

Policy LINK : Consultant- Event Management & Documentation

Position	Consultant- Event Management & Documentation
Contract Name	USAID/Feed the Future Policy Leadership, Interactions, Networks and Knowledge (Policy LINK)
Status	Short Term Technical Assistance
Number of Position	Up to 4
Period of Performance	August 1, 2024, to July 31, 2025
Point of Contact	Senior Manager- Agriculture Policy
Level of Effort	Up to 180 Days (Per consultant)

ABOUT DAI

DAI works at the cutting edge of international development, combining technical excellence, professional project management, and exceptional customer service to solve our clients' most complex problems.

Since 1970, DAI has worked in 150 developing and transition countries, providing comprehensive development solutions in areas including crisis mitigation and stability operations, democratic governance and public sector management, agriculture and agribusiness, private sector development and financial services, economics and trade, HIV/AIDS, avian influenza control, water and natural resources management, and energy and climate change. Clients include international development agencies, international lending institutions, private corporations and philanthropies, and host-country governments.

USAID Feed the Future Policy LINK Project

Policy LINK is a global USAID Feed the Future (FtF) activity to advance leadership and collaboration for better policy systems. Issued as a cooperative agreement under the U.S. Agency for International Development (USAID) Bureau for Resilience and Food Security's Policy Analysis and Capacity Annual Program Statement, Policy LINK is a flexible global buy-in mechanism with a \$77.5-million ceiling to accommodate buy-ins from USAID Missions, Bureaus, and Independent Operating Units.

In line with USAID's vision of inclusive development, Policy LINK works with and through local actors to strengthen policy systems that advance agriculture and food security priorities. Unlike other policy activities that focus on developing specific policies, Policy LINK strengthens the leadership capacity of public and non-public (i.e., private sector, development agencies, research/academia, and community) actors and fosters collective action among them to transform policy systems. This locally led approach to policy systems strengthening helps countries develop social and economic policies for inclusive growth as well as a critical mass of informed citizens and institutions that can drive policy reform and programming without donor support.

USAID Feed the Future Bangladesh Policy LINK Agricultural Policy Activity

The USAID Feed the Future (FtF) Bangladesh Agricultural Policy Activity (or the "Policy Activity") is a six-year (2020-2026) buy-in under Policy LINK, a global activity to advance leadership and collaboration for better policy systems. The Policy Activity has the goal of "strengthening the capacities of Bangladesh's key agricultural actors and institutions, improving the policy environment, and cultivating the policy-making processes that will enable inclusive and sustainable agriculture-led economic growth, strengthen resilience among people and systems, and support a well-nourished population, especially women, youths, and other vulnerable groups."

The Policy Activity advances USAID’s localization approach and empowers key system actors to address policy challenges and systemic impediments that limit growth within the agriculture sector in Bangladesh. In collaboration with five primary stakeholders—the government, the private sector, academia/research institutes, development agencies, and communities at the national and regional levels—the Policy Activity works to improve policy analysis, formulation, advocacy, and implementation. The Activity does so through three mutually reinforcing practice areas:

1. **Facilitate complex policy dialogues:** The Policy Activity uses a systems-based approach to improve the participation of diverse stakeholders (public and non-public) in policy processes to influence policy change. In this context, the “policy system” includes the set of institutions, including their relationships, interactions, and collective capacity, involved in policy formulation and implementation on specific agricultural policy pillars.
2. **Improve sensitization on relevant agriculture acts, ordinances, rules, and statutory regulatory orders:** The Policy Activity works with system actors to raise awareness of relevant acts, ordinances, rules, and statutory regulatory orders among government service providers and regulators, as well as service recipients and clients (for example, seed dealers). The Activity supports senior government experts to conduct national and regional sensitization workshops targeting the government staff responsible for enacting policies, as well as community leaders, entrepreneurs, and development partners working on issues within the agricultural sector. This approach not only bridges knowledge gaps but also helps system actors build the relationships needed to work collaboratively toward agricultural growth.
3. **Strengthen facilitative leadership and gender roles in policy systems:** The Policy Activity offers facilitative leadership training to system actors and sector leaders who demonstrate a commitment to inclusive agricultural growth. These leaders will be critical for the sustained long-term growth of the sector. The Policy Activity also incorporates gender sensitization into its work, paving the way for more women to participate in policy processes.

POSITION OBJECTIVES

To support the Ag. Policy team for mobilizing and organizing the designed activities like; validation workshops, policy sensitization workshops, technical workshop, and other associated tasks.

TASKS AND ANTICIPATED TIMELINE

This consultancy assignment will take up to 10-15 working days spread over a period of performance from August 1, 2024, to July 31, 2025. Below is a proposed schedule for organizing one event at regional level – however, **the tasks and schedule are indicative and will be finalized as per the approved scope of work.**

#	Action	Estimated Level of Effort (LoE)
1	Orientation Meeting <ul style="list-style-type: none"> • Join the kick-off meeting with the Policy Activity Ag. Policy team to know the expectations, including the overall scope of work, deliverables, and timelines. 	1 day
2	Support to mobilize and organize the validation workshops, policy sensitization workshops, technical workshop, and other associated tasks. The indicative tasks include: PREPARATORY WORK <ul style="list-style-type: none"> • Support Ag. Policy Managers to prepare the list of participants, including 	4 days

#	Action	Estimated Level of Effort (LoE)
	<p>detailed contact information, and handle the invitations and confirmations for participants and guests, using phone calls and in-person visits.</p> <ul style="list-style-type: none"> • Visit regions before the workshops to mobilize the stakeholders as listed. • Assist Ag. Policy Managers in selecting a venue, ensuring it includes accommodation, workshop facilities, multimedia screens, menu and catering for snacks and lunch, along with cost details. • Prepare event kits (folder, pen, printed document, and signature sheet) for all participants and guests. • Assist the Ag. Policy Manager in printing banners, PVC banners, handouts, presentations etc. 	
3	<p>Support to mobilize and organize the validation workshops, policy sensitization workshops, technical workshop, and other associated tasks. The indicative tasks include:</p> <p>DURING EVENT</p> <ul style="list-style-type: none"> • Complete the venue decoration, multimedia setups, seating arrangements (as per protocol), banners, and backstage preparations. • Ensure the availability of IT equipment such as laptops, multimedia projectors, and sound systems at the venue. • Assist the Manager/Sr. Manager in welcoming guests and guiding them to their seats. • Manage the reception/registration desk, ensuring all participants and guests sign in, and provide a drop bowl for business cards. • Oversee refreshments, making separate arrangements for VIP/VVIP if necessary. • Provide logistical information and support to participants as needed. • Distribute transportation costs to participants, ensuring protocol compliance and obtaining signatures. • Take high-quality real-time photos, arrange photo sessions, and organize post-workshop interviews with selected participants if needed. • Preserve the attendance and transportation sheets, ensuring signatures, and submit them to the Manager/Sr. Manager after the event. 	1 days
4	<p>Support to mobilize and organize the validation workshops, policy sensitization workshops, technical workshop, and other associated tasks. The indicative tasks include:</p> <p>POST EVENT</p> <ul style="list-style-type: none"> • Assist in collecting all bill vouchers from the hotel/venue after the event and submit to the Manager, Ag. Policy team. • Prepare an Excel sheet listing all attendees. • Complete the pre- and post-test score sheet. • Conduct SAM verification for all participants and vendors as required by DAI. • Support Ag. Policy Managers in settling bills according to DAI procedures. • Prepare an event report in the prescribed format, including high-quality photos, within two days of the event's completion. 	4 days

#	Action	Estimated Level of Effort (LoE)
	Total LOE	10 days
	Grand Total LOE (Each consultant is expected to work for maximum 18 events over the period of 12 months, total LoE will be decided based on the actual need and requirement of Policy Activity)	Up to 180 Days

NOTE: Consultants must seek and receive prior approval from the Policy Activity before sharing any written information with external parties.

POINT OF CONTACT

The Point of Contact will be the Policy Pillar Specific Senior Manager-Ag Policy.

DELIVERABLES AND PAYMENT SCHEDULE

#	Deliverables	Payment
1	Event completion report including- : Final list of attendees both excel and pdf version. : Pre and post score sheet : SAM report of the participants and vendor	10 days
	TOTAL	10 days
	Grand Total LOE (Each consultant is expected to work for maximum 18 events over the period of 12 months)	Up to 180 Days

MINIMUM POSITION QUALIFICATIONS

1. Advanced degree (bachelor's or equivalent) in business management, social sciences, broader agricultural sector, or a related field from a reputable university.
2. Demonstrated knowledge and a minimum of 3-5 years of experience working in national or international organizations.
3. Excellent project management experience, leadership skills, and expert interpersonal skills.
4. Highly organized, able to multitask, with strong time management skills.
5. Proven ability to manage vendors or suppliers professionally and knowledge of vendor management.
6. Proficient in report writing in English.
7. Experience coordinating with stakeholders from government, private sector, academia/research, and development agencies.
8. Proven ability to work in teams and deliver tasks within set deadlines.

APPLICATION REQUIREMENTS

1. Curriculum Vitae

Please submit the required documents via email to linkbangladeshrecruitment@dai.com on or before 12/07/2024.