



**TOR for Hiring Consultant – IUCN BRIDGE GBM/TROSA
Support for the creation of an online platform, facilitation and content management for the
Meghna Knowledge Forum (June 2021)**

Duration of Consultancy: 4.5 months (20 March 2021 – 31 July 2021)

Deadline for the submission of EOI: 8 March 2021 (6:30 pm India Standard Time/ 8pm Thailand Standard Time)

Background:

IUCN Asia is organising the Meghna Knowledge Forum (MKF) from 22 to 24 June 2021. The Forum will be a scientific symposium, which will aim to provide a learning exchange platform on shared water governance issues in the Meghna Basin, linked to natural resource management (NRM) and community inclusion. MKF 2021 will be jointly convened by IUCN in partnership with Oxfam in Asia as part of the Government of Sweden funded Transboundary Rivers of South Asia (TROSA) project. The Forum will strengthen multi-stakeholder connections to advance collaborative efforts for the integrated management of the Meghna River Basin.

Specific objectives of MKF 2021 include:

- Support the identification of key knowledge gaps in the implementation of transboundary water governance in the Meghna Basin;
- Develop potential partnerships to address knowledge gaps;
- Facilitate dialogues in the development of a basin-level integrated management approaches;
- Facilitate discussions on important transboundary themes such as knowledge-based water governance, community-based research, and translation of research outcomes and its use in shared water governance policy and planning.
- Serve as a venue for sharing of lessons learned in transboundary water governance among organisations, local communities, women and youth sectors

Participants will be composed of policymakers, researchers, civil society organisations (CSOs), private sector representatives, international experts on transboundary water resource management, and women and youth leaders.

Because of COVID-19-related restrictions on international travel, the MKF 2021 is conceived as a hybrid forum, with physical meetings at national level in Bangladesh and India, connected virtually to stimulate interactions amongst relevant actors at the national and transboundary levels. It is estimated that the MKF 2021 will bring together more than 400 participants, including at least 100 in physical events to be held in Dhaka, Bangladesh and Shillong, India and more than 300 people who are expected to join the event virtually. The Forum will include plenaries, thematic sessions, side events, a photo competition and a knowledge fair.

IUCN is seeking support from a consultant/company with diversified expertise in the creation of online platforms and the design and implementation of communication and media engagement strategies, to assist with the facilitation of the Forum and the dissemination of MKF knowledge products and videos.

Objectives of the Consultancy: Support the facilitation of MKF 2021, through the creation of an online event website and interactive platforms, such as discussion boards, photo gallery, and virtual knowledge fair and social media activities to promote the Forum. The consultant will also support the facilitation of the online event, and ensure the resources created through the Forum are available online after the Forum.

Specific deliverables are categorised in the following three categories:

Pre-event: a) Creation of an online platform with virtual dialogue spaces/community boards, virtual photo gallery with voting options, and spaces for consolidating information generated during the event; b) Online registration for speakers and attendees; c) Features to publish announcements/push



notifications for event speakers and attendees; d) Advice on the refinement of the Forum agenda, to ensure seamless facilitation and broadcast of physical interactive sessions and its virtual events.

During the event: a) Support with the facilitation of online dialogues and coordination with the partners and speakers; b) Online session Integration with Zoom/ Microsoft Teams platforms (or a suitable platform); c) Live broadcasting of the Forum discussions on IUCN Asia YouTube and Facebook page and with a provision to cater for other broadcasting platforms; d) Support IUCN and partners with event moderation; e) Event analytics to monitor the success of event, and its performance and outreach; f) Interactive virtual session management; g) Live technical support during the event.

Post-event: a) Consolidate and organise the knowledge products and videos created through the forum in a user-friendly manner and make these available for wider public consumption.

For the delivery of the products, the consultant will work closely with the IUCN Communications Unit and the project management team based in Bangkok, Bangladesh and India.

Deliverables and Timelines

Outputs	Timeline
Work with the IUCN team to finalise the agenda and strategy for organisation of the MKF 2021 hybrid event	5 April 2021
Ensure the online platform and virtual spaces are active and available in a public interface	20 April 2021
Support the facilitation of MKF 2021 (plenary, thematic sessions, side events) and virtual photo gallery and knowledge fair	22-24 June 2021
Report on the Forum's social media analytics and attendee report	30 June 2021
Online platform with all the content and visual media organised in a user friendly manner	25 July 2021

Desired experience and qualifications

The consultancy is open to **consultants/companies with** the following expertise:

- Experience with the facilitation of online interactive sessions, including live moderated Q&As;
- Experience with the creation of customized event platforms, exhibit halls and booths;
- Experience with the design and implementation of communication and outreach strategies for similar events;
- Mechanisms to provide 24/7 support for the online platform, in order to ensure a user-friendly frictionless experience;
- Experience of comparable (related) assignments within the region is an advantage;
- Excellent English language skills.

Please send your expression of interest in the desired format (see Annex 1 below) to the following IUCN staff, latest by 5 March, 2021, 6:30 pm India Standard Time/ 8pm Thailand Standard Time.

To: Mr. Vishwa Ranjan Sinha, Program Officer, Water and Wetlands, South Asia, IUCN Asia Regional Office, Bangkok; Email – Vishwaranjan.sinha@iucn.org

- cc: Ms. Archana Chatterjee (National Coordinator, IUCN India) archana.chatterjee@iucn.org and Dr. Khalid Hossain (Programme Coordinator, IUCN Bangladesh) khalid.hossain@iucn.org

Format for Expressions of Interest

Name of institution	
Postal and email address	
Summary of previous work highlighting relevant expertise (max 500 words)	
References (including web links) to previous work	
Names and email addresses of the core team (max 3), along with a 50 word summary (for each member) indicating qualifications and skills. Please also attach Curriculum Vitae (CV) of the team lead.	



Proposed budget and details of expected expenditure, such as number of days, daily rates of staff etc. in the format suggested below:

Budget Line	Description	Unit	No. of units	Cost per unit	Budget in local currency
1.1					
1.2					
1.3					
1.4					
Total					