

Terms of Reference Event Planner

Project: Wetlands International Annual Meeting

Contract Type: Professional Services

Location: David - Boquete, Chiriqui.

1. BACKGROUND

Wetlands International's mission is to inspire and mobilize society to safeguard and restore wetlands for people and nature. It is the only non-profit, non-governmental organization (NGO) dedicated to wetlands with more than half a century of experience. We work through our 20 offices, our partners, and experts around the world. Most of our work is funded on a project basis through governments and private donations. We also have a growing portfolio of corporate collaborations.

The regional office located in Panama was established in the City of Knowledge, Clayton, in October 2010. The office in Panama is responsible for implementing Wetlands International's Strategic Intent 2020 – 2030 in Latin America and the Caribbean, working closely with regional offices located in Argentina and Brazil, through coordination with partner organizations, government actors, as well as project implementation. The Panama office focuses on wetland projects in Central American and Caribbean countries aimed at making visible the nexus between water-ecosystems and human communities, through conservation and restoration activities of wetlands and their associated ecosystems, conservation and management of water resources, climate management, education, and environmental awareness, with a focus on improving the livelihoods of inhabitants in wetland areas, including aspects of disaster risk reduction in vulnerable in urban and rural areas.

Annually, for a week, country heads of office, CEO, directors and leaders of the global office meet to discuss the state of wetlands worldwide, follow up on Wetlands International's annual strategy and learn about the progress and challenges of the network's offices. In 2024 this meeting will take place in Panama, Chiriqui, with an approximate participation of 30 people.

2. PURPOSE OF THE ROLE

To plan, coordinate and follow up the development of the annual meeting of Wetlands International in Panama, to achieve the objectives set by the Wetlands International and ensure a memorable experience for the participants.

3. RESPONSIBILITIES

The event planner must provide the following services:

1. Comprehensive event planning including detailed agenda/schedule to be implemented.
2. Logistics coordination, which includes the selection and reservation of local flights, lodging, locations for dinners and welcome and closing events, catering, audiovisual and other equipment, mobilizations, among others.

3. Management of suppliers and contractors, ensuring the quality of services and products and compliance with Wetlands International procedures.
1. Support, supervision, accompaniment during the execution of the event itself, ensuring a fluid and successful development.
2. Post-event evaluation and gathering feedback on suppliers.
3. Support, attention and resolution of needs that arise during the event.
4. Participate and provide support (translations) in the field tour and other specific events.
5. Schedule and participate in weekly meetings to follow-up with the DE and GAF.
6. Participate in meetings with WIGO about the annual meeting event. Follow WIGO's recommendations about the event.
7. Presentation of the final report on expenses and activities to the Executive Directorate and Administration and Finance Management.

4. DELIVERABLES

Deliverables to be developed during the service:

	Deliverables	Date/time
1	Work plan, list of participants and online folder with all information about the event.	June 21
2	Draft Annual Meeting Agenda	June 21
3	Document with general information about the country, airports, taxes, legal and health documents for entry into Panama of the different participating nationalities. Detailed instructions and support to participants in the local management of documentation.	July 5
4	Brief progress report #1 (follow-up Excel sheet) with the management and confirmations of reservations of: 1. Local flights 2. Hotel: rooms and meeting rooms, catering, lunches, dinners. 3. Field tour 4. Transfers / Shuttle 5. Other companies providing services and/or products	July 5
5	Brief progress report #2 (follow-up Excel sheet) with the management and confirmations of reservations of: 1. Local flights 2. Hotel: rooms and meeting rooms, catering, lunches, dinners. 3. Field tour 4. Welcome & closing event 5. Youth Accelerator workshop 6. Land and aquatic transportation 7. Gifts 8. Other pending from Report #1	July 30
6	Brief progress report #3 (follow-up Excel sheet) with the management and confirmations of the services and suppliers, activities and organization of the event. Also, include:	August 30

	1. List of confirmed participants with flight information and other important information. 2. Flight information circulated by email to each participant. 3. Final agenda of the event circulated (email) to all participants. 4. Verification of needs and acquisition of office and teaching materials that will be required for the work sessions.	
7	1. Document circulated by email (2 pages max.) with: <ul style="list-style-type: none"> • General information about Panama and Boquete, circulated. • Instructions on clothing, documentation and other accessories or field implements participants must bring with them to Panama. 2. Document with information about the Field Tour, circulated by email (two pages max.) 3. List of confirmed participants with up-to-date information on flights, arrivals and departures, other hotels during flights and any other relevant information. 4. Up-to-date checklist of all to-do items.	September 30
8	1. Bags with gifts organized in WI-David, Chiriquí office. 2. Office and teaching materials (pens, sheets, etc.) in WI -David, Chiriquí office.	October 9
9	1. Follow-up and attention to the event. 2. Coordinate activities and ensure supplier compliance. 3. Support for participants and WIPAN team.	October 12 - 19
10	Final report on expenses and activities presented to the Executive Directorate and Administration and Finance Management.	October 30

5. DURATION

 From: 17/06/2024 To: 31/10/2024 (4.5 months)

6. LOCATION

 The activities will be carried out in Chiriquí – Boquete, so that the modality will be according to the needs and fulfillment of their tasks (teleworking, face-to-face, if necessary, with the option of using the offices of Wetlands International, prior coordination with the Management of Administration and Finance, both in Panama City and in David).

7. CONDITIONS FOR SATISFACTORY PERFORMANCE OF THE AGREEMENT

 The consultant will be under the guidance and will report to the Director and the Administrative and Finance Manager.

8. PAYMENT
☐ Monthly ☒ By Products By specific ☐ periods (specify number of days: ____)

The total amount of the contract is US\$ 3,800.00 The amount to be paid will be made according to the schedule of the deliverables.

	Deliverables	Amount (\$)
1	Deliverables 1 & 2	600.00
2	Deliverables 3, 4 & 5	800.00
3	Deliverable 6	700.00
4	Deliverable 7	700.00
5	Deliverables 8, 9 & 10	1000.00

9. PERFORMANCE INDICATORS FOR THE EVALUATION OF DELIVERABLES

Delivery of the products according to the delivery schedule and confirmation of satisfaction by the Director and the Administrative and Finance Manager as indicated in the specifications.

10. TRAVEL

APPLIES ☒ NOT APPLICABLE ☐

The consultant must be available to travel to the places of the field tour and other event locations.

11. REQUIREMENTS

EDUCATION & EXPERIENCE:

- Bachelor's degree level in careers related to event planification, administrative, protocol and others.
- Proven ability and experience in organizing similar events (at least 3 previous events).
- Ability to work proactively, creatively, and efficiently under pressure.
- Excellent communication and negotiation skills both in Spanish and English.
- Knowledge of the latest trends in events.
- Flexibility to adapt to the specific needs and requirements of the Wetlands International.

LANGUAGE:

To apply the applicant must speak and write fluently in English and Spanish.

CORE COMPETENCES:

- Communications: Use communications strategically to achieve the contracts and services required during the event.
- Skills: to develop strategic planning. Support the administrative team in administrative activities to achieve the contracting of suppliers and services. Management of Microsoft Office 365 computer programs (Word, Excel, Power Point, Teams, OneDrive, among others), Zoom among other programs.

TEAMWORK

- Positive and constructive attitude towards work.
- Ability to work in multidisciplinary teams, communication skills and management of interpersonal relationships at all levels.

PLANNING & ORGANIZATION

- Identifies priority activities and assignments; adjust priorities as needed.
- Allocate the right amount of time and resources to complete the work; anticipate risks and take contingencies into account when planning.
- Monitors and adjusts plans and actions as needed; use the time efficiently.

OTHER

- Candidates must be based in Chiriquí (Rep. of Panama) and part-time availability (mandatory).

HOW TO APPLY

Send the following documents to the email: reclutamiento.panama@wetlands.org:

1. Expression of interest (Eoi).
2. Updated resume with the portfolio of previous events supported.
3. 3 letters with professional / previous events references.

In the subject: Event Planner

Period to apply from June 4th to 11th, 2024.