

## 2021 Annual Conference Event Planning

### Terms of Reference

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#### 1. Overview

NASCEE's annual conferences are a platform for a wide range of social change entities in education to discuss collaborative opportunities that will positively impact on the sector's efforts towards advancing the transformative education agenda in South Africa. The annual conferences also include the annual general meetings which are held to elect office bearers for the ensuing year; accept the draft audited financial statements; review the budget forecast; and transact any other business necessary at or generally associated with an annual general meeting. To build on successes and progress made since the inception of NASCEE, we bring you the NASCEE 2021 Annual Conference, which is to be held on the 20<sup>th</sup> and 21<sup>st</sup> October 2021. A Conference Organising Committee that is made up of various member organisations has been constituted for overall planning and hosting of the event. This committee is tasked with planning an event that provides opportunities for information and knowledge sharing within the sector whilst upholding the mission of the association.

#### 2. Opportunity

We are excited to engage our constituents and stakeholders to share their knowledge and skills and contribute to shaping the conference through one or both of the following work packages:

##### a) Project Manager

We seek to appoint an individual/consultant/consulting firm to support the Organising Committee in all operational aspects of planning, coordination and hosting the annual conference. Responsibilities of the project manager will include, but not be limited to:

- Marketing the event
- Speaker and content management
- Liaising with service providers and overseeing deliverables
- Preparing the post conference report
- Work with NASCEE and its members to conceptualise the conference including development of key themes

Experience in education content is a requirement. Interested parties must submit a two-page quotation clearly indicating their background, experience, previous work/projects, references, and applicable rates.

*Scope of work package (a): The project manager would be required for twenty (20) days distributed over a period of three (3) months*

##### b) Conference platform

To adhere to current COVID-19 regulations, the 2021 Annual Conference will be held on a virtual platform. We therefore seek an all-in-one, end-to-end virtual platform that will enable us to provide a seamless experience with multiple interactive areas that are optimised for connecting, engaging and is fully customisable. The platform should further allow multiple concurrent sessions. Should

you be able to assist with such a platform please provide a quotation with breakdown of all features and technical support that will be offered together with your price quotation. The registration of delegates should also be included in this service.

*Scope of work package (b): The maximum costing for this service is R250,000.*

### **3. Service Provider Duties**

- You may submit a quotation for one, or both work packages outlined in this ToR.
- Appointed service providers will be required to regularly liaise with and report to the Organising Committee on progress made with respect to the services.

### **4. Relationship**

Members who bid for this work cannot serve on the NASCEE Governance Committee, nor on the Conference Organising Committee.

### **5. Expected Timelines**

- 5 August 2021: Deadline for submissions
- 10 August 2021: Calls to shortlisted applicants
- 11 to 18 August 2021: shortlist interviews
- 20 August 2021: Appointments finalised

### **6. Submission of Proposals**

Please submit your proposals to [szhanda@nascee.org.za](mailto:szhanda@nascee.org.za) no later than 5pm on 5 August 2021.