



Terms of Reference - Event Organizer for Vi Agroforestry Event in last quarter of 2024

About Vi Agroforestry

Vi Agroforestry is a non-profit organization operating in Sweden, Kenya, Tanzania, and Uganda. The organization works with smallholder farmers and their organisations to fight climate change and poverty.

Vi Agroforestry is continually intentionally seeking ways to always improve the quality of delivery of programmes to ensure the realization of the organization's mission and goals. It is in this regard that Vi Agroforestry seeks to engage an event organizer to support with planning and execution of the traditional food and vegetables role in nutrition event to support the ASILI-B's result area 4 {food and nutrition security}.

Background:

ASILI-B (Agroforestry for Sustainable Livelihoods and Biodiversity). ASILI-B programme is a five-year programme being implemented in partnership with local partners in Uganda, Kenya and Tanzania in East Africa. The overall objective of this programme is to 'improve smallholder farmer family's food and nutrition security, sustainable livelihoods, gender equality, and resilience while enhancing biodiversity conservation and climate change mitigation'.

The ASILI-B Program aims to enhance smallholder farmer families' food and nutrition security, sustainable livelihoods, gender equality, and resilience, while also focusing on biodiversity conservation and climate change mitigation. One crucial aspect of the program is the promotion of traditional food and vegetables to address nutritional challenges among smallholder farmer families, particularly in drier areas. To address the knowledge gap and strengthen understanding among partners and staff, Vi Agroforestry intends to host a virtual social hall event in September 2024.

More about the ASILI-B programme here: [vi-agroforestry-programme-document-2023-2027-agroforestry-for-sustainable-livelihoods-and-biodiversity-asili-b-1-1.docx](#)

<https://viagroforestry.org/what-we-do/>



Summary:

The event aims to facilitate discussions on the role of traditional food and vegetables in nutrition, focusing on enhancing the knowledge and skills of frontline workers and partners regarding food groups, nutrients, and their functions. It will involve field-level recordings, presentations by nutrition and agricultural experts, and interactive sessions to promote collaborative efforts in achieving food and nutrition security.

Objectives:

- To enhance the knowledge base on nutrition among ASILI-B partners and Vi Agroforestry staff.
- To improve the delivery of result area 4 (Food and Nutrition Security) in the ASILI-B program.
- To facilitate interactive sessions that encourage proactive involvement in achieving food and nutrition security.
- To expand collaboration with stakeholders beyond the event.
- Increase visibility of Vi Agroforestry while positioning the organization as an industry leader.

Scope of Work:

The event organizer will collaborate with Vi Agroforestry to coordinate and execute a virtual Social Hall event. Responsibilities include:

- Developing the event schedule, logistics, and technical requirements for the virtual platform.
- Aligning with Vi Agroforestry and partners on objectives and expectations.
- Securing participation from nutrition experts, agriculturalists, and stakeholders.
- Co-designing engaging session formats to facilitate knowledge sharing.
- Co-managing event communication and promotion.
- Coordinating the live streaming and technical audio-visual aspects of the live event.
- Planning and executing multimedia content (photos and videos) to be used at the event, this includes; directing the filming and editing of the videos to be shared on the event day.
- Providing post-event documentation and support for follow-up activities.



Deliverables:

1. Detailed event plan and schedule.
2. Secured participation of nutrition experts, agriculturalists, and other speakers.
3. Engaging session formats and content.
4. Multimedia content including photographs and videos to be shared live in the event
5. Planning and coordination of all event items including setup, decor, logistics and technical details.
6. Organize all technical aspects of the live-streaming of the event to social media platforms including audio-visual set up.
7. Post-event documentation, including summaries and recommendations.

Approach:

The event organizers are expected to approach the project with a creative and innovative mindset while ensuring that the objectives and expectations of Vi Agroforestry are met. They should design interactive sessions that encourage active participation and foster collaborative learning among participants.

Timelines:

Share your proposed method of working and approaching milestones towards the event along the tentative timeline below:

- Planning and Coordination: July - September 2024
- Event Execution: September 2024
- Post-Event Follow-up: October 2024

Qualifications:

The event organizers should have legal standing and relevant experience in organizing similar events. They should demonstrate expertise in event management, virtual platforms, and stakeholder engagement, particularly in the field of agriculture, nutrition, or development.



How to apply

Bids shall be sent to the following electronic mail: procurement.roea@viagroforestry.org

(NB/MAIL SUBJECT HEADING: **Event Organizer TOR**)

The deadline for submission is **10th July 2024**