

Call for Expressions of Interest - Consultancy Services

Project Title: **Regional Event – The Business of Women at Work**
Consultancy Title: Regional Event Consultant(s)
Location: Cambodia (other locations may be considered)
Consultant reports to: Project Director, STOP, CARE Australia
Terms **Approx 80-100 days from May 2019 to December 2019,**
Pending funding confirmation

1. About CARE Australia

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on gender equality, working with men, women, boys and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

Using our Gender Equality Framework, CARE places gender equality at the centre of all our work, both in our programs and in our organisation. By working in a gender transformative way with women, men boys and girls we are committed to gender equality and women and girls' empowerment, improving and transforming gender relations and structures to work towards gender equality and justice at all levels of society.

Transformative change means addressing the structural causes as well as the symptoms of gender inequality, with the aim of achieving lasting change in the power and choices women have over their own lives, rather than just a temporary increase in opportunities.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting and promoting the rights of children in all areas we work around the world. CARE Australia is committed to preventing sexual harassment, exploitation and abuse.

2. About Better Factories Cambodia

The Better Factories Cambodia (BFC) programme is a partnership between the International Labour Organization (ILO) and the International Finance Corporation (IFC) and has a mandate to assess compliance with labour standards in the garment exporting factories in Cambodia. The programme began conducting independent assessments of working conditions in Cambodian apparel factories in 2001. The objective of these assessments is to drive improved compliance with labour standards across the sector and by doing so, contribute to a better, safer and more profitable industry. The programme offers support to factories in their efforts to make improvements in the form of training programmes and longer term support through its advisory services to facilitate change. In those factories that have asked BFC to deliver advisory services, BFC helps set up worker-management committees and supports these committees to start tackling the root causes of non-compliance. Both training and advisory have been essential complimentary services to BFC's assessments and have helped to drive more sustainable change at the factory level.

Today the garment industry is one of Cambodia's biggest employers with approximately 700,000 workers. It is also the country's third highest earning industry, worth US\$8 billion per year. An estimated 2 million Cambodians are sustained through remittances sent home by garment workers to their families.

BFC's gender strategy focuses on increasing equality and empowerment of women in the garment industry by integrating gender sensitivity in all BFC services and initiatives. This includes improving the collection and reporting of data, conducting staff capacity building, and focusing on gender perspective and behavioural change elements in our training and advisory services. Furthermore, BFC's strategy highlights the importance of partnerships on gender issues.

3. About the Project

Better Factories Cambodia and CARE Australia are collaborating to hold a regional event to encourage multi-stakeholder dialogue, and action, in **preventing and responding to sexual harassment within the garment industry**. This event is being funded by the Australian Government, Department of Foreign Affairs and Trade, and complements existing work of CARE Australia and Better Factories across Asia within garment factories and the industry more broadly.

From our work, we know achieving industry change is complex. Factory willingness to address the issue is often affected by location and distance of owners, the perception that it is not a critical issue for them, and partly due to lack of understanding of the issue/topic. At the same time, for brands and investors this issue is often a zero tolerance issue, particularly due to the increased attention to the topic in recent years through global movements such as the #metoo campaign.

This complexity can be addressed in part by focusing effort towards regional and global factory leadership/ownership engagement on the issue of sexual harassment. Leadership knowledge and awareness of its prevalence and impacts can contribute to factory level willingness to implement factory level responses. This is critical for the women in the industry who experience sexual harassment.

Together with BFC, CARE will host an event to bring together stakeholders from across the garment value chain to discuss sexual harassment in the sector, and how to collaborate to prevent and address it. This will be a unique convening of stakeholders from across the industry – from the factory floor to ethical investors. More information on CARE's work in this sector can be found at www.care.org.au/stop.

4. Objectives of the Consultancy

EOIs are sought for consultants (individuals or teams of two will be considered) to deliver Event Management consultancy for this event. The Consultant(s) will work under the direction of the STOP Project Director (PD) and the Deputy Programme Manager (DPM), Better Factories Cambodia.

The Consultant(s) are being hired to deliver on event management, content development and communications responsibilities for the project. In particular, the key focus areas of the assignment will be:

- Event Management
- Communication Materials Production
- Stakeholder Communication and Engagement
- Project management of Media Production
- Project Management of the overall budget and event

Funding for the event is pending at the time of advertising but is expected to be confirmed in April 2019. *Final recruitment and contracting is subject to funding being confirmed.*

5. Methodology

The Consultant(s) will be required to work from or travel frequently to Cambodia to plan, manage and deliver this consultancy. While applications from individuals/teams from outside Cambodia will be considered, the overall budget for the consultancy is fixed, (costs associated with housing or daily living allowance are not budgeted).

It is anticipated that the Consultant(s) will work approximately 0.5 to 0.6 equivalent workload across the consultancy time frame, however, it is anticipated that the requirements for the role will be almost full time in initial phase (May-July) and again in the weeks close to the event. The consultant(s) **must** be available to meet these intensive requirements. The event is *tentatively* set for September 2019 at the time of advertising, but may take place in October.

6. Deliverables of consultancy assignment:

COMPONENT ONE

Event Management (20%):

- 1) Identify and hire event facilities
- 2) Work with Event managers to ensure appropriate servicing of the event
- 3) Manage all protocols for the event in relation to the inclusion of senior government officials from across the Asia region
- 4) Liaise with DFAT and other stakeholders in relation to key event management quality issues
- 5) In close collaboration with CARE and BFC, identify and target key stakeholders to attend the event

Project Managing development of Media materials (15%)

In agreement with the CARE PD and the BFC DPM:

- 1) Set objectives and communications plans for all media components
- 2) Undertake procurement in line with relevant procurement guidelines (CARE/BFC) to identify suitably qualified media professionals to produce key media materials

Project Management (15%)

- 1) Supporting project tracking, planning and reporting around the project cycle management support, including supporting the Project Director and BFC team
- 2) Ensure appropriate financial and contractual commitments are met including adherence to procurement and financial processes
- 3) Manage the project on time and to budget
- 4) Maintain regular and clear communication with CARE and BFC
- 5) Be available for weekly updates on project progress

COMPONENT TWO

Stakeholder Communication and Engagement (20%)

With the support of the BFC DPM and CARE PD:

- 1) Develop communications and engagement plans for internal and external stakeholders
- 2) Support CARE and BFC in achieving advocacy outcomes through stakeholder engagement
- 3) Support the BFC CR and CARE PD in stakeholder communications and development of materials
- 4) Act as a focal point for all queries about the event

Development of Content and Delivery of Communications Materials (reports, briefs, posters) (30%)

In agreement with the CARE PD and the BFC DPM:

- 1) Set objectives for the agenda and identify knowledge products required
- 2) Draft key knowledge products from existing resources
- 3) Identify where new products are required and develop these
- 4) Ensure all knowledge products are signed off by both CARE and BFC before being finalised
- 5) Identify and project manage graphic design resources required
- 6) Ensure co-branding guidelines are met and materials are in line with CARE Australia style guides

7. Budget

The consultant(s) costs are anticipated to be approx \$30,000USD. Additional operational budget exists for execution of communications and media deliverables and so **these do not need** to be costed in the proposal. Consultants who are located **outside** Cambodia will need to cover their own accommodation, transportation, insurance etc costs **within** the total budget envelope.

8. Expected timeframes for the consultancy assignment:
(subject to change with funding availability)

EOIs Due: 28 April 2019
 Interviews: 30 April – 2 May 2019
 Consultant Selected: 3 May 2019
 Consultant Referee Checks: by 10 May
 Consultant Contracted: ASAP after selection & referee checks, **subject to confirmation of funding**

Implementation Plan

Action	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Briefing and onboarding								
Project & Contract Management	X	X	X	X	X	X	X	X
Procurement	X	X	X	X	X			
Event Management	X	X	X	X	X	X		
Stakeholder Engagement	X	X	X	X	X	X		
Publications Development	X	X	X	X				
Multi-media development	X	X	X	X				X

9. Roles and responsibilities within CARE and BFC:

The Consultant will be managed by the Project Director, STOP and the Deputy Programme Manager of Better Factories Cambodia.

Both BFC and CARE will:

- Provide regular engagement with the consultant on event strategy and direction
- Support the consultant with appropriate materials, briefing and access to relevant stakeholders
- Support the consultant with access to local knowledge in relation to venues and providers
- Support the consultant with contracting (through CARE's systems) media, design and printing services

10. Roles and responsibilities of the Consultant(s):

- The consultant will be required to cover their own travel insurance for the duration of the assignment.
- The consultant must be able to attend the 2-day event and be available to complete follow up reporting and documentation from the event.
- The consultant must be available to fulfill all requirements of event management in the lead up to the event which is likely to constitute a 0.8-1.0 full time load over May-July
- The consultant is required to attend weekly status meetings and submit progress reports against agreed template per contract timeline
- The consultant is required to demonstrate continual progress towards objectives.

11. Experience and Qualifications of the Consultant/Service Provider:

The consultant should have the following qualifications and experience:

Technical Skills

- Extensive event, advocacy and/or communications experience, ideally within Asia
- Experience in communicating gender/social issues to a wide variety of audiences including private sector actors
- Demonstrated excellence in technical writing in the field of preventing and responding to gender-based violence. Ideally, experience in the area of sexual harassment prevention, or demonstrated ability to acquire this understanding rapidly.
- Demonstrated monitoring and evaluation skills, with the ability to write donor reports and report on outcomes
- Excellent written and verbal communication skills in English.
- Ideally, skills in design packages such as in-design

Behavioural Competencies

- Excellent intercultural skills
- Ability to take constructive feedback and adjust ways of working appropriately
- Demonstrated ability to be proactive, organised, efficient and self-directed
- Demonstrated ability to be accountable and transparent.
- Demonstrated high level organisational and time management skills including the ability to manage workflows and balance competing priorities to ensure timely processing to meet deadlines.

12. Application Process:

All interested applicants are required to provide a technical and financial expressions of interest of no more than four pages, by email, outlining how they meet the required experience and qualifications. The applicants must include CVs as an annex to this. Please include at least two professional references (name, relationship, and email and contact number) that can be easily contacted by CARE. Value for money considerations will be applied in the review process.

Applications that do not contain these components will not be considered.

Applications should be submitted to: suzi.chinnery@careint.org by Midnight (Phnom Penh Time), 28 April, 2019. Applications received after the deadline may not be considered for shortlisting.

Enquiries about this consultancy can be directed to:

Suzi Chinnery

Project Director

CARE Australia

suzi.chinnery@careint.org

Please note, no enquires will be answered during the period 12 – 21 April due to leave.