



Event Manager/Co-Facilitator (Islamabad Based)
(Any firm, group of people or Individuals can apply)

Project:	Beyond survival – Transforming the power of communities (BeST)
Minimum qualification:	Bachelor's degree or equivalent minimum qualification
Previous Experience	At least 03 years of proven experience in coordinating training sessions or workshops
Location:	Islamabad, Pakistan.
Contract type:	Service contract
Contract Period:	The engagement period will be calendar days from 1 st October 2024, till 31 st May 2025.

HOPE'87 is currently seeking the services of Event Manager/Co-Facilitators for multiple events to be held at Islamabad, Peshawar, Haripur, Charsadda, or Quetta (as listed below in table A).

1. Responsibilities/expectations of the Event Managers/Co-Facilitators are as follows;

- Coordination with In-Country Partners (ICP)/participants for training and other events. Number of participants can range from 25/event to 130/event.
- Identify, seek quotations and coordinate with selected training venue to ensure timely availability of the rooms, halls, and other logistical arrangements for capacity building training and other events including but not limited to developing relevant formats (should have good command of Microsoft Office tools), seating arrangements, audiovisual equipment's, availability of training materials, tools, equipment and stationery, availability of food and water as per plans, coordination for safety and security of the venue and any other logistics arrangements to conduct the event.
- Ensure that logistical arrangements and food services meet quality standards and are in line with the participants' satisfaction.
- Possible travel to project districts (Peshawar, Haripur, Charsadda, and Quetta) expanding from 2- 6 days at a stretch.
- Possibly stay at the venue during the events for smooth logistical arrangements at Islamabad Venue. HOPE'87 will be responsible for full board accommodation per HOPE'87 policies.
- If training venues will be arranged at any other district than Islamabad, HOPE'87 will provide full board accommodation and associated travel expenses as per HOPE'87 travel policy rules.
- Ensure timely printing and distribution of event materials (agenda, manuals, certificates) and ensure its availability at venues before the trainings.
- Ensure participants attendance on daily basis, participant registration and collection of feedback forms etc.
- Monitor and follow up on the progress of each training session and share progress with relevant/assigned duty line manager and addressing any issues that may arise.
- Support HOPE'87 Staff in collection and arrangements of training documentations.
- Support HOPE'87 in financial close of trainings.
- Any other services assigned related to event management.

2. Quotation and Payment Method

- The consultant should quote a lump sum monthly fee, INCLUSIVE of all taxes.
- Payment will be on a monthly retainer fee basis after receipt of the invoice from the consultant.
- Payments shall be made after deduction of all applicable withholding taxes in vogue at the time of payment

3. Travel Boarding/Lodging

- The Event Managers will be responsible for arranging their own mode of transportation for daily travel to HOPE'87 Islamabad office and staying cost at Islamabad (if applicable).

4. Tentative Timeline of Events

- Tentative timeline of multiple events is mentioned in Table A below; number of events may change upwards or downwards. Some new events may be added up during the contract duration.

5. Quotation Submission

- The interested Consultant(s) will submit their quote and CV in hard or email form at HOPE'87 office mentioned below or the following email ID: hope87.jobs@gmail.com

**House # 321 (Ground Floor), Street 16,
Sector G-10/2, Islamabad
Telephone (+92-51) 8777745**

- The last date for submission of quotation *is 20th September 2024 by 5.00 PM PST* latest through email, by hand, or by courier. Quotes received after due date will not be entertained.
- The HOPE'87 anti-fraud and corruption policy and the HOPE'87 complaints procedures governing this consultancy can be obtained by emailing at bilal@hope87.org.
- Any complaints/queries in regard to this consultancy can be sent to ahmed@hope87.org .

Table A: Tentative Timeline and Estimated No. of Participants.

Sr	Type of Event	2024			2025					Approximate No. of participants / session	Tentative No. of Session
		Oct	Nov	Dec	Jan	Feb	Mar	April	May		
1	YWCs Orientation									Haripur 20	1
		14-16								Charsadda 44	1
										Peshawar 56	1
2	Data Validation workshop	17-18								Peshawar 32	1
Capacity Building Trainings											
3	Leadership	21 – 25						14-18		About 130 total; 43 per session	3
4	Gender-focus		18 – 22						5-9	About 130 total; 43 per session	3
5	Management			16 – 20						About 130 total; 43 per session	3
6	Innovative				13 – 17					About 130 total; 43 per session	3
7	Action					10 – 14				About 130 total; 43 per session	3
8	Adaptive					23 – 28				About 130 total; 43 per session	3