TERMS OF REFERENCE

Activity 1.3.a.2


Nơi làm việc: Ha Noi

Requirement: Event Organizer / Company

Project Code and Title: United Nations Development Program / Ministry of Planning and Investment-Project on Capacity Building and Institutional Improvement for Green Growth and Sustainable Development in Vietnam (CIGG) Code: 00092226

Report to: Report to Sustainable Development Office, Project Director, UNDP

I. BACKGROUND

At the UN Summit on 25-27 September 2015, the UN's Sustainable Development Agenda (MDGs) 2030 was adopted. At this conference, President Truong Tan Sang affirmed Vietnam's support and commitment to mobilize all necessary resources, engaging all ministries, sectors, localities, organizations, communities and people to successfully implement the 2030 Agenda and all sustainable development goals. The Agenda 2030 sets out the vision for the next 15-year development period with 17 SDGs and 169 targets, implementation modalities, global partnerships and followed up actions
In Vietnam, the Government has recently approved the Action Plan for the implementation of the 2030 Agenda, along with a number of relevant policies and strategies, the Action Plan has become a measure for Vietnam to achieve its commitments and objectives.

The synergy of the entire people is essential to achieve the sustainable development goals in particular and the Agenda 2030 in general. Communication activities with diversified, appropriate and effective ways is essential to enhance awareness, knowledge sharing, engagement, and increase the participation of all communities, and all levels of government, departments, sectors and unions in particular.

At the Ministry of Planning and Investment, Vietnam National Agenda 21 Office (VA21), located at Department of Science, Education, Natural Resources and Environment / Ministry of Planning and Investment (DESENRE / MPI), is the focal point for the implementation of the 2030 Agenda in Vietnam. In 2016, the United Nations Development Program (UNDP) approved the "Capacity Building Support and Institutional Innovation for Growth Green and Sustainable Development in Vietnam (CIGG) 2015 - 2018 " to provide technical assistance to VA21 to implement the 2030 Agenda.

This Terms of Reference describes a part of the UNDP technical assistance to recruit an Event Organizer / Event Supporting Agency to carry out the task of: Communication on Sustainable Development Goals and Action Plan for Implementation of Vietnam Agenda 2030.

II. OBJECTIVE AND REQUIREMENTS

1. Objective: The event organizer/company organizes a communication contest on sustainable development goals and action plan to implement Vietnam Agenda 2030 and support Sustainable Development Office. to promote Vietnam's Agenda 2030.

2. Specific requirements:
2.1. The contest is organized according to the scenario / plan approved by the Organizing Board, meeting the objectives.

2.2. The event organizer/company provides the service should perform the following activities:

a. Announcing the contest on the mass media, the media of the project ... to attract the participation of people and send the message directly to the potential agencies. The contents of the announcement must be approved by the Organizing Board;

b. Organized for 2 judging rounds: Round 01 preliminary (02 days). Round 02 of the final (01 day), including meeting room, invitation letter, water, stationery, fees for 05- 07 judges.

c. Organize announcement and awards ceremony: duration within three hours, weekend evenings. Number of participants: about 80 people. Event organizer/Company should:

- Send the invitations to the selected agencies and participants as provided by the Organizing Board;

- Announcing the results of the contest on the mass media; Information about award ceremonies and awards.

- Providing services to organize the announcement and award ceremony according to the program approved by the Organizing Board: Meeting room /hall, sound, light, banner, MC, flower, rewards according to the plan of organizing the contest. The prize-giving staff, a number of entertainment and musical performances at the award ceremony, the projector - widescreen to show the prize ....);

- Report and collect the articles, news about the awards ceremony.

III. OUTPUT

Communication Contest on Sustainable Development Goals and Action Plan for Implementation of Vietnam Agenda 2030 is being held according to approved plan.
IV. FUND

The total funding is $5000 and funded by the "Capacity Building and Institutional Innovation for Green Growth and Sustainable Development in Vietnam (CIGG) 2015-2015" project.

V. LOCATION

Ha Noi

VI. COORDINATING AGENCY

Sustainable Development Office - Department of Science, Education, Natural Resources and Environment - Ministry of Planning and Investment

VII. TIME

November 2017 – January 2018

VIII. REQUIREMENTS

1. Companies / units operating lawfully in Vietnam;

2. The even organizer/ company with at least 5 years of experience in the field of organizing communication event, especially creative contests (in the field of communication is an advantage).

3. The even organizer/ company has knowledge and experience in the field of communication or in the organization of events related to Millennium Development Goals, Agenda 21, and in particular related to 2030 agenda, sustainable development is an advantage.

4. Experience in working with Vietnamese agencies and media on socio-economic development issues.

5. Have a professional staff of communication and support, as well as a good quality monitoring / control system