

Terms of Reference: Event organizer for Peace-tival event activity

Background

The 3 Southernmost provinces, Thailand (Deep south or DST) and Autonomous Region in Muslim Mindanao, Philippines (BARMM) are facing a resurgence of ethno-nationalist conflict, rooted in long-standing grievances of minority groups against the state. The conflict in the DST and BARMM are centered on language, religion, and education, which are drivers and products of culture. As a result of the conflict in the DST and BARMM, over 7,000 lives have been lost and more than 10,000 children have been directly and indirectly affected by the armed violence. The conflict has left youth and children facing psycho social difficulties and facing fractured community relations and low educational outcomes. In response to the threat of a resurgence of armed conflict, BARMM is institutionalizing Peace Education in school curricula.

The Supporting an Enabling Atmosphere for Children and Youth Network for peace building

Goals (SENANG) project, a 2023-2025 initiative funded by the European Union (EU) and implemented by Save the Children Thailand foundation (SCT) and Peace Resource Collaboratives Foundation (PRCF) aims to create safe and neutral platforms for children and youth to participate in peace negotiations at the local/provincial level in DST and BARMM. The action includes collaboration with local organizations to feed youth and children's voices into local/national plans and is building on previous EU-funded initiatives implemented by Save the Children such as Local Engagement to Advocate for Peace in DST and Spaces for Peace in BARMM. The action aligns with the 2021 Association of South East Asian Nations (ASEAN) Regional Forum statement on promoting youth, peace, and security, recognizing the importance of meaningful youth engagement and empowerment for sustainable peace processes.

Save the Children Thailand and project partners together will host the Peace-tival event which aim to showcase the project's experiences and outcomes, highlighting the successful implementation of the Youth Arts Projects and SENANG Achievement. In addition, the event will bring the voices of children and communities to share their perspective, experiences, and recommendations for integrating child participation in peaceful conflict mitigation at community and structural level. The event will be organized on **26th April 2025, 11.00 am. – 20.00 pm**. The size of the guests will be approximately 500 attendees including children and adults.

Objectives and Deliverables

The consultant will deliver on the following objectives:

Phrase	Key Actions	Activities	deliverables	Timeline
Pre-event	1. Leading on the event planning, design, and ensures smooth logistical preparation.	<ul style="list-style-type: none"> • Consult with SCT on the event agenda and planning. • Consult with project team to design the key presentation session. • Coordinate with venue for set-up requirements • Design and set up an exhibition to display key achievement. • Develop key visuals. • Print materials and manage interior event setting (venue and stage set-up and decoration) • Develop 3 video clip(s) to promote the event • Hire photographer/videographer for the event. • Prepare any sound/lights/digital equipment if required (e.g., additional screens for participants) • Design and produce backdrops for stage and venue. • Prepare press release in Thai and English. • Invite and confirm at least 5 local media • Invite and confirm guests 	<ul style="list-style-type: none"> - Agenda - Key presentation session - Short video clip(s) to promote the event. - Social cards or posters with captions to promote the event. - Social media plan (when, what and how many content to publish) - Floor plan 	1 st submission by 27 th Feb 2025
				2 nd Submission by 7 th March 2025
				Final Submission by 25 th March 2025

During the event	2.Event organization	<p>i. Leading in organizing and running the event agenda and ensuring a smooth transition between each activity.</p> <p>ii. Work with the project team to support on livestream, photo, and video team to capture the moments during the event.</p> <p>iii. Coordinate and handle the media during the event.</p> <p>iv. Produce a video with interviews of key speakers, as discussed with SCT</p> <p>v. Control stage re-arrangement, light and sound technical, display screens, presentation.</p> <p>vi. provide foods and drinks for participants.</p>		26th April 2025
Post event	3. Summary of an event	<p>i. Prepare a two-page event summary report</p> <p>ii. Submit media assets including high quality photos and edited videos with 3 minutes long that capture activities in the event</p>	<ul style="list-style-type: none"> - two-page event summary report - media assets including high quality photos and edited videos with 3 minutes long. - News clippings of the media coverage. 	10 th May 2025

Key Qualifications:

1. Demonstrated succession creative designing and implementing public facing event, especially for non-profit causes.
2. Proficiency in managing all logistics and protocols necessary to ensure seamless event management and implementation.
3. Extensive media network to support the successful implementation of events and to enhance the visibility of both the event and the underlying project.
4. Experience in working with a production house to produce a video.
5. Having experience in the child friendly space and child protection is desirable.
6. Ability to work under pressure and meet tight deadlines.

Save the Children (Thailand) Foundation will provide the following arrangements for the event:

- Compensation fees for guest speakers
- Service fee for event MC
- Venue
- Translator

Consultancy period: 1st March 2025 – 15th May 2025. The event will be a full day event on the 26th April 2025, 11.00 am. – 20.00 pm

Professional fees: Based on competitive application process.

Payment condition:

- 30% upon contract signing.
- 40% upon the approve of designed event.
- 30% upon service completion and submitting summary report, including all design materials and media assets.

Kindly note that.

- The withholding Tax 3% will be deducted from the supplier and bank fee is responsible by the consultant.
- The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

It is expected that:

- The event and activities will be inclusive and age appropriate.
- The Consultant will adhere to the Save the Children Child Safeguarding, Data protection and Privacy policies that are required throughout all process.

Management:

This consultancy will be managed by SENANG project coordinator. The Consultant will also need to coordinate with Communications, Campaign, and Media Coordinator.

How to apply for the services

Please refer to the RFQ document for instructions on how to submit a bid. Please include:

- (1) Expression of interest including a detailed proposal for the assignment
- (2) Company/Individual profile and portfolio
- (3) Quotation of budget with the profession fee/rate of each activity items

Only shortlisted candidates will be notified. The notified creative supplier will come in/join online for a creative briefing (with a chance to ask key questions) on Feb 28, 2025 and initially submit a proposal with at least two creative pitches for the campaign.

The deadline for responses is: 21 Feb 2025

Submission channel : arif.leh@savethechildren.org

Contact person : Muhammad-arif Leh 088-781-3070

Place of work: Yala, Thailand