



TERMS OF REFERENCE

Event Management and Logistical Support of a series of UN events

1. Background

Lot 1. UN RECEPTION

The October anniversary of the United Nations is an opportunity to reflect – to look back on the UN's history and take stock of its enduring achievements. It is also an opportunity to spotlight where the UN – and the international community as a whole – needs to redouble its efforts to meet current and future challenges across the three pillars of its work: peace and security, development, and human rights.

The Republic of Moldova joined the United Nations in 1992. Since then, the United Nations system supports the Republic of Moldova in achieving its major development goals and fulfilling its vision to be a prosperous and modern European country.

Today, over twenty resident and non-resident UN specialised agencies, funds and programmes work in Moldova. To ensure programmatic coherence among different UN entities, the UN in Moldova has adopted the Delivering as One approach, with a common partnership framework which sets out priorities over a 5-year period, one budgetary framework, complementary resource mobilisation and common business practices.

This year marks the 70th anniversary of the Universal Declaration of Human Rights, adopted by the UN on 10 December 1948.

To mark these milestones, the UN in Moldova will organize Millenium Film Festival, during 22-24 October, at Odeon Cinema. The third day of projections shall be followed by a reception at the Philharmonic's Restaurant. The reception shall be attended by 150 key partners of the UN.

LOT 2. UN HUMAN RIGHTS GALA OF AWARDS

UN in Moldova will organize UN Human Rights Gala of Awards, to mark with awards the most outstanding achievements in the field of human rights in the Republic of Moldova during a ceremony. Organized since 2004 each year on the occasion of International Human Rights Day, December 10, the UN Gala of Human Rights Awards highlights and awards the most creative, innovative, high-impact and courageous human rights initiatives and actions in Moldova for the past year.

This year's edition shall be marked by the 70th anniversary of the Universal Declaration of Human and shall echo the key messages of the related global and local campaigns.

Video recording of previous editions and reportages/video filers are available [online](#).

2. Period of assignment:

Lot 1. UN Reception: September-October 2018 - **24 October event day**

Lot 2. UN Human Rights Gala of Awards: October-December 2018 – **6 December event day**

3. Objectives:

Lot 1. UN RECEPTION

General objective:

- Develop the concept, organize, make public and carry out UN Reception;

Tasks and responsibilities:

- Sub-contract Philharmonic Restaurant to UN Reception.
- Install ramps and ensure physical accessibility of the location for the UN Reception (Philharmonic Restaurant) and Film Festival (Odeon).
- Sub-contract catering company (150 persons) and coordinate the space arrangement;
- Develop the script/scenario of the UN Reception;
- Propose venue set up arrangement (scheme of arrangements for: stage, screen, tables etc.)
- Develop, print and disseminate the invitations and envelopes for the UN Reception;
- Confirm the participation of the invited guests at the UN Reception;
- Design and print promotional materials for the UN Reception: banners, roll-ups and other visuals, photo shooting frames and accessories, according to the scenario;
- Liaise with the administration of the identified venue for the organization of the event;
- Sub-contract musical band for background at the UN Reception;
- Provide the necessary audio and video equipment;
- Provide equipment and ensure that Russian and Romanian translation of the speeches are projected simultaneously on screens. The translations will be provided beforehand;
- Ensure stage decoration for the reception;
- Provide technical and logistical assistance during event;
- Make photos of the events (minimum 2 photographers);
- Carry out the event.

Lot 2. UN HUMAN RIGHTS GALA OF AWARDS

General objective:

- Develop the concept, organize, make public and carry out the Human Rights Gala of Awards for the most active human rights activists and entities.

Tasks and responsibilities:

- Analyze and propose venue (that can accommodate min. 250 persons) for the ceremony (accessible for people with disabilities). Sub-contract venue;
- Develop the concept and the detailed script of the event;
- Propose venue set up arrangement (scheme of arrangements for: stage, screen, tables etc.)
- Develop on-line save the date card;
- Develop, print and disseminate the invitations and envelopes;
- Confirm the participation of invitees;
- Develop promotional materials (video spots, banner, roll-ups, event promotion presents for invitees);
- Develop and print diplomas for the winners/ Sub-contract a company that will develop and print diplomas;
- Develop and produce 7 trophies for the winners// Sub-contract a company that will develop and produce trophies;
- Produce 7 video sequences about winners, with subtitles in Russian and English and Romanian;

- Sub-contract presenters, artists (singers, dancers, pantomime and others, according to the proposed scenario);
- Develop the text for presenters;
- Ensure hall and stage decoration. Ensure thematic decoration, customs made decoration that highlight human rights and equality messages. Arrange space in the hall for exposure of promotion materials/information stands of UN agencies and partners before the event.
- Meeting and greeting the guests;
- Provide the necessary audio and video equipment. Ensure video projection of the video sequences;
- Ensure simultaneous translation equipment for up to 100 persons, 2 channels: English-Romanian and English – Russian (interpreters shall be covered by the UN);
- Sub-contract Moldova 1 to broadcast full Gala event on **9 December**, prime time. Ensure sign language interpretation for the broadcasting;
- Organize one follow up talk show with the awarded entities at Moldova 1, prime time;
- Sub-contract catering services for a “fourchette” (250 pers.);
- Provide technical and logistical assistance during event;
- Make photos of the event (minimum 2 photographers);
- Ensure on-line video streaming via privesc.eu.
- Carry out the event.

4. Deliverables

Lot 1. UN RECEPTION

Deliverable	Timeline
Event management before the event day <ul style="list-style-type: none"> • Venue for reception sub-contracted. • Detailed script of the UN reception developed • Venue set arrangement for UN reception developed • Invitations (incl. envelopes) developed • Invitations distributed • Participants confirmed • Promotional materials for the UN Reception (banners, roll-ups and other visual, photo shooting frames and accessories, according to the scenario) developed • Musical band sub-contracted • Catering company sub-contracted 	September— October 2018
Event day <ul style="list-style-type: none"> • Setup for UN reception arranged • Ramps installed, physical accessibility ensured for reception and film festival • Stage decorated • Audio and video equipment provided • Projects of translations of the speeches in Romanian and Russian done 	October 24, 2018 reception October 22-24 Film festival (only for ramps and physical accessibility)

<ul style="list-style-type: none"> • Technical and logistical assistance during the event provided • Photos taken • Successful delivery of UN Reception 	
Event Follow-up <ul style="list-style-type: none"> • Photos (electronic version) edited and delivered 	By end of October 2018

Lot 2. UN HUMAN RIGHTS GALA OF AWARDS

Deliverable	Timeline
Event management before the event day <ul style="list-style-type: none"> • Accessible venue identified, after analysis. Venue sub-contracted. • Detailed concept and script of the event developed • Scheme of venue arrangement developed • Promotional materials developed (video spots, banner, roll-ups, event promotion presents for invitees) • Diplomas developed and printed • Trophies developed and produced • Video sequences about winners produced, with subtitles in Romanian, Russian and English • On-line save the date card developed • Invitations (incl. envelopes) developed, printed and disseminated • Participants confirmed • Presenters sub-contracted • Text for presenters developed • Artists sub-contracted • Moldova 1 sub-contracted • On-line services sub-contracted • Catering services sub-contracted and arranged 	October-December 2018
Event day <ul style="list-style-type: none"> • Hall and stage decorated • Guests met and welcomed • Audio and video equipment ensured • Equipment for simultaneous translation for up to 100 persons provided • Technical and logistical assistance during the event • Photos taken 	December 6, 2018

<ul style="list-style-type: none"> • Successful delivery of the Gala • On-line streaming ensured 	
Event Follow-up <ul style="list-style-type: none"> • Full ceremony broadcast at Moldova 1 on 9 December in prime time. Sign languages interpretation ensured • After event talk show at Moldova 1 aired • Photos (electronic version) taken, edited and delivered • Video of the event (electronic version) delivered 	By mid of December 2018

5. Qualifications/experience required

- At least 5 years of experience in organization and implementation of festive, cultural and promotional events in Chisinau and other locations in Moldova;
- Creativeness, professionalism, organizational and planning skills of the members of the team;
- Knowledge of Moldova context, UN development issues;
- Experience in organizing visible event for international organizations, UN Agencies is an asset;
- Flexibility in responding to the needs of the contracting agency. i.e. changes in event scenario.

Key Personnel

Event Manager

- At least 5 years of experience in event management.
- Fluency in Romanian, Russian and English.
- Experience with UN and/or development issues in Moldova.

Event Assistant

- At least 3 years of experience in logistical assistance.
- Fluency in Romanian and Russian.
- Experience with UN and/or development issues in Moldova.

Media Manager (position requested only for LOT 2: UN Human Rights Gala of Awards)

- At least 5 years of experience in managing media products: reportages, success stories, video filers.
- Fluency in Romanian, Russian and English.
- Experience with UN and/or development issues in Moldova.

6. Performance indicators

The performance of work will be appreciated based on following indicators:

- Quality and quantity of work;
- Compliance with the established deadline for submission of the draft and final report;
- Demonstration of good cooperation with UN agencies as well as with national counterparts.

7. Supervision arrangements

The company will work in close cooperation with the UN/UNDP Communications Analyst and UN Communications Group.

8. UN recourse in the case of unsatisfactory performance:

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to termination. In the meantime, UN will initiate another selection in order to identify appropriate company. The company's fee is contingent upon approval of deliverables by UN.