



Terms of Reference

Event Organiser: SVRI Forum 2022

1. Background

With over 7500 members, the Sexual Violence Research Initiative (SVRI) is the world's largest network on research on violence against women and violence against children, providing a space where global role players in the field connect with one another, share and promote their research, work to influence policies and improve the lives of those who have experienced violence driven by gender inequality. We do this through funding research, strengthening research capacity, promoting partnerships, and influencing change. The SVRI is incorporated as a non-profit organisation under South African law (SVRI NPC 2019/197466/08).

To strengthen capacity and promote partnerships in the field of violence against women and violence against children, the SVRI hosts a biennial international research conference, the [SVRI Forum](#). SVRI Forum is the largest global, abstract-driven conference on gender-based violence research and advocacy. It brings together researchers, funders, practitioners, policymakers, activists, and survivors every two years to connect, learn and share. The forum provides an opportunity to learn what is new, what is working, what isn't working and to identify priorities for the field moving forward. It is also an opportunity for us to strengthen existing partnerships, build new ones and have some fun.

Since 2009, we have hosted 6 conferences in different regions across the globe. Our 7th global conference, SVRI Forum 2022, where we expect to see close to 1000 delegates, will be hosted in Mexico from 19 – 23 September 2022.

2. Scope of work

The SVRI is looking for an event organiser to manage the organisation of the SVRI Forum 2022 as well as our annual Leadership Council meeting which will take place immediately after the conference. The event organiser will support the SVRI team, working closely with project staff to implement planned activities at the Forum and annual Leadership Council meeting. The SVRI will co-host with a local partner and will work closely with local organisations in the region. Spanish language skills will be essential.

Key dates:

- SVRI Forum: 19 – 23 September 2022
- SVRI annual Leadership Council meeting: 24 & 25 September (1.5 days)

3. SVRI Forum specifications

The required service will involve the following:

3.1. Securing, booking and managing venue for the conference

- Provide SVRI with quotations of conference venues in Mexico suited to approximately 1000 delegates.
- Secure conference venue approved by SVRI and local co-host. Ensure venue is near alternative accommodation options, an airport and tourism spots.
- Ensure all meeting rooms (for plenary and break-out sessions) are arranged and ready for the conference as per the conference programme e.g.:
 - **19 September:** Five rooms full day for pre-conference workshops; plenary room for evening Opening and Welcome
 - **20 September:** One plenary and five break-out rooms for full day use (to be used for side events in evening)
 - **21 September:** One plenary and five break-out rooms for full day use
 - **22 September:** One plenary and five break-out rooms for full day use
 - **23 September:** Up to 10 rooms for side events
- Facility use plan to align with conference plan and floor map provided.
- Ensure all required audio-visual equipment is available in all the rooms as required and that sessions run smoothly.
- Put in place an IT support team to assist presenters in session rooms.
- Set up a place where presenters can upload and amend their presentations.
- Ensure all presentations are uploaded in advance of each session and notify SVRI Staff if presentations are missing.
- Ensure that service maintenance/technicians are promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.
- Ensure catering (i.e. coffee breaks and lunches each day) is available for all delegates and that special dietary needs are catered for.
- Ensure venue has available high-speed internet access for conference delegates.

3.2. Delegate accommodation

- Block book accommodation reservations in various price classes and a specified number of rooms should be reserved for bursary delegates, SVRI staff, SVRI Board, SVRI Leadership Council, guest speakers and other SVRI invited guests.
- Recommend alternate accommodation if secured accommodation reach capacity.
- Manage travel bookings/ room reservations for bursary delegates, keynote speakers; SVRI staff members, SVRI Board members and SVRI Leadership Council; and other relevant people identified by the SVRI.

3.3. Registration and managing delegates

Before the Forum

- Manage registrations and payments online (own system or recommended online system).
- Provide SVRI with regular updates on registrations and registration list.
- Follow up on unpaid/pending registrations.
- Ensure clear, thoughtful, and kind communication with all delegates. Send out information to all delegates (arrival details, hotels, visa requirements, general city info etc.).
- Liaison with consulates/delegates regarding visa applications for delegates as required (with support from the local co-host).
- Where relevant, protocol arrangements for VIP delegates and/or speakers invited by the SVRI (e.g. high-level UN officials and government ministries).
- Book exhibition hall to accommodate up to 20 stands. Manage payment and registration of exhibition stands.

At the Forum

- Prepare and set-up a general information support service/information kiosk for delegates on-site where they can register and ask for assistance/information.
- Manage registration and handout of conference materials at the venue.
- Ensure pre-conference workshop registration lists are available and accurate.

3.4. Special events planning and coordination

Opening ceremony

- Organise set up and audio-visual of plenary room for opening ceremony.
- Assist SVRI and local co-host in finding entertainment for the opening ceremony (e.g. local band or dance group).
- Liaise with service providers on banqueting for opening ceremony.

Gala dinner

- Provide SVRI and local co-host with quotations of possible venues where the Forum Gala Dinner can be hosted.
- Secure Gala Dinner venue and liaise with venue on banqueting.
- Assist SVRI and local co-host to identify and book local entertainment for Gala Dinner (e.g. dance group, local musicians etc.).
- Provide quotations for return transportation of delegates from conference venue to Gala Dinner.
- Secure transportation for Gala Dinner delegates.

Participant driven events

- Liaise with and book conference rooms for delegates hosting side events at the conference venue.
- Ensure banqueting is booked where needed (i.e. breakfast, dinner or finger snacks).
- Ensure technical support is available at side events (i.e. audio-visual support).

3.5. General logistical arrangements and management

- Set up a secretariat room – including adequate staff on site.
- Set up a private counselling room.

- Prepare the space, furniture and equipment required for presentations and exhibition area.
- Planning and organisation of all meals, coffee breaks and other social events during the conference
- Printing of banners for the conference with approved design
- Sourcing of conference bags
- Arrange pens and writing pads for delegates
- Procure name tags /badges for all delegates, speakers, Media, VIPs, etc.
- With support of SVRI and local co-host, organise simultaneous interpretation for all sessions as required including booth/equipment (English and Spanish).
- Organise streaming services for plenary room.
- Liaise with media personnel requesting interviews with speakers.
- Shipping of all conference materials (i.e. banners, cloths, leftover publications etc.) back to SVRI storage/office in South Africa.

3.6. Cost and financial management

- Budget for the conference and regular budget updates to the SVRI.
- Monitor budget vs. disbursements.
- Update income received and outstanding payments and report to the client monthly.
- Management of all contractual and financial matters regarding the Forum, including the disbursements of payments to suppliers, contractors, and reimbursements of delegates' costs where necessary.
- Obtain a minimum of 3 quotations per service provider and obtain approval from the SVRI prior to contracting.
- Pay deposits to contractors, including for the venue.
- Liaise and book with exhibitors and sponsors.
- Prepare and deliver to the SVRI, unaudited final financial statements in relation to the event by no later than 3 (THREE) months after the conference.
- Ensure that the conference is delivered within costs.

4. SVRI annual Leadership Council meeting specifications

The SVRI currently has 10 members on its Leadership Council. The Leadership Council will meet with SVRI staff for 1.5 days after the conference. The required service will involve the following:

- Travel bookings and reservations for Leadership Council to attend SVRI Forum 2022 and annual Leadership Council meeting.
- Book and pay for boardroom at conference venue on 24 and 25 September.
- Ensure high-speed Wifi and internet access is available to all meeting participants.
- Ensure all required audio-visual equipment is available in boardroom as required
- Ensure tea, snacks and lunches are organized for meeting participants taking into consideration dietary needs.
- Reimbursements of meeting participant costs where necessary.

5. Focal point and contract duration

The event organiser will be directly accountable to SVRI project staff. The SVRI Partnerships and Forums Officer will be the focal person to whom the event manager will report directly to with support from the SVRI Admin and Knowledge Manager and SVRI Executive Director.

The assignment will run from April/May 2021 until end of September 2022 with all deliverables met within 3 months of the conference ending.

6. Specific requirements

- 3 to 6 years in leading high-level conference planning and event management.
- Ability of staff and staff compliment to provide required services (CVs of the person/s of staff to be included).
- Excellent organisational skills with the ability to plan and meet deadlines through and with teams of people and individuals from diverse, cross-cultural backgrounds.
- Company profile.
- Reference to previous major conferences organised.
- Strong project management and financial/budget reporting.
- Fluency in English and Spanish.
- Excellent communication skills with the ability to write clearly, concisely and with strong verbal communication skills.
- Ability to work effectively and efficiently under tight deadlines and on multiple projects simultaneously
- Strong customer service orientation.

7. Application process.

Interested companies must submit:

- A technical proposal not exceeding four pages detailing:
 - Understanding of the ToR.
 - How your experience is relevant to the assignment – provide concrete examples.
 - Intended approach, plan, capacity, competence, and other relevant information on the ability to successfully deliver an international conference.
- Detailed financial proposal. Unless the company are based in South Africa, the budget should be provided in USD.
- Company profile and relevant certificates
- Curriculum Vitae of staff showing experience relevant to the consultancy.
- 3 References and/or Reference Letters.

The proposal and supporting documents must be submitted in English.

Candidates will be invited to a video conference interview at the end of the evaluation process to assess the company's understanding of the ToR. The time frame for the deliverables will be discussed and agreed with the selected company after the review of the proposed methodology.

The proposal and required documents must be sent by email to lizle@svri.org no later than **1st February 2021 (midnight South African time)**.