



ASIA-PACIFIC RESEARCH NETWORK

A network of leading research NGOs in Asia and the Pacific

TERMS OF REFERENCE

Job Title: Events Consultant

Project Title: CSO Days on the Istanbul+7

Duration: February 2017 to March 2017

Background

On March 2016, the CSO Partnership for Development Effectiveness (CPDE) in coordination with the CPDE Working Group on CSO Development Effectiveness (CSO DE WG) and the Asia Pacific Research Network will conduct the conference on the Istanbul +7.

2010 marked the historic adoption of the *Istanbul Principles for CSO Development Effectiveness* by almost 200 CSOs from 82 countries representing various constituencies. These Principles constitute a statement of common values and approaches to guide CSO work, adaptable to highly diverse country contexts and different CSO approaches. Seven years down the line, civil society has made strides in improving their effectiveness and accountability. At the second High Level Meeting (HLM2) of the Global Partnership for Development Effectiveness (GPEDC), CSOs have committed to strengthen their implementation of the Istanbul Principles, particularly those relating to transparency, mutual accountability, country-level ownership of initiatives, including participation, empowerment, and the pursuit of equitable partnerships. CSOs also face the challenge of further stepping up their initiatives on the Istanbul Principles to further contribute to effective development cooperation in the context of the Agenda 2030.

The Istanbul Principles 7 years after is envisioned as a space to infuse renewed energy into civil society effectiveness and accountability. It is envisaged as a space for CSOs to reflect on their victories, assess the new landscape, and together, chart common strategies and mobilize constituencies to advance the gains that CSOs have achieved in being recognized as development actors in their own right, and also to strengthen efforts in improving the effectiveness and quality of CSO development work. The conference will be held in Bangkok, Thailand on March 30-31.

Objectives of the Assignment

Under the direct guidance from APRN, the Events Consultant is responsible for the arrangements, logistical, administrative and preparation of the above conference to run timely and smoothly in high quality manner.

Scope Of Work and Responsibilities

1. Ensures smooth logistical preparation and execution focusing on achievement of the following results:
 - Smooth logistical preparation and execution of the event
 - Prepare, send out, and confirm invitations;
 - Arrange travel tickets and facilitate visa procurement
 - Arrange needed procurements of meeting packages, venue booking, and other supporting materials and stationeries, prepare list of participants, confirmation with invitees prior to the event;
 - Assist the production of meeting proceedings



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- To be the person-in charge in logistics during the forum, including but not limited only to the following tasks:
 - Participants registration
 - Venue and meeting package preparation including meals and lunches
 - Forum materials
 - Arrange note taking, ensure the records are made
 - Reporting
- 2. Update on the progress status to APRN and keep all relevant parties informed on issues and challenges faced for further solution/decision;
- 3. Any other tasks related to conference activities delegated by the APRN.

Deliverables

1. Action plan – to be submitted after 3 business days of signing the contract
2. Event report and organized files – to be submitted 5 business days after completion of event