

REQUEST FOR EXPRESSION OF INTEREST: CLST-IL-00040
FOR THE PROVISION OF EVENT PLANNER (NOUDAWER FORUM)
CLOSING DATE 08/11/2024

Subject: REQUEST FOR EXPRESSION OF INTEREST
Reference: CLST-IL-00040
Posted Date: 29/10/2024
Deadline: 08/11/2024

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness, and financial literacy.

ABOUT CATALYST

Catalyzing Youth Shaping Transformation is a dynamic program designed to ignite positive change among North Lebanon's youth, with a specific focus on gender dynamics and community building in sustainability. Catalyst is part of the PCL project that is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). PCL is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in partnership with the Ministry of Social Affairs and in cooperation with INJAZ Lebanon and the municipalities of Al Minaa, Bourj El Yahudiyeh, Deir Ammar, Kfarhelda, Mishmish, and Tripoli.

Introduction

INJAZ Lebanon is seeking a professional and experienced event planner to manage and coordinate the upcoming Noudawer Forum, scheduled to take place on January 18, 2025, or on January 23, 2025 from 10:00-3:30 at Safadi Foundation in Tripoli. The event is a major milestone in our CATALYST project, and we require an event planner who can handle all logistical aspects, ensuring the forum's success.

While the venue has already been selected, the selected event planner will be responsible for covering the venue payment and managing all event logistics. This includes coordination with vendors, arranging audiovisual equipment, catering, registration management, and on-site support during the event.

Scope of Work

The selected event planner will be responsible for the following tasks related to the Noudawer Forum:

- 1- Venue Coordination and Design

- Manage the coordination and design of the selected indoor venue for approximately 400 attendees.
- Exhibition space: ample space for up to 25 booths, workshops and games.
- Oversee the layout and arrangement of tables and chairs to facilitate comfortable seating and engagement.
- Handle all payments related to the venue and ensure compliance with venue policies.

2- Audio-Visual and Lighting Setup

- Coordinate the setup of audio-visual equipment, including microphones, projectors, and screens.
- Ensure appropriate lighting for the event, enhancing the atmosphere and visibility of speakers.

3- Catering Services

- Organize catering services for a coffee break and lunch, adhering to a plastic-free policy by avoiding the use of plastics or cartons during the event.

4- Design and set up a stage area with a rostrum (or podium) where speakers can present.

- Provide necessary equipment for speakers, such as microphones and stands for notes.

5- Event Branding and Print Materials

- Handle all aspects of event branding, including signage, banners, and promotional materials.
- Manage the printing of materials needed for the event, ensuring high-quality design and execution.

6- On-Site Support and Management

- Provide on-site support during the event, ensuring all logistical elements run smoothly.
- Address any issues that arise during the event promptly and effectively, maintaining a positive experience for attendees.

Deliverables

The selected event planner will be responsible for providing the following deliverables:

1- Comprehensive Event Plan

- A detailed event plan outlining timelines, logistics, and key milestones leading up to the event date.

2- Venue Layout Design

- A layout design for the venue, including seating arrangements for approximately 400 attendees, stage setup, and flow movement.

3- Event Branding and Signage

- All printed materials, including event signage, banners, brochures, and any other promotional materials related to the event branding.
- 4- Catering Menu and Coordination**
- A proposed menu for the coffee break and lunch, accommodating dietary restrictions, along with a plan for maintaining a plastic-free policy.
- 5- Audio-Visual Setup Plan**
- A detailed plan for audio-visual equipment setup, including microphones placement, projector needs, and lighting arrangements.
- 6- On Site Event Management Plan**
- A plan for on-site management, including staffing schedules and roles, to ensure smooth execution during the event.

Submission

If you are interested in proceeding under the scope set out above, you are kindly invited to submit your EOI as indicated below:

By E-mail:

EOI should be mailed to firas@injaz-lebanon.org copying to Joseph.a@injaz-lebanon.org.

Please indicate in the e-mail subject field:

- EOI/CLST-IL-00040
- Name of the company

Attached with:

- Profile of the company
- VAT registration if applicable
- Company registration
- Commercial circular

Important notice

- **Deadline: 08/11/2024**
- Financial proposal is not required at this stage.
- The EOI does not constitute a solicitation. INJAZ Lebanon reserves the right to change or cancel the requirements at any time during the EOI and / or solicitation process. Thus, submitting a response to this EOI does not automatically guarantee that your company will be considered for contract awarding.