

**Issued on:** February 13, 2017  
**Submit by:** February 18, 2017  
**For:** Event Coordinator Consultant  
**Period of Performance:** February 20, 2017 – March 2, 2017 (Up to 20 days)

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**Location:** Monrovia, Liberia and Lofa County

## **I. BACKGROUND**

The Mobile Solutions Technical Assistance and Research (mSTAR) project implemented by FHI 360 is seeking an Event Coordinator Consultant. The mSTAR Project partners with the Government of Liberia (GoL) to offer civil servant salary payments via mobile money. Outreach to line ministry staff is done through district-level events in specific counties. The mSTAR team and GoL stakeholders have already held these events several times and understand the structure, needs and constraints. The assistance of an Event Coordinator Consultant will streamline the event management and allow mSTAR staff to focus on the technical content of each event.

The stakeholders for this activity are: Ministry of Education, Ministry of Health, Civil Service Agency, Ministry of Finance, Lonestar MTN and mSTAR.

## **II. PURPOSE AND OBJECTIVE**

The Event Coordinator Consultant will assist in coordinating all event needs and attend the county-based events in-person to direct. The planning will commence immediately and will continue through event completion.

### **Event Objectives**

1. Deliver information to civil servants to allow individuals to decide whether to enroll in mobile money salary payments.
2. Enroll civil servants in mobile money salary payments.
3. Respond to any inquiries about mobile money salary payments.

### **Events Information**

This will consist of six days of events and an additional 2-4 days of travel. There will be about 200-300 attendees per event.

## **III. SCOPE OF WORK**

The Consultant will work with FHI 360 and all stakeholders to complete the following:

- Work with the teams to understand the vision for the events and where the Consultant's support is needed.
- Support all logistical planning and ensure all needs are met on time, at the agreed upon cost and with no confusion:

- Transportation arrangements
- Hotel accommodations
- Catering
- Understand the entire event schedule, who is responsible for each component and how the program will flow.
- Ensure that all supplies and materials are prepared ahead of time and ready on the travel day as well as at the pertinent event.
- Work with each presenter to see that all speaking duties are understood and the flow of the program is followed. Help presenters be mindful of time limits.
- Oversee support staff that will be at the event to assist in crowd control management.
- Lead set-up and clean-up.
- Maintain professional working relationships with all stakeholders.

#### IV. QUALIFICATIONS

The ideal candidate will have:

- At least 2+ years of experience coordinating similar events, especially with event planning, vendor procurement, project management, and meeting facilitation.
- Fluency in English is required (reading and writing).
- **MUST BE** a creative, highly organized and efficient, resourceful coordinator, capable of managing high-profile events, and possesses the ability to generate a participatory and engaging environment for all event participants.

#### V. DURATION AND LOCATION

Physical presence and participation at the events in Lofa County during specified dates (estimated February 23-28, 2017) is required. At least 3 days of preparatory meetings will be required. Possibly 1-2 days of post-event follow up.

#### VI. SUBMISSION REQUIREMENTS

All applications should be address to: [mjawara@fhi360.org](mailto:mjawara@fhi360.org) and cc: [cperkins@fhi360.org](mailto:cperkins@fhi360.org) by **18 February 2017**. Please indicate in the subject line of the email: “mSTAR/Liberia Event Coordinator Consultant”

**Applications must include an up-to-date CV including contact information for 3 professional referees – preferably former or current employer.**

Please Note: ONLY electronic applications will be accepted and only short-listed candidates will be contacted.

**Posting period:** Five days