



REQUEST FOR EXPRESSIONS OF INTEREST FOR CONFERENCE
COORDINATOR– 12TH COMPREHENSIVE DISASTER MANAGEMENT (CDM)
CONFERENCE

The Caribbean Disaster Emergency Management Agency (CDEMA) received financing from the European Union toward the cost of implementation of a project “**11th EDF Natural Disaster Facility in the CARIFORUM “Caribbean Regional Indicative Programme”**”. CDEMA intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

Caribbean Disaster Emergency Management Agency (CDEMA) intends to apply a portion of the funds to the Consultant (Conference Coordinator) for the Caribbean Conference on Comprehensive Disaster Management (CDM) which is the region’s premier event on disaster risk management. The CDM Conference is organized by the Coordinating Unit of the Caribbean Disaster Emergency Management Agency (CDEMA) in association with its partners. Since the hosting of the first Conference in 2006, the event has established a reputation as the Caribbean region’s largest gathering of professionals and academics in the field of disaster management. It has also attracted a following of professionals from sectoral and thematic fields who have specific responsibilities or interests in climate change adaptation and disaster risk reduction.

The Conference Coordinator will be expected to support the Conference Planning Teams in facilitating the planning, coordination, management, and delivery of the Conference in this new format. In that regard, the reliable flow of information amongst the CDEMA CU and all stakeholders is critical. The Conference Coordinator will ensure smooth execution of all the logistics for the event which include but are not limited to: live streaming of the different sessions, technical support for attendees and virtual delegates, speaker management and any pre-recorded content creation.

CDEMA now invites interested eligible¹ **individual consultants** to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services. The consultancy is expected to commence in the Third (3rd) quarter of 2022 with an expected duration of Seven (7) month.

Eligible countries are outlined in **Appendix 1** below.

The Terms of Reference for the consultancy is in **Appendix 2**.

¹ Consultants shall be eligible to participate if:

- (a) the persons are citizens or bona fide residents of an eligible country; and



In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. CDEMA's policy requires that consultants provide professional, objective, and impartial advice and always hold its interest paramount, without any consideration for future work.

Requests for clarifications may be submitted in writing to procurement@cdema.org between 09:00 and 16:00 hours Monday to Friday on or before **24th June 2022**.

Electronic copies of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than **1st July 2022**. Please address Expressions of Interest to the address below:

**ATTENTION: *REQUEST FOR EXPRESSIONS OF INTEREST FOR CONFERENCE
COORDINATOR– 12TH CDM CONFERENCE***

Caribbean Disaster Emergency Management Agency
Resilience Way
Lower Estate
St. Michael
Barbados

E-mail: procurement@cdema.org

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services.

CDEMA reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. CDEMA will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of the Proposal.



**EXTERNAL ACTION FINANCIAL INSTRUMENTS AND
EUROPEAN DEVELOPMENT FUND**

RULES ON PARTICIPATION IN PROCUREMENT PROCEDURES AND GRANTS

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Part I: 2014-2020 instruments for external action

1) Eligible countries for DCI, ENI, PI, Greenland and INSC (CIR - Article 9)

Participation in the award of procurement contracts, grants and other award procedures for actions financed under **DCI, ENI, PI, Greenland and INSC** for the benefit of third parties shall be open to all natural persons who are nationals of, and legal persons that are effectively established in, one of the following eligible countries/territories/beneficiaries:

- (a) *EU Member States (appendix 1)*
- (b) *IPA II beneficiaries (listed in the Annex I of IPA II Instrument (appendix 2))*
- (c) *European Economic Area (appendix 3)*
- (d) *Developing countries and territories, (included in the OECD-DAC list of ODA recipients²), which are not members of the G20 group³:*
 - (i) *Least Developed Countries (LDCs) (appendix 4)*
 - (ii) *Other Low Income Countries (appendix 5)*
 - (iii) *Lower Middle Income Countries and Territories (appendix 6)*
 - (iv) *Upper Middle Income Countries and Territories (appendix 7)*
- (e) *Overseas Countries and Territories (OCTs) covered by Council Decision 2013/755/EU of 25 November 2013 on the association of the overseas countries and territories with the European Union (appendix 8)*
- (f) *Member States of the OECD (appendix 9) are also eligible when contracts are exclusively implemented in a Least Developed Country⁴ or in a Highly Indebted Poor Country (HIPC)⁵.*
- (g)
 - (i) *Developing countries, as included in the list of ODA recipients, which are members of the G20 group (appendix 10);*
 - (ii) *any other countries and territories (ie. all countries of the world).*

² Please check the DAC List of ODA Recipients, effective for reporting on 2018, 2019 and 2020 flows.

³ Non eligible G20 Members developing countries are: India, Indonesia, Argentina, Brazil, China, Mexico, South Africa. South Africa will be eligible when the action will be co-financed with the EDF. *Turkey* is also a developing country (upper middle income) G20 Member but is eligible as a **beneficiary listed in the Annex I of the IPA II**.

⁴ See [appendix 4](#) for the full list of LDCs.

⁵ HIPCs are: Afghanistan, Benin, Bolivia, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Comoros, Côte d'Ivoire, Democratic Republic of Congo, Ethiopia, Ghana, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Nicaragua, Niger, Republic of Congo, Rwanda, São Tomé & Príncipe, Senegal, Sierra Leone, Tanzania, The Gambia, Togo, Uganda, Zambia.



The entities of these countries can only participate in procedures, where the country itself is a beneficiary of the action. This can happen in particular, in thematic programmes, programmes financed under the PI or where the success of a regional programme necessitates the participation of the said country.

- (h) any countries for which *reciprocal access* to external assistance is established by the Commission.

Currently there are no such countries.

- (i) **for ENI Instrument only:** in addition to the countries/territories/beneficiaries mentioned above that are eligible for ENI, the following countries/territories are also considered eligible for contracts financed under the ENI Instrument:

(i) *Partner countries or territories covered by the Instrument* (annex I of the ENI Instrument) ([appendix 11](#));

(ii) in the case of relevant procedures taking place in the context of the multi-country and cross-border co-operation programmes in which it⁶ participates: *the Russian Federation*.

- (j) **For DCI, ENI, PI, Greenland and INSC:** where an agreement on widening the market for procurement of goods or services to which the Union is party applies, the procurement procedures for contracts financed by the budget shall also be open to natural and legal persons established in a third country other than those specified in the basic instruments governing the cooperation sector concerned, under the conditions laid down in that agreement.

2) **for IcSP and EIDHR (CIR – Article 11)**

All countries are eligible for participation in contracts financed under these Instruments that are fully untied without prejudice to the limitations inherent to the nature and the objectives of the action.

3) **for IPA II (CIR- Article 10)**

Participation in the award of procurement contracts, grants and other award procedures for actions financed under the CIR **for IPA II** for the benefit of third parties shall be open to all natural persons who are nationals of, and legal persons who are effectively established in, one of the following eligible countries/ territories/beneficiaries:

(a) *EU Member States* ([appendix 1](#))

(b) *Beneficiaries listed in the Annex I of the IPA II* ([appendix 2](#))

⁶ In line with the upcoming corrigendum of the CIR, regarding Article 9(1)(b) (OJ L 316, 4.11.2014, p. 69) (FR).



- (c) *European Economic Area* ([appendix 3](#))
- (d) *Partner countries and territories covered by ENI Instrument* (annex I of ENI Instrument) ([appendix 11](#))
- (e) countries for which Commission has adopted a decision approving the request for *reciprocal access* to external assistance.

Currently there are no such countries.

- (f) where an agreement on widening the market for procurement of goods or services to which the Union is party applies, the procurement procedures for contracts financed by the budget shall also be open to natural and legal persons established in a third country other than those specified in the basic instruments governing the cooperation sector concerned, under the conditions laid down in that agreement.

Part II: Rules on nationality and origin for public procurement, grants and other award procedures financed under the ACP-EC Partnership Agreement, laid down in Annex IV to the latter Agreement as revised by Decision No 1/2014 of the ACP-EU Council of Ministers of 20 June 2014 (2014/428/EU)

Participation in procedures for the award of procurement contracts or grants financed from the multi-annual financial framework of cooperation under the ACP-EC Partnership Agreement is open to all natural persons who are nationals of, or legal persons who are effectively established in:

- (a) *an ACP State* ([appendix 12](#));
- (b) *a Member State of the European Union* ([appendix 1](#));
- (c) *Beneficiaries of the Instrument for pre-accession assistance* ([appendix 2](#));
- (d) *a Member State of the European Economic Area* ([appendix 3](#));
- (e) *Overseas Countries and Territories* ([appendix 8](#));
- (f) developing countries and territories, as included in the OECD-DAC list of ODA Recipients, which are not members of the G20 group, without prejudice to the status of the *Republic of South Africa*, as governed by Protocol 3 of the partnership Agreement (appendices [4](#), [5](#), [6](#) and [7](#));
- (g) countries for which Commission has adopted a decision approving the request for *reciprocal access* to external assistance in agreement with ACP countries;

Currently there are no such countries.



- (h) a *Member State of the OECD* ([appendix 9](#)), in the case of contracts exclusively implemented in a Least Developed Country (LDC)⁷ or a Highly Indebted Poor Country (HIPC)⁸.

Part III: rules on nationality and origin for public procurement, grants and other award procedures for instruments for external action financed under the Overseas Association Decision.

From the publication of the COUNCIL DECISION 2013/755/EU of 25 November 2013 on the association of the overseas countries and territories with the European Union ('Overseas Association Decision') the following rules are applicable to calls financed under the financial assistance of the EDF:

1. Tenderers, applicants and candidates from the following countries and territories shall be eligible to funding under this Decision:
 - (a) *Member States of the European Union* ([appendix 1](#))
 - (b) *candidate countries and potential candidates* as recognised by the Union ([appendix 2](#))
 - (c) *members of the European Economic Area* ([appendix 3](#))
 - (d) *OCTs* ([appendix 8](#))
 - (e) developing countries and territories, as included in the OECD-DAC list of ODA Recipients, which are not members of the G-20 group (appendices [4](#), [5](#), [6](#) and [7](#))
 - (f) countries for which *reciprocal access* to external assistance is established by the Commission. Reciprocal access may be granted, for a limited period of at least one year, whenever a country grants eligibility on equal terms to entities from the Union and from OCTs;

Currently there are no such countries.

- (g) *Member States of the OECD* ([appendix 9](#)), in the case of contracts exclusively implemented in a Least Developed Country⁹.

⁷ See [appendix 4](#) for the full list of LDCs.

⁸ See full list of HIPCs in [footnote 4](#)

⁹ See [appendix 4](#) for the full list of LDCs.



APPENDICES

APPENDIX 1 : EU MEMBER STATES

Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom¹⁰.

APPENDIX 2 : IPA II BENEFICIARIES

Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Serbia, Turkey, Republic of North Macedonia.

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

APPENDIX 3 : EUROPEAN ECONOMIC AREA

(only non-EU MS are mentioned) Iceland, Lichtenstein, Norway.

APPENDIX 4 : LEAST DEVELOPED COUNTRIES

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, South Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia.

APPENDIX 5: OTHER LOW INCOME COUNTRIES

Democratic People's Republic of Korea, Zimbabwe.

¹⁰ The United Kingdom ceased to be an EU Member State on the 31 of January 2020. Pursuant to the Withdrawal Agreement concluded between the EU and the UK, references to the eligibility of 'Member States' for participation in programmes under the current 2014-2020 MFF and the EDFs also cover the United Kingdom (Article 127(6), Article 137 and Article 152(1) Withdrawal Agreement).



APPENDIX 6 : LOWER MIDDLE INCOME COUNTRIES AND TERRITORIES

Armenia, Bolivia, Cabo Verde, Cameroon, Congo, Côte d'Ivoire, Egypt, El Salvador, Eswatini, Georgia, Ghana, Guatemala, Honduras, India, Indonesia, Jordan, Kenya, Kosovo, Kyrgyzstan, Micronesia, Moldova, Mongolia, Morocco, Nicaragua, Nigeria, Pakistan, Papua New Guinea, Philippines, Sri Lanka, Syrian Arab Republic, Tajikistan, Tokelau, Tunisia, Ukraine, Uzbekistan, Vietnam, West Bank and Gaza Strip.

APPENDIX 7 : UPPER MIDDLE INCOME COUNTRIES AND TERRITORIES

Albania, Algeria, Antigua and Barbuda, Argentina, Azerbaijan, Belarus, Belize, Bosnia and Herzegovina, Botswana, Brazil, China (People's Republic of), Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, Equatorial Guinea, Fiji, Republic of North Macedonia, Gabon, Grenada, Guyana, Iran, Iraq, Jamaica, Kazakhstan, Lebanon, Libya, Malaysia, Maldives, Marshall Islands, Mauritius, Mexico, Montenegro, Montserrat, Namibia, Nauru, Niue, Palau, Panama, Paraguay, Peru, Saint Helena, Saint Lucia, Saint Vincent & the Grenadines, Samoa, Serbia, South-Africa, Suriname, Thailand, Tonga, Turkey, Turkmenistan, Venezuela, Wallis and Futuna.

APPENDIX 8 : OVERSEAS COUNTRIES AND TERRITORIES¹¹

Anguilla (UK), Aruba (NL), Bermuda (UK), Bonaire (NL), British Antarctic Territory (UK), British Indian Ocean Territory (UK), British Virgin Islands (UK), Cayman Islands (UK), Curaçao (NL), Falkland Islands (UK), French Polynesia (FR), French Southern and Antarctic Territories (FR), Greenland (DK), Montserrat (UK), New Caledonia and Dependencies (FR), Pitcairn (UK), Saba (NL), Saint Barthelemy (FR), Saint Helena, Ascension and Tristan da Cunha (UK), Sint Eustatius (NL), Sint Maarten (NL), South Georgia and South Sandwich Islands (UK), St. Pierre and Miquelon (FR), Turks and Caicos (UK), Wallis and Futuna Islands (FR).

APPENDIX 9 : OECD MEMBER STATES

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Australia, Canada, Chile, Iceland, Israel, Japan, Korea, Mexico, New Zealand, Norway, Switzerland, Turkey, United States of America.

¹¹ OCTs listed in Annex II to the TFEU having special relations with the United Kingdom are covered by the scope of the EU-UK Withdrawal Agreement. Therefore, pursuant to the EU-UK Withdrawal Agreement, Union law as referred to in Articles 137 WA therefore includes the rules on financing of OCTs and eligibility under the current 2014-2020 MFF and the EDFs (Article 3(1)(e), Article 127(6), Article 137 and Article 152(1),(3) Withdrawal Agreement).



APPENDIX 10 : G20 MEMBER DEVELOPING COUNTRIES

Argentina, Brazil, China, India, Indonesia, Mexico, South-Africa, Turkey.

APPENDIX 11 : ENI PARTNER COUNTRIES AND TERRITORIES

Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Republic of Moldova, Morocco, occupied Palestinian territory (oPt), Syria, Tunisia, Ukraine.

APPENDIX 12 : ACP COUNTRIES*

Africa:

South Africa**, Angola, Benin, Botswana, Burkina Faso, Burundi, Central African Republic, Cameroon, Cabo Verde, Chad, Comoros Islands, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mauritania, Mozambique, Namibia, Niger, Nigeria, Uganda, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, , Tanzania, Togo, Zambia and Zimbabwe.

Caribbean:

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Surinam, Trinidad and Tobago.

Pacific:

Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

** While natural and legal persons established in South Africa are eligible to participate in procedures financed by the 10th/ 11th EDF, South Africa cannot be a beneficiary of contracts financed by the 10th/11th EDF.

* Cotonou Partnership Agreement of 23 June 2000 (as amended by the provisional application of Decision No 1/2000 of the ACP-EC Council of Ministers of 27 July 2000, Decision No 1/2000 of the ACP-EC customs cooperation committee of 18 October 2000, Decision No 1/2001 of the ACP-EC customs cooperation committee of



20 April 2001, Decision No 2/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 3/2001 of the ACP-EC customs cooperation committee of 10 May 2001, Decision No 4/2001 of the ACP-EC customs cooperation committee of 27 June 2001, Decision No 5/2001 of the ACP-EC customs cooperation committee of 7 December 2001, Decision No 2/2002 of the ACP-EC customs cooperation committee of 28 October 2002, Decision No 1/2003 of the ACP-EC Council of Ministers of 16 May 2003, Council Decision (EC) of 19 December 2002, Decision No 1/2004 of the ACP-EC Council of Ministers of 6 May 2004, Decision No 2/2004 of the ACP-EC customs cooperation committee of 30 June 2004 and Decision No 4/2005 of the ACP-EC customs cooperation committee of 13 April 2005).



Appendix 2

TERMS OF REFERENCE CONFERENCE COORDINATOR– 12th CDM CONFERENCE

1.0 Background and Justification

The Caribbean Conference on Comprehensive Disaster Management (CDM) is the region's premier event on disaster risk management. The CDM Conference is organized by the Coordinating Unit of the Caribbean Disaster Emergency Management Agency (CDEMA) in association with its partners. Since the hosting of the first Conference in 2006, the event has established a reputation as the Caribbean region's largest gathering of professionals and academics in the field of disaster management. It has also attracted a following of professionals from sectoral and thematic fields who have specific responsibilities or interests in climate change adaptation and disaster risk reduction.

Comprehensive Disaster Management (CDM) is the Caribbean brand of Disaster Risk Management. Promoted and being advanced throughout the region, CDM contributes to the Sendai Framework for Disaster Risk Reduction 2015-2030, a blueprint for global actions in Disaster Risk Reduction. The Conference is the regional platform for dialogue on progress and challenges, good practice, sharing ongoing research and strategic actions for charting the way forward for the advancement of CDM in the Caribbean.

The CDM Conference has traditionally been a five-day event and was initially hosted annually. It was first held in Barbados in the years 2006 to 2008; in Jamaica from 2009 to 2010; in Trinidad & Tobago in 2011 and again in Jamaica in 2012 and 2013. In 2013 it was agreed with stakeholders that the CDM conference would be a biennial event that will promote reporting on results on CDM implementation at the national, regional and sectoral levels. Each conference was convened in collaboration with the National Disaster Office (NDO) of the named host country. The Conference has, over the years, showcased best practices emerging from CDEMA's Participating States (PS). The conference has also provided professional development for DRM Practitioners, Planners, Environmental Scientist, among others, within CDEMA Participating States and beyond; engaged niche groups/sectors in the DRM dialogue e.g. physical planners, meteorological services, the political directorate and Ministries of Finance; and also facilitated inter-stakeholder exchanges/networking and "birthed" new policy ideas.



The Conference has had buy-in from various partners and donor agencies over the years and it is anticipated that, in addition to its existing partners, new cohorts will be invited to join in contributing to the staging of this annual event.

The Conference is organized internally at the CDEMA CU by a Strategic Planning Committee, chaired by the Executive Director or the Planning and Business Development Manager and is implemented along three areas – (i) logistics, (ii) conference programme development and (iii) conference events. There is also a Conference Programme Committee which has the responsibility of facilitating the development of the CDM conference programme and supporting its delivery. Membership of the Conference Programme Committee includes internal CDEMA CU staff, a CDEMA Participating State Representative, a disaster risk management practitioner, and nominees from the CDM CHC. Other partners and agencies can be co-opted as necessary.

2.0 PURPOSE

In light of the COVID-19 Pandemic, the delivery of the 12th CDM Conference will be held as a hybrid event for the first time during the period December 5-9, 2022

The Conference Coordinator will be expected to support the Conference Planning Teams in facilitating the planning, coordination, management and delivery of the Conference in this new format. In that regard, the reliable flow of information amongst the CDEMA CU and all stakeholders is critical. The Conference Coordinator will ensure smooth execution of all the logistics for the event which include but are not limited to: live streaming of the different sessions, technical support for attendees and virtual delegates, speaker management and any pre-recorded content creation.

3.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Planning and Business Development Manager. The Conference Coordinator will also be expected to liaise closely with the internal CDEMA CDM Conference Coordinator, Chair of the Conference Programming Committee, Communications and Public Relations Specialist, the Conference Chair, the virtual platform provider, other members of the Planning Team and other relevant stakeholders.

4.0 SCOPE OF WORKS

The Conference Coordinator will be required to:



4.1 **Conference Planning Activities**

- 4.1.1 Attend meetings of the CDM Conference 2022 Sub Committees, prepare accurate summary of discussions with key action points as well as circulate documents as required
- 4.1.2 Support the Planning and Business Development Manager in the preparation of progress reports for the CDM Conference Strategic Planning Committees
- 4.1.3 Support the Conference Programming Committee in the design of the conference sessions for online/hybrid delivery
- 4.1.4 Update the draft Conference concept and plan, including the schedule and resource requirements informed by the indicated Conference dates and theme
- 4.1.5 Provide technical inputs to the agenda and methodology ensuring that the expected outcomes will be achieved.
- 4.1.6 Serve as Session Lead for selected Technical and Special Session
- 4.1.7 Serve as Session Support for selected Technical and Special Sessions
- 4.1.8 Support the event preparations, including developing and disseminating conference correspondence to sponsors, delegates, speakers and presenters and undertake follow up as required.
- 4.1.9 Coordinate with the relevant team members for the timely availability and dissemination of conference materials and documents online as required
- 4.1.10 Support the process for management of abstracts from submission through to programme development
- 4.1.11 Provide guidance on conference website design and content management
- 4.1.12 Support the development of the conference content calendar and posting of content
- 4.1.13 Work with relevant team members to ensure that event content and session links are uploaded on the virtual event platform.
- 4.1.14 Prepare relevant budgets for the Conference.
- 4.1.15 Liaise with the Communication and Public Relations Specialist, CDEMA CU to ensure all branding requirements are met and provide counsel on the social media content and strategy.
- 4.1.16 Issue invitations with the approved programme details to all confirmed participants, including event moderators/facilitators, speakers and panel members, and follow up on invitations with reminders and manage any enquiries
- 4.1.17 Ensure that all resource persons who will serve as the keynote speakers, panel members and facilitators/moderators have all the relevant information and are technically well equipped for their roles.



- 4.1.18 Liaise with ICTD to conduct a pre-test session with to assess whether the platform meets the conference needs
- 4.1.19 Liaise with the virtual platform provider to arrange for recording presentations remotely prior to the event and be prepared to play the recording if a presenter is unable to present live on the day of the conference
- 4.1.20 Liaise with the virtual platform provider to ensure that all final recordings are shared digitally.
- 4.1.21 Design and administer the Conference Evaluation.

4.2 OUTPUTS/DELIVERABLES

The Conference Coordinator will be required to provide support to the PDDM as detailed below to ensure the smooth hosting of the Conference. The Conference Coordinator will be required to participate in weekly meetings with the PDBM and to submit written fortnightly progress reports.

4.2.1 Before Conference Activities

- 4.2.1.1 Attend the Strategic and Programming planning sessions for the CDM Conference.
- 4.2.1.2 Update the draft Conference concept and plan, including the schedule and resource requirements informed by the indicated Conference dates and theme.
- 4.2.1.3 Provide technical and administrative backstopping to development of the concepts for the Conference sessions of the event, as agreed by the planning committee.
- 4.2.1.4 Liaise with all speakers, presenters, panel members, moderators/facilitators to ensure that they are available either in person or with a reliable internet connection in an appropriate location and are well briefed on how to use the platform or tools.

4.2.2 During Conference Activities

- 4.2.2.1 Oversee the livestream of the virtual conference in collaboration with the ICTD and the virtual platform provider
- 4.2.2.2 Support all virtual conference participants in case they have difficulties joining any of the sessions
- 4.2.2.3 Monitor actual participation during all sessions of the virtual conference



4.2.2.4 Participate in any daily briefings during the Conference and discuss any lessons learned/challenges with the Planning committee.

4.2.3 After the Conference

4.2.3.1 Send out thank you and appreciation messages to all participants and sponsors

4.2.3.2 Collate the data from the 2022 Conference evaluation forms as an input to inform the evaluation process

4.2.3.3 Attend debriefing meetings as required

4.2.3.4 Prepare a post-event report to include *inter alia*, number and type of participants, what worked well and what did not, a summary of the feedback received from participants, outputs from the conference and recommendations for future events.

5.0 CONDITIONS

5.1 Institutional support will be provided through documented rules and regulations, general policy guidelines and through access to available relevant information resources and facilities as required

6.0 Duration: Seven (7) months (To be agreed during negotiations)

7.0 Qualifications and Experience

7.1 A Bachelor's Degree in Communications, Public Relations, Marketing, Events Management or any related field.

7.2 At least 3 years' experience in event planning and management

7.3 Experience in organising and coordinating fully virtual events with an international audience

7.4 Proven experience in organising, coordinating and managing corporate seminars, summits and fora.

7.5 Demonstrated evidence of undertaking consultations and engagement with stakeholders to understand needs and priorities



8.0 Knowledge & Skills

- 8.1** Functional knowledge and professional experience in the field of disaster risk reduction, climate change, and/or sustainable development will be an asset
- 8.2** Proficient in Microsoft Office Suite (Outlook, Word, PowerPoint and Excel) and virtual conferencing platforms (e.g.Zoom/ MS Teams)
- 8.3** Ability to prepare budgets
- 8.4** Excellent communication and interpersonal skills
- 8.5** Strong skills in writing communications content for large events and international conferences.
- 8.6** Excellent problem-solving skills
- 8.7** Excellent coordination skills
- 8.8** Strong report writing skills
- 8.9** Excellent organization, time management and prioritization skills and a strong drive for results and conflict resolution
- 8.10** Demonstrated ability to work well both independently and within a multicultural team.
- 8.11** Exceptional attention to detail and follow through