

## **Terms of Reference for the Resourcing of Events Manager Firms for the conduct of Nutrition International's supported Workshops, Trainings, Meetings, Symposia, Seminars and Conferences.**

### **1.0 About Nutrition International**

Nutrition International (NI) is a global nutrition organization focused on delivering low-cost, high impact, nutrition interventions to people in need. Working in partnership with countries, donors and implementers, our experts conduct cutting-edge nutrition research, support critical policy formulation, and integrate nutrition into broader development programs. In more than 60 countries, primarily in Asia and Africa, and for over 30 years, NI's mission is to be a global leader in finding and scaling solutions to malnutrition. This it does through expanding Coverage: delivering low-cost high, impact nutrition interventions, especially for women, adolescent girls and children in Africa and Asia; Leverage: by integrating nutrition across sectors to maximize impact and ensure there are no missed opportunities; and Influence: by utilizing research, technical assistance, advocacy, and partnerships with national and global nutrition actors to improve policies, programs, and resources for nutrition.

NI achieves these more importantly through enhancing partnership with government institutions, local and international partners, and in strengthening existing structures and systems for effective and sustainable delivery of programs and services.

### **2.0 Purpose:**

Nutrition International is committed to ensuring that beneficiaries are provided with quality services and care within well-structured, coordinated, and supervised service delivery processes. Leveraging on the capacities and capabilities of international and local partners, NI provides opportunities for engaging partners to implement deliver services events such as meetings, training, seminars, conferences, workshops and symposia on behalf of the organization.

### **3.0 Rationale:**

Building the capacity of local partners is central to NI's operational models and ensures that these institutions would quality services to the beneficiaries and contribute in driving the broader development agenda.

### **4.0 Objectives of the Consultancy:**

This consultancy is aimed at engaging the services of the firm to support NI project implementation and to provide services as listed in Annex A.

### **5.0 Key Specifications for Event Management Firm:**

An ideal event management firm to be considered for this role, must be one that meets the following criteria:

1. A company registered with the Corporate Affairs Commission (CAC)
2. At least 3 years Tax Clearance Certificate
3. Has the capacity to coordinate and manage meeting logistics nationwide.
4. Robust financial structures to process payments to third parties e.g. participants and hotels.
5. At least three years relevant experience in event management.
6. Provide at least three references from previous jobs done.

### **6.0 Scope of Work:**

The scope of work of this consultancy are as contained in Annex B attached.

### **7.0 Deliverables of the Consultancy:**

The overall performance of this consultancy services would be based on the achievement of the following deliverables. See Annex C.

### **8.0 Timeline of the Assignment:**

Timeline for the completion of this assignment is as agreed and contained in Annex D.

#### **9.0 Cost of the Assignment:**

The applicable cost for the assignment is inclusive of the service charge as contained in approved event plan and budget. See Annex E.

#### **10.0 Mode of payment:**

- 75% payment on expenses upon approval of event plan and budget.
- 25% of expenses upon completion of agreed tasks, submission of the activity report and invoices.

#### **11.0 Gender:**

Nutrition International is committed to gender equality. Consultants are required to indicate how they will ensure that gender equality considerations are included in the provision of TA, including how they are incorporated into deliverables. Examples of integration of consideration for gender equality could include but are not limited to: ensuring government departments responsible for women are included wherever possible, gender sensitive indicators are included, emerging data is sex disaggregated, and relevant documentation related to gender is reviewed. To this end, NI has developed the following tools which can be accessed using the links below:

- [\*\*NI integration of gender considerations checklist\*\*](#)
- [\*\*NI background document on gender and nutrition\*\*](#)

#### **12.0 Application Process:**

Proposals should be submitted by email to: [\*\*bidsNigeria@Nutritionintl.org\*\*](mailto:bidsNigeria@Nutritionintl.org), by 6<sup>th</sup> October 2023.

Clarification related to this Procurement can be addressed

to: [\*\*procurementNIGERIA@NUTRITIONINTL.ORG\*\*](mailto:procurementNIGERIA@NUTRITIONINTL.ORG) not later than 6<sup>th</sup> October 2023.

Only complete applications will be reviewed.

- Company profile.
- Evidence of company registration with CAC.
- Cover letter detailing how applicant fits the profile.
- Technical proposal: Not exceeding two (2) pages, describing the consultant's understanding of the task, proposed methodology, responsibilities of key stakeholders and detailed work plan that breaks down activities and outputs.
- Financial proposal: Including daily fee rate and any other expenses required to fulfill the terms of the consultancy (field trips, meetings, materials etc.). Please note that the event management cost is limited to not more than 10% of the activity budget cost only.

NI is committed to gender equality. Consultants are required to indicate how they will ensure that gender equality considerations are included in the provision of technical assistance.

This position is open to Nigerian nationals or persons with necessary permits to work in Nigeria. NI is committed to the fundamental principles of equal employment opportunity. Women are encouraged to apply.

## Annex A Services Required

Project Name	Activity Name	Activity Type (Meeting or Training)	Proposed Date	Location	Number of Days	Number of Participants	Participants	Accommodation (Yes/No)	Meal Type (1L, 1TB; 1L, 2TB or 1L only)
1. MNHN	1.1 Provide TA to high level FMOH/NAFDAC/ National Task force on Procurement and Supply Chain Management to assess MMS/IFA commodity production readiness in-country	Meeting - 2-day User Design of Nutrition Commodity Logistics Management System	TBD	Abuja	2day	56	Yes (Accommodation for 12 people for 3 nights)	2 Lunches and 4 Tea Breaks	

2. MNHN	2.1 Financial and technical support to quarterly technical review meeting of FMOH Procurement and logistics focal persons on IFA supply chain	Meeting (National Nutrition Technical Working Group)	TBD	Abuja	1day	60	Yes (Accommodation for 6 persons. Refer to the Budget)	1Lunch and 2 Tea Breaks
3. MNHN	3.1 Understudy and be part of the taskforce responsible for the DHIS/NHLMIS platform. Facilitate NI's access to the DHIS platform				Field visits to 6 states-	October 16, 2023	Jigawa, Bauchi, Kogi, Imo, Ogun, Rivers	6 days 18 NO NO

## Annex B Scope of Work

Project Name	Activity Type	Scope of Work
1. MNHN	Meeting - 2-day User Design of Nutrition Commodity Logistics Management System	<ul style="list-style-type: none"> <li>Disburse funds according to the activity budgetBook</li> <li>venues Generate event description and logistic plan with detailed checklist. Liaise with meeting participants and provide regular event updates. Manage logistics including meeting materials, accommodation, transportation, feeding and other incidentals for all participants.</li> <li>Maintain partnership with vendors and caterers.</li> <li>Present post event reports</li> </ul>
2. MNHN	Meeting (National Nutrition Technical Working Group)	<ul style="list-style-type: none"> <li>Disburse funds according to the activity budgetBook</li> <li>venues Generate event description and logistic plan with detailed checklist. Liaise with meeting participants and provide regular event updates.</li> <li>Manage logistics including meeting materials, accommodation, transportation, feeding and other incidentals for all participants.</li> <li>Maintain partnership with vendors and caterers.</li> <li>Present post event reports</li> </ul>

3. MNHN	Field visits to 6 states-	<ul style="list-style-type: none"> <li>• Disburse funds according to the activity budgetSupport participants with travel information</li> <li>• Disburse funds to participants</li> <li>• Present post event reports</li> </ul>
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## Annex C – Deliverables

Project Name	Activity Name	Deliverables
1. MNHN	Meeting – 2-day User Design of Nutrition Commodity Logistics Management System	<ul style="list-style-type: none"> <li>• Signed attendance and Payment list Finalized</li> <li>• logistics plan/checklist Sample of meeting materials before final production</li> <li>• Participants list including contact information</li> <li>• List of prequalified vendors and caterers</li> <li>• invoices/receipts of payments to other vendors</li> <li>• Post event reports</li> </ul>
2. MNHN	Meeting 2.1. (National Nutrition Technical Working Group)	<ul style="list-style-type: none"> <li>• Signed attendance and Payment list Finalized</li> <li>• logistics plan/checklist</li> <li>• Sample of meeting materials before final production</li> <li>• Participants list including contact information</li> <li>• List of prequalified vendors and caterers</li> <li>• invoices/receipts of payments to other vendors</li> <li>• Post event reports</li> </ul>
3. MNHN	3.1. Field visits to 6 states-	<ul style="list-style-type: none"> <li>• Signed attendance and Payment list</li> <li>• Finalized logistics plan/checklist</li> <li>• Participants list including contact information</li> <li>• invoices/receipts of payments to participants</li> <li>• Post event reports</li> </ul>

## Annex D: Timelines: October 2023

### Draft AGENDA

## -NNTWG

### - 2-Day User Design for NUT-CLM

S/NO	TIME	ACTIVITY/TASK	FACILITATOR
1.	8:30-9:00	Registration	Secretaria
2.	9:00- 9:15	National Prayer & General Introduction	All
3.	9:15- 9:20	Opening Remarks	Director Family Health
4.	9:20- 9:30	Remarks	Chairman NNTWG
5.	9:30 – 9:35	Meeting Objectives/Expected Outcome	FMoH
6.	9:35 – 9:50	Goodwill Messages (3mins each)	Coordinating Ministry, NI, UNICEF, GAIN, A&T, VA etc
7.	9:50-10:10	Report of the last Meeting, Adoption & Matters arising	FMoH
8.	10:10-11:00	<b>TEA BREAK</b>	All
9.	11:00-12:20	<b>Presentation/Experience sharing &amp; Discussion</b>	• FMoH
10.	12:20-1:20	<b>Presentations</b>	
		<b>Discussion and Recommendations</b>	
		<b>Meeting of Subcommittee</b>	All Sub-committee
12		<b>Discussion and Recommendations</b>	• FMoH
13.	3:30-4:30	<b>LUNCH</b>	All
			•
14.	4:30 – 5:00	Wrap up and Closing Remarks	Director/Head Nutrition