

TERMS OF REFERENCE

TITLE – Consultant Event Planner

CONTRACT MODALITY Individual Consultancy

DUTY STATION Florence, Italy, partly remote, partly on-site

DURATION OF CONTRACT 3 months

Purpose of Assignment

The Office of Strategy and Evidence- Innocenti requires an events vendor to support the production of major conferences in Florence. It is crucial that the event be carried out in a highly professional and sophisticated way. This includes maximizing the experience of the participants before, during and after the event. To allow the guests to be fully focused on the content, logistics need to be run smoothly, be well-conceived and emotionally resonant.

Scope of Work

Organize Partner Days event that will take place at IDI Florence on 12-13 April 2027

1. Room set-up on 11 April 2027
 2. Opening cocktail on the first evening
 3. Plenary sessions that will commence in the morning, around 8:30-9:00 until 17:00-18:00
 4. The break-out rooms work (3 to 5 parallel sessions)
 5. The plenary wrap-up session on the final day.
 6. On the last day of the conferences, optional visits to Florence sightseeing are made available to participants.
- The number of participants varies from a minimum of 50 to a maximum of 100.
Event will last 2 days, plus one day for set-up

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Design Incubator, design set-up of meeting rooms, event venues and creative Consultancy on pre-production planning	Submission of action plan, including propose the set-up of the meeting rooms based on event format, theme, and audience journey before and during the even	31.01.2027 – 5 days
Participation in coordination meetings, weekly or bi-weekly until the event date.	Agreement on lighting, visual FX, and ambient sound. Advice on at-event experiences that are unexpected, memorable and on-theme.	12.02.2027– 5 days
Logistic Support	Provide a list of suitable suppliers, request initial quotations, propose a budget for each service needed. -make agreements for time and place of deliverables with various suppliers.	27.02.2027– 5 days

	- if requested, ask for quotations from caterers and restaurants. - make sure that all choices proposed will respect the sustainability criteria	
Implementation phase	Logistical and organizational support in the areas of furnishings for the duration of the event. - liaison with selected suppliers for the areas listed above. - liaison with other Florence-based vendors or authorities as required. - room and audio visual set up to the extent that it is not already provided by UNICEF	13.04.2027– 3 days
Clearance suppliers and lesson learned	Provide feedback on the clearance of suppliers invoices and lesson learned	30.04.2027 – 2 days

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- Minimum requirements: Bachelors
 - **Education:**
 - Architectural, Art, Communications, Public Relations, Marketing
 - **Work Experience:**
 - At least 10 years of demonstrable experience of undertaking Event management in the area of Florence
 - **Skills:**
 - Strong interpersonal skills including developing and maintaining collaborative relationships with internal and external partners. Strong organizational skills – the ability to organize own work with limited supervision according to deadlines and to organize and monitor the work of others. Ability to work in a multicultural environment.
 - **Language Requirements:**
 - Knowledge: Fluency in English and Italian is essential
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