**TERMS OF REFERENCE (TOR) FOR AN INDIVIDUAL CONSULTANT** **TO COORDINATE THE VIRTUAL MANAGEMENT OF THE RSIF ANNUAL CONFERENCE TO BE HELD FROM 15-19 NOVEMBER 2021 AS A HYBRID[[1]](#footnote-2) EVENT**

**Project Name:** Regional Scholarship and Innovation Fund for Applied Sciences, Engineering and Technology (RSIF)

**Reference No :** **KE-ICIPE-247608-CS-INDV**

**Grant No.:** D347-3A

**Expected duration:** 15 person days (over 3 months)

**Expected start date:** 15th September2021

**Application deadline**: 3rd  September 2021

1. **Background**

The Partnership for skills in Applied Sciences, Engineering and Technology (PASET) is an African-led initiative to strengthen skills in the applied sciences, engineering and technology to further socio-economic transformation in sub- Saharan Africa (SSA). The Regional Scholarship and Innovation Fund (RSIF), the flagship program of PASET, aims to support PhD students, post-doctoral scientists, and universities in SSA to establish high-quality training, research and innovation environments and to develop institutional capacity for the benefit of the whole region. The program, which was initiated in 2015 has supported over 180 PhD students and provided research and innovation grants through 11 African ‘Host’ Universities. Nine African countries are directly contributing to towards RSIF, while many others are in the process of joining. Visit [www.rsif-paset.org](http://www.rsif-paset.org) for more information.

The first PASET RSIF Annual Conference will take place from **15-19 November 2021** in-person at Ben-Guerir, Morocco hosted by University Mohammed VI Polytechnic (UM6P) with around 200 physical participants and additional virtual participants and speakers under the theme *African-led science, technology and innovation for contributing to the SDGs and stimulating global development*. The overall goals of the conference, which will bring together key science, technology and higher education stakeholders, are to i) share key relevant advances related to STI and higher education globally, relevant for Africa; and ii) review key achievements and progress of the PASET Regional Scholarship and Innovation Fund (RSIF) to date and get input on how to enhance its relevance and usefulness for governments and the private sector, to inform RSIF future implementation.

*icipe* intends to hire the services of an experienced individual consultant to manage and coordinate the virtual part of the hybrid event in close collaboration with the consultant and team in charge of the conference programme and physical event. The experienced individual consultant will render a seamless, well-coordinated hybrid event, which includes activities before, during, and after the conference.

1. **Objectives of the assignment**

The objectives of the assignment are:

1. To deliver the virtual version of the 5-day hybrid conference.
2. To set up an online platform and coordinate its use before, during and after the conference.
3. To manage communication of the conference to targeted audiences in consultation with the organisers.
4. **Scope of the assignment**

The consultant will work closely with *icipe*, with support from UM6P and the organisers to achieve the deliverables under section 5. The consultant will implement the assignment within the framework of the concept note and programme for the conference and have access to any relevant documentation to facilitate preparation and management of the virtual part of the hybrid conference. The consultant is also expected to employ relevant innovative measures for the successful execution of the event.

1. **Description of the assignment**

The assignment will be carried out in three parts namely:

1. **Preparation (Before the conference):** This will involve planning and logistical activities including but not limited to:
2. Participating in regular planning meetings with the organisers.
3. Establish an integrated virtual solution suited to a hybrid conference of this magnitude, preferably in both web-based and mobile platforms.
4. Coordinate invitations and online registration of participants, moderators and speakers.
5. Effectively coordinate the communication of the conference to targeted audiences through a dedicated website and online conference portal including social media in close consultation with RSIF communication team.
6. Ensure integrated translation and interpretation services (French to English and vice-versa).
7. Stream RSIF brief videos during designated conference sessions (including highlights that may be used during breaks).
8. Plan and organise a virtual version of the exhibition and visits.
9. Organise a ‘demo’ day to test the functionality of the virtual platform at the physical venues (including IT support tests, breakout/networking sessions, use of live and produced/pre-recorded RSIF videos among others).
10. **Execution (During the conference):** This will involve activities conducted during the five-day conference including but not limited to:
11. Liaise closely with UM6P on the set up of the venue of the conference suited for a hybrid event.
12. Support the coordination of the conference program in liaison with the organisers (including breakout/networking sessions, timekeeping and coordinating speakers, participants, moderators, and exhibitors).
13. Coordinate both physical and virtual participation in close coordination with the organisers.
14. Document virtual participation during the conference.
15. Coordinate and analyse participants’ feedback.
16. Address any technicalities related to use of the virtual platform and featured videos including assisting speakers, participants and organisers during presentations.
17. Coordinate and organise physical and virtual networking sessions.
18. A debriefing session with the organisers before, during and after the conference.
19. **Completion (After the conference):** This will entail:
20. Support the ‘after-conference-communication’ to participants.
21. A meeting with the organisers to evaluate the conference.
22. A final report on service delivery.
23. **Responsibilities**

**Individual Consultant**

1. Prepare and submit a technical and financial proposal.
2. If successfully selected, prepare an inception report detailing the plan for preparation, execution, and completion of the conference.
3. Coordinate and deliver the virtual part of a five-days’ hybrid conference as described in section 4 to seamlessly integrate with the physical event.
4. Coordinate planning meetings in close liaison with the organisers.
5. Recommend improvements to the designated website (https://www.rsif-paset.org/Morocco2021) to facilitate coordination of the conference.
6. Prepare a final report.
7. **Qualifications and Experience**

The consultant should have at least 5 years demonstrable relevant experience of managing and implementing a virtual hybrid event of a similar nature and magnitude. Preference will be given to consultants with sufficient experience in managing hybrid events for international organisations involving multi-lingual local, regional, and international audiences. The consultant should be fluent in English.Recent experience from hybrid events in Morocco would be an added advantage.

1. **Deliverables and Timelines**

The assignment will be spread over a three (3) months period as follows:

|  |  |
| --- | --- |
| **Deliverable** | **Timelines** |
| An inception report including:1. An activity workplan
2. A plan for the conference

A virtual platform An updated conference website | 15 September 2021 |
| A ‘demo’ of the virtual platform for online participation | 29 September 2021 |
| A conference ‘demo’ (involving hybrid participation) | 18 October 2021 |
| Deliver a 5-days conference | 15-19 November 2021 |
| A final report | 3 December 2021 |

1. **Focal Point**

*icipe* in liaison with the organisers will serve as the focal point for the consultant and will provide the relevant information and any support required for the assignment.

1. **Budget**

The consultant shall be compensated subject to the provisions of the assignment based on deliverables as follows:

|  |  |
| --- | --- |
| **Deliverable** | **Compensation** |
| Approved inception report A virtual platformAn updated website | 30% |
| Approved ‘demos’ | 20% |
| Delivery of virtual version of a 5-days’ hybrid conference | 40% |
| A final report | 10% |

1. **Application Guidelines**

**Interested applicants should submit the following documents to** **rsiftenders@icipe.org** **by Friday 3rd September 2021 at 11.00 am local time.**

1. Detailed cover letter expressing interest in this assignment, including full contact details (name, tel. e-mail), and physical address.
2. Consultant’s detailed CV.
3. Evidence of undertaking similar consultancy work during the last 5 years attach at least three (3) for reference.
4. Contacts of at least three references.
5. Should be in English language.

**11. Criteria for selection of the best offer**

The Consultant will be selected in accordance with the criteria laid down in “Selection Based on qualification and experience as stated above paragraph 6 above”

1. A hybrid event involves both in-person and virtual participation. [↑](#footnote-ref-2)