consultant will be expected to work at the event on 11-14 November 2019 in Champasak Province, Lao PDR.

## REPORT AND SCHEDULE OF PAYMENT

Deliverables	Time Target	Payment
Submission of the event plan <ul style="list-style-type: none"><li>- Hotel &amp; Meeting Pax Booking (confirmation letter)</li><li>- List of Media</li><li>- CV and Portfolio of Rapporteurs, Videographer &amp; Photographer, Interpreter.</li></ul>	16-22 October 2019	50% of Total contract
Submit all the signed docs (contract between AF & consultant, Invoice) and short event report	18-22 November 2019	50% of Total contract

## APPLICATION PROCESS

Interested and suitably qualified consultant should submit the applications together with an updated company profile with portfolio indicating their relevant qualifications, CV of Event Manager and **Financial Proposal** (in USD) that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs. Send to [procurement@aseanfoundation.org](mailto:procurement@aseanfoundation.org) and copy to: [hana.manuela@aseanfoundation.org](mailto:hana.manuela@aseanfoundation.org) and [amy.utomo@aseanfoundation.org](mailto:amy.utomo@aseanfoundation.org). please put the subject [Company Name] - Event Organiser November 2019 – Lao PDR

Deadline for Application: 15 October 2019