

ADB & BRAC UPGI Social Protection for Economic Inclusion Event

Terms of Reference for Ultra-Poor Graduation Initiative

Virtual Event Coordinator Consultancy

Client:	Asian Development Bank
Position:	Virtual Event Coordinator
Location:	Remote
Dates of Assignment:	December - January 2020

About BRAC Ultra Poor Graduation Initiative (UPGI)

Beginning in 2002, BRAC pioneered the Ultra-Poor Graduation approach in Bangladesh, a comprehensive, time-bound and sequenced set of interventions designed to enable the most vulnerable and destitute households to progress along a pathway out of extreme poverty. BRAC established the Ultra-Poor Graduation Initiative (UPGI) to deliver technical assistance to agents of scale on how to adapt and implement the Graduation approach and other holistic economic inclusion and social protection strategies. For more than a decade, BRAC has served as a leading provider of global technical assistance and advisory services for the Graduation approach to governments, multilateral institutions, and NGOs worldwide.

Background

About DOLE-ADB Graduation Pilot in Negros Occidental

Great advances have been made in labor and employment targeting disadvantaged groups in the Philippines and vast numbers of poor families have benefited from social protection programs, but much remains to be done, both in terms of reducing extreme poverty and vulnerability. Addressing this challenge includes but goes beyond the current labor and employment initiatives. Recognizing the potential of the Graduation Approach, the Department of Labor and Employment (DOLE) and Asian Development Bank (ADB) determined to design, implement, and evaluate a Graduation pilot with a view toward scaling the approach based on its lessons learned and success.

With nearly five decades of experience designing and implementing scaled development programs targeting the poor, and 18 years of direct implementation of the Graduation Approach, BRAC is the only scaled implementing organization concurrently providing a suite of technical assistance and advisory services building upon lessons learned from the longest-running Graduation program in the world—BRAC's Targeting the Ultra-Poor Program. Therefore, BRAC was selected to advise DOLE on the design and implementation of the Graduation pilot.

Event Description

The Social Protection for Economic Inclusion event, co-hosted by ADB and BRAC UPGI, is a regional knowledge-sharing platform that will discuss the Graduation Approach as a key strategy for economic inclusion in the Asia-Pacific region. The agenda will include the latest evidence from an impact evaluation of a Government of Philippines led Graduation pilot, lessons and insights on economic inclusion and support for the extreme poor from regional

governments in various stages of considering and implementing Graduation on, and key considerations from experts on adapting Graduation for diverse contexts.

Purpose of Event

ADB has requested that BRAC UPGI provide technical services in a regional learning event i) to support the planning of the event, and ii) to share technical expertise and learnings from the DOLE pilot and other Asia region Graduation programs (e.g. Tamil Nadu, Indonesia, etc.). This event will enable ADB and BRAC UPGI to engage with regional government and multilateral stakeholders to raise awareness on the Graduation approach and findings and lessons learned from the Department of Labor and Employment (DOLE) Graduation pilot in Negros Occidental as well as other implementations planned and underway in the Asia Pacific region.

Date/Time of Event:

Two consecutive days in mid-January, 9.00 am - 12.00 noon MNL time, 8 pm - 11 pm EST (Exact Date TBD)

Objective of Consultant

Contingent upon contract award, BRAC UPGI is seeking a Virtual Event Coordinator with a proven background in providing event coordination for virtual events to assist with the planning and coordination of this 2-day event. This is a remotely-based consultancy.

Scope of Work

- **Pre-Event**
 - Provide UPGI and ADB team with planning, organization, and administrative support leading up to the Graduation Learning event.
 - Create a detailed Operations run of the show for the event, using a detailed agenda.
 - Manage an event-specific email inbox for participants' questions and concerns before the event and in between sessions.
 - Track RSVPs and unique invite links for each speaker/presenter.
 - Work closely with the BRAC UPGI team and Zoom Technical Consultant to coordinate the technical aspects of the panel and breakout sessions.
- **During the event:**
 - Offer assistance and guidance with any participant connection issues, as well as basic technical support during the event.
 - Generate and download reports: registrant, attendee, polling responses, and plenary Q&A.
- **Post-event**
 - Process and retrieve webinar recordings post-event.
 - Cleaning up the transcriptions of notes for main and breakout sessions.
 - Create a post-event executive summary of key takeaways.

Qualifications

- Minimum of 5 years of dedicated experience in the design, facilitation, and moderation of interactive events, particularly virtual events.
- Demonstrated experience in optimizing the impact of virtual meeting platforms, with specific examples using Zoom.
- Demonstrated ability to work independently and remotely and be adept at managing multiple and frequently changing priorities.
- Skilled in setting up, utilizing, and training virtual presenters, and ability to organize materials.
- Fluency in English is required (verbal and written).
- Flexible schedule including evenings and some early mornings.
- Access to stable high-bandwidth internet is required.

How to Apply

Candidates are encouraged to apply by submitting the following:

- Resume
- Cover letter
- Two references

Please submit all documentation electronically to Jasveen Bindra (applications@brac-upgi.org) no later than November 30, 2020, with the subject "Application for Virtual Event Coordinator, BRAC UPGI - Candidate Name." Applications are reviewed on a rolling basis.

Only soft copy applications will be considered, and only shortlisted candidates will be contacted.

BRAC USA values a diverse workforce and is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.