

## Terms of Reference

<b>TERMS OF REFERENCE</b>	
Hiring Office:	UNFPA GCC Office, Muscat, Oman
Purpose of consultancy:	<p>The United Nations Population Fund (UNFPA) is committed to promoting the rights and well-being of young people globally. As part of the ongoing efforts in the Arab region, UNFPA Arab States Regional Office is organizing the fourth edition of the Youth Forum in the Arab Region in the Sultanate of Oman, with a primary focus on climate change, aiming to engage and empower young people as advocates for climate action and sustainability. The forum is also aimed at empowering and engaging youth to address critical issues related to reproductive health, gender equality, and youth leadership.</p> <p>This year, the Youth Forum has been merged with the Regional Conference of Youth (RCOY) MENA under the title “Arab Youth Forum 2023”. The joint event will be led by UNFPA Arab States Regional Office (UNFPA ASRO), the Regional Conference of Youth (RCOY) MENA hosting organizations (Act Sustainable, Basmetna Gheir Oman and youthinkgreen (YTG) Egypt) the Government of Oman, and in collaboration with other UN agencies and partners. The Arab Youth Forum is one the main activities led by the Regional Centre of Excellence for Youth (CoEY) in the Arab Region hosted by the Government of Tunisia Tunisia This 4<sup>th</sup> edition of the forum will be take place in Muscat, Sultanate of Oman mid-November 2023. A total of 250 participants are expected at this event, including but not limited to 200 young people from several Arab countries and Oman.</p> <p>In order to assist with the effective planning and execution of the forum, the UNFPA GCC office in Muscat is looking to hire a short-term individual consultant (IC) with a solid background in logistic support and event organization. The consultant is expected to assist the office programme and operations team and the forum taskforce as needed and as specified in the below scope of work. The IC is expected to take the leading role in organizing the event.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> <li>- Secure a suitable venue, including necessary permits, and any required equipment or technology.</li> <li>- Assist the organisers in arranging accommodation for young participants, speakers, panelists, organizers, distinguished guests, etc.</li> <li>- Liaise with hotels for arranging transportation for participants, including airport transfers if applicable.</li> <li>- Coordinate catering services, including meals and refreshments during the event.</li> </ul>

For UNFPA :

For Contractor :

	<ul style="list-style-type: none"> <li>- Ensure audiovisual equipment and technical setup needed for presentations and workshops are available and in place.</li> <li>- Distribute materials, set up and manage the participant registration counter, and offer assistance to participants as required.</li> <li>- Assist in documentation using photography and videography and coordinating with media outlets for coverage as required.</li> <li>- Lead on the process of identifying and contracting an event agency for the implementation of the Arab Youth Forum 2023, including following-up on the different tasks assigned to the event agency</li> <li>- Coordinate and follow up on any other matters related to the event.</li> </ul>
Objective(s)	<p>Function as main focal point and provide holistic logistic support in organising the Arab Youth Forum 2023 in Muscat, Oman, in November 2023.</p> <p>The consultant will work closely with the established event management committee that includes the UNFPA GCC Office, UNFPA ASRO, and representatives from the <u>Regional Conference of Youth (RCOY) MENA hosting organizations and the Government of Oman.</u></p> <p>The IC is expected to take a leading role in the successful set up and implementation of the event.</p>
Outputs / Deliverable(s)	<ul style="list-style-type: none"> <li>- Attend regular meetings with the event management committee.</li> <li>- Assist in drafting a timetable for completing each phase of work.</li> <li>- Submit a report on task completed according to the work plan and as mutually agreed with the UNFPA focal point.</li> </ul>
Duration	October 01 to November 19, 2023 (actual dates may slightly vary)
Place where services are to be delivered:	Muscat, Oman.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Final report. Report to be delivered electronically.
Supervisory arrangements:	The consultant will work under the direct supervision of the UNFPA GCC Assistant Representative.
Expected travel:	No travel expected. In country (Oman)

For UNFPA :

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<p>Required expertise, qualifications and competencies, including language requirements of intern:</p>	<ul style="list-style-type: none"> <li>- Bachelor’s degree in any field.</li> <li>- Proven experience in organizing and managing logistics for events, particularly forums or conferences.</li> <li>- Experience in logistic support for events organized by UN or other international organizations will be considered.</li> <li>- Strong organizational skills and attention to detail, with the ability to manage multiple tasks.</li> <li>- Strong interpersonal skills and ability to work in a diverse team environment.</li> <li>- Ability to work under pressure and meet tight deadlines.</li> <li>- Excellent communication skills in Arabic and English is essential.</li> <li>- Proficiency in using Microsoft Office applications (Word, Excel etc.).</li> <li>- Familiarity with UNFPA's mandates and youth-focused initiatives is an asset.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Work space will be provided at the UNFPA GCC office.</p>
<p>Additional Documents to be submitted</p>	<p>NA</p>

For UNFPA :

For Contractor :