



USAID
FROM THE AMERICAN PEOPLE



IDEAL Activity: Regional Knowledge Sharing Meeting in the Sahel Event Support

MASTER OF CEREMONIES/CONSULTANT SCOPE OF WORK

Hiring Organization: Save the Children

Location: Washington, DC

Background & Context

The Implementer-Led Design, Evidence, Analysis and Learning ([IDEAL](#)) is an activity funded by USAID's Bureau for Humanitarian Assistance (BHA) that works to support the United States Government's goal of improving food and nutrition security among the world's most vulnerable households and communities. IDEAL addresses knowledge and capacity gaps expressed by the food and nutrition security implementing community to support them in the design and implementation of effective emergency and non-emergency food security activities.

From October 21-23, 2024, IDEAL will organize its second in-person Regional Knowledge Sharing Meeting (RKSM) on [humanitarian-development-peace coherence](#), focusing on the Sahel and including stakeholders from USAID-funded activities in Burkina Faso, Chad, Mali, Niger and Nigeria. The event will take place in Saly, Senegal, and will be led in French and English with quality interpretation. IDEAL expects to welcome between 100 and 150 stakeholders for this event. To access resources from IDEAL's first RKSM, which focused on the Greater Horn of Africa and was organized in Kenya in May 2023, please click [here](#).

Objectives of the RKSM Event Support Consultancy

For this consultancy, IDEAL is looking for a Master of Ceremonies (MC) and experienced lead facilitator, fluent in French and English, and well-versed in humanitarian and development topics, including USAID-funded projects in the Sahel and the HDP nexus. Proven experience facilitating/moderating large-scale events will be important.

The consultant will be responsible for working with IDEAL leadership and technical staff to plan for and prepare to facilitate plenary sessions and moderate the event's opening panel. They will report directly to IDEAL's Activity Director throughout the consultancy.

Key Responsibilities

BEFORE THE EVENT

- Support IDEAL in designing and organizing the event's opening panel, including liaising with partners in the region.
- Meet with IDEAL's event team to prepare for facilitating the overall event, specifically plenary sessions.
- Propose innovative, interactive formats to effectively engage and communicate with the audience.

DURING THE EVENT

- Lead the facilitation in plenary sessions.
- Liaise with participants and stakeholders.

- Participate in various sessions to become familiar with the content of discussion during the event.
- Provide support as needed throughout the 3-day event (moderation, advice, etc.)

Timeline

Description	Estimated Level of Effort (LOE)	Timeline
Preparation meetings with IDEAL: The consultant will meet with IDEAL’s event team to prepare for facilitating the overall event, specifically plenary sessions.	24 hours/3 days	August 19-October 19
Support of session design for Opening Panel: The consultant will support IDEAL in designing and organizing the event’s opening panel, including liaising with partners in the region.	24 hours/3 days	August 19-October 19
Facilitator’s guide: Based on the agenda, the consultant will develop a facilitator guide for all plenary sessions and transitions	8 hours/1 day	August 19-October 1
Dry-runs/rehearsals: the consultant will participate in dry-runs for both overall facilitation and opening panel	4 hours/0.5 day	October 1-October 15
In-person event facilitation and support: Lead facilitation in plenary sessions, provide support as needed during the event, and participate in post-event debrief.	24 hours/3 days	October 21-24
	Total = up to 84 hours	

Consultant Competencies

- Experience in facilitating large-scale events, preferably with similar agendas.
- Experience working with USAID-funded programs in the Sahel.
- Knowledge of HDP coherence and food security issues in the Sahel.
- Creativity and innovation in facilitation methods.
- Excellent level of both French and English. Ability to navigate between both languages when facilitating.
- Demonstrated ability to communicate and collaborate effectively with individuals at different levels from different countries and cultures.
- Ability to meet deadlines and deliver high-quality results.

Proposal Requirements

Proposal must be less than 2 pages, excluding annexes/attachments.

Proposal must include the following:

- Description of the individual(s) and/or firm and their relevant experience
- Proposed approach and timeline
- Budget (including a breakdown of expected LOE and cost per deliverable)
- Curriculum Vitae

Please submit complete proposals to IDEAL_Activity@savechildren.org with the subject “*IDEAL Sahel RKSM Event Proposal*” by August 12, 2024.

This document is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of the Implementer-led Design, Evidence, Analysis and Learning (IDEAL) Activity and do not necessarily reflect the views of USAID or the United States Government.