

Consultant to Manage the Planning and Hosting of the Regenerative Agriculture Conference in Kisumu at Practical Action Kenya

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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Practical Action is an international non-governmental organization (NGO) that uses technology to challenge poverty in developing countries. We find out what people are doing and help them to do it better. Through technology we enable poor communities to build on their skills and knowledge to produce sustainable and practical solutions – transforming their lives forever and protecting the world around them.

Preparation (Pre-Conference)

Coordinate the conference planning in partnership with the Conference Organizing Committee.

Develop and secure approval for the event's budget.

Develop the conference programme.

Identify and invite participants, including Keynote Speakers, presenters, panellists, and exhibitors.

Co-ordinate online registration and confirmation of conference participants.

Identify and book appropriate conference venue for pax (tentative), including plenary, breakout rooms and exhibition area.

Identify and secure accommodation and transport services for selected participants.

Coordinate conference publicity, including a dedicated conference page on Practical Action's website, social media, advertisements, media coverage and other strategies.

During the Conference

Coordinate the logistics of the programme, including but not limited to onsite registration, plenary and breakout sessions, exhibition booths and equipment functionalities.

Provide conference participants with name tags and branded carrier bag containing relevant branded stationery and information packs.

Ensure conference décor, branding and signage meet agreed Practical Action's standards.

Manage shooting and editing of conference photos and videos.

Arrange and manage logistics for a field excursion for select conference participants.

Co-ordinate relevant reimbursements and allowances for conference participants.

Co-ordinate a mocktail and dinner for conference participants.

After the Conference

Schedule a meeting with Practical Action's Conference organising committee within two weeks post-conference to evaluate the outcomes and learnings from the event.

Hand over conference videos, photos, final report, and other relevant materials.

Time Frame and Key Deliverables

This consultancy will take approximately 45 working days (24th July - 15th September). The consultant will be expected to:

Prepare and submit a technical and financial proposal.

If selected, prepare an inception report detailing the plan for preparation, execution, and completion of the conference.

Coordinate and deliver the conference in line with the contract.

Organise planning meetings in close liaison with the organising committee.

Deliver final conference report, photos, videos, and other materials.

Administrative and logistical support

The Consultant will be accountable to the conference organizing committee and will receive day to day support from Practical Action's Communication's Unit during the assignment.

Required Competences and Experiences

Proven record of accomplishment in organizing events of a similar nature (references and contact persons will be required).

Must be a fully registered company and must be willing to show documentation of the same.

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