



Terms of Reference (ToR) for Event Management Company

Contracting Organization: CARE International

Event Date: Monday July 28, 2025

Event Time: 9:00 AM – 2:00 PM

Location: Erbil, Hotel TBD

Expected Number of Participants: 50 to 60 participants (exact number to be confirmed).

Objective:

To provide comprehensive event management services, including all logistical, organizational, and a part of the visibility support, for the successful execution of the “Safe Pregnancy in a Warming Iraq: Delivering Solutions for Women's Health” event.

Event Summary:

The Safe Pregnancy in a Warming Iraq: Delivering Solutions for Women's Health is a strategic event organized by CARE International as part of the MotherCare: Protecting Maternal Health in Iraq and Promoting Informed Adaptation project. Scheduled for Monday, July 28, 2025, in Erbil, this forum will gather approximately 50 to 60 participants, including healthcare professionals, climate experts, women’s rights advocates, policymakers, and representatives from both humanitarian and development sectors.

Key Responsibilities:

Pre Event preparation

- Flights booking **(please provide costs per person)**
XX (Number of Participants) round trip tickets from Baghdad and Basra to Erbil are required **(finalized list of guests will be shared with contact info). (please share the costs based on the location of the participant BAG/Basra)**
- Accommodation for the guests from Baghdad and Basra is required **(1 to 2 nights maximum). (Please provide two options-price, the same hotel of the event, and another less costly hotel)**
- Transportation for all the guests staying in the hotel **(round trip to the event venue)** if participants are staying in another hotel different than the one with the event.

Event Preparation:



- **Venue Booking:** Secure and prepare a suitable venue in Erbil, ensuring it meets all event requirements.
- **Catering:** Arrange catering services, including 1 coffee break and lunch. (refrain from using any plastic – keep it environmentally friendly)
- **Audiovisual Support:** Ensure the availability and functionality of all necessary audiovisual equipment, including microphones, speakers, projectors, and screens.
- **Interpretation Services:** Provide simultaneous interpretation in Arabic, English and Kurdish to ensure clear communication throughout the event:
 - In-Real-Time Translation with devices (~60 devices) and translators in booths or desks.
- **Stage and Podium Setup:** Design and set up a professional stage and podium to facilitate the smooth conduct of presentations and discussions:
 - Interactive Session: 1 podium and 1 microphone
 - Panel Session: 5 seats (4 panel members and 1 moderator). (**Normal chairs and tables suitable for panel setting.**)
 - Microphones for the panel session (5 people)
 - One Digital Main screen for the stage – and 2 Digital banners
- **Table and Seating Arrangements:** Organize and arrange tables and seating to promote engagement and accessibility for all attendees.
- **Registration Desks:** Set up and manage 1 registration desk, ensuring they are well-equipped and organized. The Registration desk should include the name tags, and an attendance sheet.
- **Coordination with Vendors:** Liaise with all vendors and suppliers to ensure timely and efficient service delivery.
- **Visibility:** Handle visibility material including - placement of digital banners. Ensure that all visibility materials align with branding guidelines:
 - Setup the digital banner to be displayed on the main screen behind the podium.
 - Digital table screens to display QR code.
 - Placing signage with the name of the event and logos to direct guests to the hall.

On-Site Event Support:



• **Technical Support:** Be on standby to address any technical issues that may arise, ensuring flawless execution of the event.

- **Panel Coordination:** Ensure that panelists have all necessary technical materials and support for their sessions.
- **Logistical Oversight:** Monitor and manage all logistical aspects of the event.
- **Visibility Implementation:** set-up and manage visibility elements on the day of the event.

Post-Event Activities:

- **Venue Breakdown:** Oversee the breakdown and cleanup of the event venue.
- **Feedback Collection:** Compile and organize event feedback to assess the event's success and identify areas for improvement through an online questionnaire.

Qualifications:

- Proven experience in event management, preferably for advocacy or INGO events.
- Capacity to handle all logistical and visibility aspects, ensuring professional event experience.
- Ability to conduct a thorough rehearsal, if needed, to ensure readiness and smooth execution on the event day.

Requirements to be Submitted:

The event management company is required to provide a breakdown of costs when submitting the quote, including but not limited to the following categories:

- Venue
- Catering (with cost per person, including coffee break and lunch)
- Audiovisual equipment (for welcome remarks, panel session, interactive session, and presentations)
- Interpretation services (Arabic, English and Kurdish).
- Flights and accommodation arrangements.