

**REGIONAL  
GENDER AND DIVERSITY DIVISION, SOCIAL SECTOR (SCL/GDI)  
ECONOMIC EMPOWERMENT OF WOMEN CONFERENCE  
EVENT COORDINATOR  
RG-T2657**

**TERMS OF REFERENCE**

**Background**

The MDB Working Group on Gender (MDB WGG) was set up in 2001 with the aim of strengthening information-sharing and collaboration on gender equality in operations among multilateral development banks (MDBs). MDB Working Group members include the Asian Development Bank (ADB), the African Development Bank (AfDB), the Inter-American Development Bank (IDB), the European Bank for Reconstruction and Development (EBRD) and the World Bank (WB). The Islamic Development Bank (IsDB) has attended as an observer since 2011, and the Caribbean Development Bank (CAB) and the European Investment Bank (EIB) have also joined as observers in 2013.

As part of their exchange and dissemination of knowledge commitments, every two years the WGG organizes inter-regional conferences to facilitate the dialogue and exchange of best practices. Following this practice, it is the turn of the IDB to organize and host the sixth conference on the Economic Empowerment of Women. It is expected that the IDB will host a two-day conference at its Washington, D.C., headquarters in the second trimester of 2016.

The conference will promote the exchange of knowledge, innovations and best practices on the economic empowerment of women among experts from development institutions, government officials and private sector representatives from Latin America and the Caribbean and other world regions.

Participants and panelists will include representatives from each of the MDBs, UN Agencies operating in the area, regional NGOs, government and private sector representatives and other development partners.

The Gender and Diversity Division at the IDB will have the responsibility to organize the conference; however, an advisory committee integrated by representatives from the MDB WWG will be involved in the development of the technical content of the conference.

**Objectives**

The main objective of the consultancy is to oversee planning, production, management and evaluation of the sixth MDB Working Group on Gender conference on the Economic Empowerment of Women in Washington DC.

**Activities and Deliverables**

The Event Coordinator will plan, coordinate and implement all activities and events leading to the international conference, including but not limited to the following functions:

- a. Content and Format
  - Contribute to the identification of innovative projects, good practices and evaluations from the region in the different topic areas defined in the conference agenda.
  - Plan effective learning strategies for the format of the conference, beyond the traditional lecture format, integrating member interaction, hands-on experiences and peer-to-peer sharing.
- b. Participants
  - Process invitation letters to panelists and participants.
  - Centralize and manage participant registration pre-event and on-site at the conference.
  - Maintain a list of inbound and outbound flights for all participants and provide support in their travel arrangements.
  - Assist participants with information related to visa application, if necessary.
  - Manage hotel reservations for participants.
  - Establish a secretariat on site of the event to provide conference services to participants.
  - Distribute documents, publications and other materials of the event.
- c. Budget
  - Create and maintain an expense budget of the event.
  - Work cross-divisionally within the IDB to carry out the procurement and purchasing of goods and services related to the conference according to IDB policies.
- d. Conference venue
  - Search prospective event venues among IDB facilities, hotels and conference venue. If needed, inspect event facilities to confirm that they meet the event objectives and IDB requirements.
  - Identify and confirm the local provider for technical equipment, informatics and technical support services.
  - Coordinate transportation to and from the hotel for participants, speakers and organizers of the event.
  - Coordinate provision of equipment and technological requirements with local providers and venues (computers, sound equipment, software, communication services, translation services, etc).
- e. Security
  - Manage security measures required by the profile of the guests at the event (high government officials, ministers, and CEOs).
- f. Meetings and Workshop
  - Coordinate all logistics on the day it pertains to the conference.
  - Coordinate event space design and set-up as well as audio-visual, interpretation, translation, and other special needs requirements.
  - Coordinate catering services (lunch and coffee breaks) and ensure full service is timely provided at the event.
- g. Speakers
  - Coordinate the agenda with steering committee.
  - Ensure proper implementation of the agenda, taking into account efficient use of time and last minute adjustments.

- Track confirmation status of speakers. The coordinator will receive the details from the sponsor agencies that have been making arrangements with speakers.
  - Ensure that each session of the agenda has the equipment, materials and proper setting required.
  - Coordinate and guide speakers before and after presentations; with tasks such as uploading, printing and distribution of presentations; seating and protocol.
- h. Steering Committee
- Participate in all meetings and conference calls, providing relevant inputs for decision making.
  - Provide expert advice to identify suppliers and solve logistical problems on site at the conference.
  - Support negotiations with hotel, venues and other service providers.
  - Provide information and support for the website of the event.
- i. Materials
- Coordinate with the SCL/GDI communication team the branding and logo for materials of the event.
  - Coordinate quotes and production of materials for the conference, with local suppliers; banners, posters, badges, flags, office supplies, promotional items, etc.
  - Coordinate production of printed materials for the conference, such as the agenda, presentations, documents, logistical information, etc.
  - Support SCL/GDI communication team with conference related activities, such as event invitation and conference website.
  - Work on additional tasks assigned by the supervisor as required.

### **Schedule of Payment**

Payments for this consultancy will be carried out as follows:

- 20% at the signing of the contract.
- 30% a week before the event.
- 50% at the satisfactory completion of the event.

### **Qualifications**

- Academic Degree /Level & Years of Professional Work Experience: Bachelor's degree in Hospitality Management, Event Management, Business Administration or related fields. Certified Meeting Professional (CMP) designation is a plus. Two or more years of experience in event management, meetings and conference services or related fields.
- Languages: Working knowledge of English and Spanish.
- Areas of Expertise/Skills:
  - Advanced level of proficiency in the use of Microsoft Excel, Word and Power Point.
  - Strong budgeting skills.
  - Ability to work in a fast-paced team environment.
  - Strong interpersonal skills.
  - Strong organizational skills.

- Exercise good sound judgment and discretion when handling confidential and sensitive information.
- Exercise good decision-making and analytical skills.
- Flexibility with work schedule.

**Characteristics of the Consultancy**

- Consultancy category and modality: Products and External Services Contractual, Lump Sum.
- Contract duration: 6 months.
- Place(s) of work: Washington, DC Headquarters.
- Division Leader or Coordinator: Claudia Piras, Lead Economist Specialist, Gender and Diversity Division (SCL/GDI), IDB.

**Payment and Conditions:** Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

**Consanguinity:** Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuales, will not be eligible to provide services for the Bank.

**Diversity:** The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.