



## CONSULTANCY FOR THE ORGANISATION OF AN EVENT IN BEIRUT

### Terms of references

**Name of the organization:** Première Urgence – Aide Médicale Internationale

**Title of consultancy:** Organizing an internal capacity building training in Beirut and a conference with external speakers

**Duty Station:** Beirut

**Duration:** 4-5-6 December 2014

### Context of the intervention

#### PU-AMI presentation:

Première Urgence – Aide Médicale Internationale (PU-AMI) is a French non-governmental, not-for-profit organization working in the field of international solidarity. PU-AMI's mandate is to answer the fundamental needs of the population affected by conflicts, natural disasters or economic crisis: food, water, health, home and livelihood. PU-AMI's strategy is to develop an integrated approach of crisis management based on our technical, medical and non-medical expertise. PU-AMI's activities span from emergency to post crisis / development support and our programs are designed and developed in strong partnership with national / regional authorities, communities and the civil society. PU-AMI is currently working in 20 countries throughout the world. (*To get more information, please refer to <http://www.pu-ami.org/>*).

PU-AMI has been active since 1996 in Lebanon. Following the major crises that have affected Lebanon (the Israeli military operation "Grapes of Wrath" in 1996, the July 2006 war and the crisis in the Palestinian camp of Nahr El Bared in 2007, and now the Syrian crisis), PU-AMI has adapted its humanitarian activities to the ever-changing context of the country.

PU-AMI has organized different types of humanitarian emergency interventions related to food security, health, WASH, shelter, infrastructure and NFI's.

Currently, PU-AMI is implementing emergency humanitarian activities in order to support the Syrian crisis affected populations (Syrian refugees, Palestinian refugees from Syria, Lebanese host communities) in Akkar, Mount Lebanon and Sour districts. These activities are distributed among 2 main programs:

1. Addressing humanitarian needs of Syrians refugees and Palestinian Refugees from Syria:

- Food security: conditional and unconditional cash assistance;
- Shelter: shelter rehabilitation (individual or collective), housing assistance (cash for rent), distribution of sealing off kits for informal settlements;
- WatSan: distribution of water filters, aqua tabs, jerry cans, construction of water tanks, emergency sanitation support services, building or rehabilitation of latrines;
- Health: support to primary health centers, public health promotion, community-based surveillance system to prevent communicable disease outbreaks
- Community outreach: Collective Site Management & Coordination, Community-based Protection activities, informal education

2. Supporting resilience/stabilization capacities of the Lebanese host communities

- Infrastructure: rehabilitation of public schools, construction of water network supply system for villages
- Community Outreach: school & community based psychosocial support.

## Specific context of this workshop:

The Syrian crisis has had a significant impact on the structure of PU-AMI in Lebanon: from 2012 to 2014, the number of projects and field bases increased considerably, which lead to a dramatic increase in human resources (from around 20 to more than 200 employees); high turnover in staff; and major changes in the organization (creation of a new department, merger of departments, change in leadership...).

In particular, the PU-AMI mission in Lebanon made the strategic decision to split the Program department into two separately functioning but interlinked entities: the Department of Program Quality and Development and the Department of Program Implementation. This departmental separation enables project implementation teams to concentrate on the timely and successful implementation of their projects, whereas the Department of Program Quality and Development was created in order to enhance cross-cutting programmatic information management, sound design of and overseeing assessment, monitoring and evaluation, and to ensure that information collected is reflected upon and used to improve ongoing projects and to introduce innovative and new ideas into project building, development and management.

2014-2015 are years of stabilization of the mission, with objectives including retaining staff, increasing the capacity of key employees, and increasing the overall innovation of the PU-AMI mission in Lebanon.

## Objectives & Main activities of the consultancy

Objective of the consultancy: To create new bridges and partnerships among the different stakeholders, spread new ideas and solutions across sectors, be an engine and a catalyst for social change in the region, and as a result, reposition PU-AMI as an innovation stakeholder within the humanitarian scene

### Scope of the consultancy:

To achieve this objective, the consultant will be asked to prepare, organize and moderate an event for the PU-AMI mission in Lebanon. The event will be comprised of one or several of the following modules:

- 1) A 1-day internal training exercise for 10-15 participants from PU-AMI dedicated to storytelling: the moderator will train PU-AMI members on storytelling techniques and TEDx talk preparation process to develop their communication abilities and interpersonal skills and to strengthen interpersonal links between team members.
- 2) A 1-day internal training exercise for 20-30 participants from PU-AMI dedicated to innovation: through inspiring talks and videos, the moderator of the event will spark new conversations among PU-AMI members.
- 3) A 1-day conference for an estimated 60 people (30-40 from PU-AMI and 20-30 external partners) during which internal and external speakers will be invited to share their talks with the audience.
- 4) Recording in photos and videos of the event. Edition of several 5-10 mn videos to illustrate the workshop
- 5) Creation of a website hosting the event details including the photos/videos
- 6) Catering for the participants of the external conference
- 7) A location for the external conference capable of hosting the event and a photo exhibition (20-30 photos in formats A2 to A0)
- 8) Translation services from English to Arabic and from Arabic to English

### Timeframe:

The external event (the conference) should take place on December 6<sup>th</sup>. The 2 internal 1-day training exercises should take place in the days prior to the conference (December 4<sup>th</sup> and 5<sup>th</sup>).

## Requirements and Application

This Request for Proposal is open to all national and international consultants, team of consultants, or legally constituted institutions that can provide the requested service. In this regard, the request for proposal is open for all qualified consultants/ institutions that have the following minimum qualifications:

### Knowledge and Experiences

- ▶ Experience in the humanitarian field
- ▶ Experience in the field of social innovation
- ▶ Extensive proven experience in organizing conferences and events
- ▶ Proven experience in the coaching of speakers
- ▶ Proven knowledge in storytelling methodologies

- ▶ Events management and design
- ▶ Networking. The ideal candidate should come with his/her connections and contacts
- ▶ A previous experience in Tedx events would be an asset

#### **Language Requirements**

- ▶ English is compulsory
- ▶ Arabic would be an asset

#### **Required Personal Characteristics**

- ▶ Adaptability.
- ▶ Organization, rigor and respect of deadlines.
- ▶ Great ability to listen and to negotiate.
- ▶ Good people person and good communication skills.
- ▶ Ability to remain calm and level-headed.
- ▶ General ability to resist stress, particularly in a changing environment.

#### **Preparation & submission of application**

A **proposal** including:

- a drafted **schedule for each of the 3 days**

- an **action plan and time frame for each phase**

- a **detailed budget** (detailing all the necessary costs/resources related to the consultancy with narrative explanations per budget line, including all the modules the consultant can offer)

**CV of the consultant** and eventually all team members who will directly or indirectly contribute to the consultancy

**At least one summary paper** of similar assignments with complete recommendations/references from former organizations

**Deadline for submission:** Documents to be submitted **by e-mail and by mail until 26/10/14, 04:00 pm.**

*Applications submitted after the above stated deadline for submission, for whatever reason or cause, shall be considered defaulting and shall be returned to the Bidding Organization unopened.*

#### **Submission of applications**

A scan of signed documents must be submitted to the following email: lib.kcbcp@pu-ami.org - Reference: LIB/WSHOP 201412 (*each applicant will receive an email to acknowledge receipt of the application*)

**Only applications with including the full list of requested documents will be considered.**