



TERMS OF REFERENCE (TOR)

Consultancy Title	Event Coordinator
Reporting to	Ufuoma Omo Obi (Nigeria Country Representative)
Location of Assignment	Abuja
Timeframe	22 May 2023 (tbc/ASAP) – 12 July (tbc)

About Options

We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

Gender equality and social change are at the forefront of our work. As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.

We believe in a world where everyone can access the high-quality health services they need, without financial burden.

Background to the Assignment:

This year, Options' marks its 30th anniversary. To celebrate this milestone, we are planning to host an event in Nigeria to promote our expertise, highlight our achievements and longstanding engagement in the country. We also aim to raise our brand profile and visibility among key audiences. A range of materials summarising our offering and achievements will be produced ahead of the event.

The Event Coordinator will report to and work Options' Business Development Manager, is accountable to Options' Nigeria Country Representative and will work closely with the Abuja-based events admin team. They will also regularly engage the event admin team

and other relevant staff members on an on-going basis and schedule weekly progress meetings.

The events Coordinator will provide guidance and support to potentially evolve and implement the concept for the event as well as propose additional activities and ideas to promote it, in line with our 30th anniversary communications and business objectives. The Event Coordinator will also lead on planning, logistics, administration and execution of the event, and immediate follow up activities as specified.

The Event Coordinator will work within an agreed minimal events budget provided by Options to cover venue hire and catering.

Scope of work:

1. Reporting to Options' Business Development Manager and working closely with the events admin team, support finalisation of a detailed concept for Options' 30th anniversary event. This will include setting clear objectives/outcomes, designing an engaging professional event, identifying venues, suppliers, staffing and resources. A detailed workplan and accompanying budget will support the plans.
2. Host weekly progress meetings with all relevant team members
3. Research and identify venues, suppliers and contractors, negotiate prices, staffing and resources and negotiate prices, working closely with Options' Nigeria procurement and administration team to contract and make payments
4. Manage and coordinate suppliers and all event logistics (for example, venue, catering, A/V)
5. Manage all pre-event planning, organising guest speakers and delegate packs. This includes identifying and arranging the venue set-up, branded materials, decoration and other items for the event
6. Facilitate, engage and coordinate with the technical committee and admin/operations team.
7. Lead on coordinating designing the invite and liaise with staff on sending out invitations and reminders/keeping track of attendee numbers, delegating communication to potential speakers/attendees, where necessary, and coordinating follow-ups
8. Develop a speakers/chair brief (if required)
9. Work closely with Options' Communications and Marketing Manager and Country Representative to develop guidance materials and plans for Options' Nigeria team members on the day.
10. Actively coordinate all logistics and products on event day
11. Schedule a first run-through for the event.
12. Liaise with the comms consultant and media as required
13. Work closely with Options' Business Development Manager events admin team, providing regular updates and leading on scheduling progress calls
14. Collate feedback and develop an event/attendee report

Person specification

Qualifications

- Relevant experience in organising high level events for key stakeholders in Nigeria (preferably in the sector)

Experience

- Demonstrated experience of developing and executing events with high-level stakeholders and speakers, preferably in the international development/international affairs sector and with funders, government stakeholders, etc
- Experience of budget management and contract management, working with Excel

Skills and attributes

- Strategic thinker – creative, dynamic individual
- Strong organisational skills and ability to juggle multiple tasks under pressure as well as to problem solve
- Excellent writing skills and attention to detail
- Excellent interpersonal skills and the ability to connect with and build relationships with team members of diverse backgrounds

Other requirements

- Fluency in English (spoken, written, reading)
- Right to live and work in Nigeria

Deliverables

Deliverable	Deadline timeframe	Days (up tp)
Finalised event concept/plan, including budget	May 26	1
Venue confirmed	June 1	2
Invitations sent, followed-up and attendees registered Other: <ul style="list-style-type: none"> • Confirmed participant (and speaker) list • Attendee list after the event 	<ul style="list-style-type: none"> • Key speakers – 16 June • Other guests confirmed by June 30 (with follow-ups until the event date) 	3
Catering, A/V, decoration, and other logistics arranged	June 16	2
Event logistics notes and guidance for Options staff 30th anniversary event (exact date TBC, late October/November)	June 30	2
Communications support arranged (design slide shows and infographics before the event, arrange photo exhibition (if applicable) and arrange photographer (tbc), tweets/posts during the event)	June 16	2

Other: Photo consent forms (if applicable)		
Speakers and chair brief ahead of the event (if applicable)	June 26	1
Delivery of event	July 5	7
Total		20

Resources and equipment

The consultant is expected to have access to:

- A laptop
Microsoft Office365