

Job Opportunity: Event Management Consultant

Location: Bangkok, Thailand

Application Deadline: 10 January 2025

****Remark: This is open to only consultants/companies who are based in Bangkok as it requires onsite management, and no travel expenses will be paid.**

SUMMARY OF PROJECT

The **Southeast Asia Gender-Based Violence (GBV) Prevention Platform (the Platform)** is a AUD20 million investment over five years (2023-24 to 2028-29). The investment will build on Australia's leadership in GBV prevention and response, by addressing a need and demand for increased investment in, and coordination of, GBV primary prevention initiatives in the Southeast Asia region.

The Platform's guiding principles include: locally driven, evidence-based, intersectional, survivor-centred and trauma informed, adaptive, collaborative and catalysing, minimise harm, accessible and innovative. It will bring together partner governments, WROs, NGOs, donors, international organisations, and regional bodies, providing a convening platform for these stakeholders to collaborate to build capacity and evidence, and improve and accelerate action to prevent GBV in all its forms. The Platform will utilise and build on global evidence and learning to support practitioners to strengthen and increase locally informed and led evidence-based policy and practice to prevent GBV within households, communities and countries across diverse settings. This includes both careful and high-quality adaptation of evidence-based models from other regions, support the capture and use of locally informed and led GBV prevention evidence and practice, as well as support to develop, strengthen and test new and innovative approaches to GBV prevention.

The Platform will leverage Australian government partnerships with UN Women and UNFPA, and several complementary DFAT bilateral and regional investments. In addition, it will link Southeast Asian knowledge, capacity and practice to global, multilateral and Australian GBV prevention initiatives to extend and amplify program impacts and outcomes.

SUMMARY OF POSITION

The Event Management Firm or Individual Event Manager will be responsible for the comprehensive planning, coordination, and execution of **the Platform Team Orientation and Strategy Planning Workshop**.

This includes venue setup and decoration, managing audio-visual equipment, and overseeing registration and attendees. The role also involves designing and producing event materials, such as banners, posters, and merchandise, and hiring and coordinating with interpreters as needed. The ideal candidate or firm will have a strong background in event management, excellent organizational and communication skills, and the ability to handle multiple tasks efficiently. This position requires a detail-oriented and adaptable approach to ensure the smooth execution of events from start to finish.

SCOPE OF WORK

The selected vendors will be responsible for providing the following products and services:

Workshop (2-3 weeks)

A. Event Management:

- Assist with event planning and coordination.
- Venue setup and coordination with the selected venue supplier as necessary (this will include the assessment of accessibility requirements and working with the venue supplier to ensure they are met).
- Audio-visual equipment setup and management (including virtual).
- Registration and attendee management.
- On-site coordination and support during the event.

B. Printing, Merchandise, and Signage:

- Design and printing of event banners, posters, and signage.
- Production of event merchandise for participants.
- Creation of event badges, if necessary.
- Provision of event-related printed materials.

C. Interpretation:

- Coordinate hiring and management of interpreter(s) as needed. We will provide you with full information on the languages required to be interpreted, once we have contracted and finalized the workshop plan.

Qualifications required:

- Experience in Event Management: Proven track record in planning and coordinating events, including setup and on-site support.
- Technical Skills: Proficiency in setting up and managing audio-visual equipment, both physical and virtual.
- Organizational Skills: Strong ability to manage registration and attendee coordination efficiently.
- Creative Skills: Experience in designing and printing event materials such as banners, posters, and signage.
- Merchandise Production: Ability to oversee the creation of event merchandise and badges.
- Communication Skills: Excellent verbal and written English skills for coordinating with interpreters and managing event-related communications.
- Attention to Detail: Keen eye for detail in venue setup, decoration, and overall event execution.
- Flexibility and Adaptability: Ability to handle various tasks and adapt to changing event requirements.

ABOUT US

Founded in 1985, Cowater International is a leading global development consulting company. Headquartered in Ottawa and with corporate hubs in Auckland, Berlin, Brussels, Helsinki, London, Madrid, Manila, Nairobi, Singapore and Stockholm, Cowater International has successfully delivered a portfolio of over 2500 projects and assignments in more than 95 countries. We work with governments, private sector actors and communities implementing projects that support socio-economic development, institutional strengthening, environmental improvements and advance equal opportunities for all. We are a diverse and

experienced team committed to building a better tomorrow for the people we serve. Our adaptive approach to management has led to our yearly award-winning work and recognition as one of Canada's Best Managed Companies since 2017.

We thank you for your interest in building a better tomorrow with Cowater International.