

## Expression of Interest

### Event management services for the celebration of Habitat for Humanity Nepal's 25-Year Silver Jubilee

<b>Type of Service</b>	Professional Service (Company or Individual)
<b>Habitat for Humanity International Country and Location</b>	Sanepa, Lalitpur, NEPAL
<b>Assignment duration</b>	October & November with gala dinner to be held on the 2 <sup>nd</sup> December 2022

#### A. PROJECT BACKGROUND

Habitat for Humanity International Nepal is an international non-profit organization that builds decent and affordable housing in partnership with families in need. The organization focuses on shelter, partners with families to build decent houses, advocates for land and housing rights, and works with financial institutions for inclusive financial literacy and loan products for the poor while promoting strength, stability, and self-reliance through shelter. October 2022 marks Habitat for Humanity's 25 years in Nepal.

This Expression of Interest has been developed to contract a firm or individual to assist Habitat Nepal in organizing its 25 years Silver Jubilee event, a gala dinner in Kathmandu, It is intended that the event will raise Habitat Nepal's profile with the Government of Nepal, Partners, and in-country donors, hosting dignitaries such as Ministers, Ambassadors, and Heads of Missions; as well as a celebratory event announcing Habitat's winners for a student design competition.

Habitat Nepal requests an expression of interest from firms or individuals that can provide event management coordination.

#### B. OBJECTIVES

The objectives of the engagement/assignment are as follows:

1. Provide options for Habitat Nepal's working committee to decide on decorations, layout, schedule, and entertainment.
2. Provide logistical support and coordination services on the night of the gala dinner to ensure a quality, seamless, and enjoyable event, and trouble-shoot any problems that may arise on the night.

Gala Dinner details:

Participants: approx. 110 guests, including dignitaries, Ambassadors and Ministers, Nepali company representatives, Habitat staff and INGO/NGO partners

Dress: Formal, black and white attire  
Habitat theme: #creatinghomestogether

## **C. SCOPE OF WORKS**

### **Pre-event**

- Meet and collaborate with Habitat Nepal's 25-year celebration working committee for coordination of activities and deliverables.
- Liaise with venue operators, food and beverage providers, entertainment providers, printers, sound system, decorations, and flower vendors for product and service details.
- Present options to the working committee for decisions and bookings.
- Dispatch of invitation cards, guests' confirmation.
- Present all schedule and plans to the working committee.
- Lead communications and regular follow-up throughout the planning and logistical arrangements for the event.
- Confirm all bookings, preparations, communications, and delivery of items for the event.
- Ensure set-up of venue is as indicated on respective plans.

### **On the night of the gala dinner**

- Be present throughout the day and night of the gala dinner (intended to be 2<sup>nd</sup> December) to oversee the smooth running of the evening, keeping the proceedings of the night to the schedule of activities.
- Organize, brief, and instruct ushers and support crew throughout the evening.

## **D. DELIVERABLES/SPECIFIC OUTPUTS EXPECTED**

The event manager will be required to present:

1. Venue details: table layout or any security or evacuation plans
2. Seating plan
3. Invitation card printed (hand delivered)
4. Recommendation for Master of Ceremony including briefing to the MC
5. Table and Dining hall decoration plan.
6. Human resource plan for the night including ushers, photographer, and registration panel
7. Sound system including order and payment
8. Entertainment options, (min 3 options)
9. Gala Dinner: Schedule of Activities

## **E. SPECIFIC INPUTS FROM HABITAT NEPAL**

Habitat Nepal will provide the following support:

- Selected venue and menu
- Event budget
- Visibility banners and materials for display, including any digital collateral
- Invitation list
- Design of invitation card for printing
- Ushers and support crew on the evening of the event
- Booking and payment of venue and vendors
- Habitat Nepal staff for selection and decision-making throughout the pre-event period
- Any other duties as assigned by Habitat for Humanity Nepal

**F. ETHICAL PROTOCOLS:** This event must consider the safety of participants. Please note, at a minimum, the proposed approach should comply with international good practice with regards to workshop/training ethics and protocols, particularly with regards to safeguarding of vulnerable groups.

Throughout the assignment engagement, the consultants are expected to adhere to HFHN Code of Conduct including the Safeguarding Policy, ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved.

## **G. QUERIES ON EOI**

In case of any confusion or clarification in this EOI, the firm or individual to send questions to [info@habitatnepal.org](mailto:info@habitatnepal.org)

## H. BUDGET PROPOSAL

The Event Manager should quote their daily rate and indicate the number of days required to fulfil the scope of works in the table below:

S.N.	Particular	Cost/unit	Qty	Day	Total	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
12						
<b>14</b>	<b>Total cost of event management services</b>					

## I. QUALIFICATION AND EXPERIENCES REQUIRED

Habitat Nepal wishes to have the following profiles:

- Have experience in organized similar sized events.
- Recommendations from previous clients.

## J. DOCUMENTS REQUIRED

If a firm:

- A copy of registration certificate
- A copy of tax clearance certificate of most recent fiscal year, 2077/2078
- A copy of organization profile
- A copy of PAN/VAT number
- Profile/CV of Executives involved in this assignment

If an individual:

- A copy of passport and Nepali citizenship
- A copy of PAN/VAT number
- Profile/CV of individual involved in this assignment

#### **K. TO APPLY**

Interested national firms, or individuals should submit their proposal and budget including testimonials/certificates to [procurement@habitatnepal.org](mailto:procurement@habitatnepal.org). In the application email subject please write “**Event Management for 25 Year Celebration.**”

Or Hardcopy EOI in closed/sealed envelope can be submitted to Habitat Nepal office in Sanepa2, Lalitpur.

Application deadline- 15 Sept 2022

Human Resources Department, Habitat for Humanity International Nepal

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. Habitat for Humanity International Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantaged communities, and local candidates are encouraged to apply. Only shortlisted candidates will be contacted for further steps in recruitment. Habitat for Humanity International Nepal reserves the right to accept or reject any applications without assigning any reasons.

Follow us to learn more about our work - [www.facebook.com/habitatnepal](https://www.facebook.com/habitatnepal)

Habitat for Humanity International Nepal reserves the right to make the final selection decision.