

2013 UNEG Evaluation Week

New York, 15-19 or 22-26 April 2013

JOB DESCRIPTION: EVENTS COORDINATOR CONSULTANT

Post title	National Consultant
Duration	30 days
Date required	Between January 2012 and April 2013
Duty station	Home base & United Nations, New York

I. Background

The United Nations Evaluation Group (UNEG) is a professional network that brings together the units responsible for evaluation in the UN system including the specialized agencies, funds, programmes and affiliated organisations. The UNEG Evaluation Week is the flagship event for UNEG, and is an opportunity for representatives from all UN agencies to convene. In 2013, the UNEG Evaluation Week will be hosted by the New York-based UN agencies. Up to 300 participants will gather over a five day period to participate in a series of meetings: the Evaluation Practice Exchange (EPE) Seminar, High-level Platform Event and Annual General Meeting (AGM). Each of these meetings are being organised separately by different UN entities or the UNEG Secretariat and the role of the consultant will be to support the overall coordination of logistical arrangements for these meetings.

UNEG is looking to hire the services of a consultant to assist with the UNEG Evaluation Week 2013 during the two phases identified below:

- a) Preparatory phase (January 2012- April 2013)
- b) UNEG Evaluation Week (April 2013)

2. Consultant responsibilities and expected outputs

UNEG has established an Operations Group (OG) which, in conjunction with the UNEG Hosting Committee, will be organising the Evaluation Week on behalf of UNEG. The consultant will report to the OG, and work in collaboration with the EPE Organising Committee, the Platform Event organisers and the UNEG Secretariat, which is responsible for organising the AGM.

a) Preparatory phase

In preparation for the meeting and in liaison with the host agencies, the consultant will be responsible for, but not limited to:

- **Venue:** Confirming meeting room reservations and set up.
- **Online registration and security:** Arranging event registration for all evaluation week events and venues and confirming security arrangements with all hosting entities.
- **Equipment:** Ensuring that sound, projection and webinar equipment required for the meeting is made available.

- **Catering:** Organising catering during the course of the meeting (water for meeting rooms, coffee breaks and reception).
- **Logistics and accommodation note:** Compile existing information on UN rates in hotels in the vicinity of the meeting venue;
- Prepare logistics note for participants (including maps showing all meeting venues, emergency contact numbers, etc.). **Social programme:** Identify and arrange a suitable social programme, including the UNEG Chair's Cocktail, UNEG Heads social dinner, UN Secretariat entities lunch, other self-pay dinner and entertainment options.
- **Participants' queries:** Act as focal point for ad hoc questions received from UNEG members and external participants before and during the meeting.
- **Public relations and advocacy:** Support the Platform Event organisers in issuing invitations and raising interest for the high-level event. The consultant is expected to periodically meet with the OG and UNEG Secretariat in New York.

b) 2013 UNEG Evaluation Week

The consultant will be responsible for ensuring the smooth running of the event. Tasks to be carried out during the week preceding the meeting and throughout Evaluation Week include but are not limited to:

- On-site registration: Arrange for registration, conference badge pick-up and building passes at the different venues
- Meeting room preparation: Arrange for preparation of name plates for invited speakers and UNEG heads; configure meeting rooms (set up of tables/chairs, corners for presenting documentation, coffee breaks, etc.)
- Printing event programmes, maps, and other key documentation as requested.
- Registering participants and distributing relevant materials.
- Ensuring technology in the meeting rooms is set up as necessary for each session (i.e. powerpoints are uploaded, microphones are working, webinar facilities are available, etc).
- Ensuring catering is available at times indicated.
- Providing general information to participants as necessary.
- Coordinating the social programme.

c) Post meeting – Follow up

- Make available a list of participants for each Evaluation Week session
- Assist hosting entities and/or UNEG Secretariat with any finalisation tasks (e.g collecting material provided by speakers)

Management arrangements

The consultant's contract will be managed by the UNEG Secretariat. The UNEG Secretariat will support the consultant in liaison with the key partners, and make available to the consultant all necessary information regarding UNEG's activities relevant to the preparation of the meeting. It will provide in-kind support (for example office space and access to communication facilities for the consultant).

3. Duration of the assignment and payments

30 days over a period of 4 months between the date of contract signature and 30 April 2012.

The timeframe and milestones for the meeting organisation is tentatively as follows:

Duties	Duration	Estimated Timeframe	Outputs
Confirming meeting room reservations and set-up	1 day	January 2012	Map of venues and calendar
Preparation of logistical information on conference for potential participants including registration procedures and social programme	5 days	January/Feb	Information created and sent to the OG for review and approval
Support organisation of the Platform Event	9 days	Feb-April	Information created and sent to Platform Event organisers for review and approval
Final arrangements for venue, registration and social programme	5 days	Week before the AGM	Full set-up presented to OG for review and approval
Effective support during and after meeting	10 days	April	Successful Meeting; Participants lists available
Total Work Days	30 days		

4. Qualifications of the consultant

An experienced conference organiser with first-hand experience in making logistical arrangements for conferences, conventions, seminars or other similar events. The ideal candidate will have:

- A Bachelor's degree.
- Extensive experience in organising international meetings and conferences within the context of international organisations.
- Excellent managerial/organisation skills and a solution-oriented attitude.

- A strong sense of client orientation and a strong drive for results.
- Excellent communication and interpersonal skills. Good knowledge of New York (transport, going out, public services).
- Demonstrated ability to work well both independently and within a multicultural team.
- Good command of information and communication technology.
- Prior experience with the UN System would be an asset.

Language: English