



## CALL FOR EXPRESSIONS OF INTEREST

### Event Coordinator (Consultant) for Victims Workshop

<b>Reference number:</b>	EOI/CMS/2021/05
<b>Office:</b>	Office of Administration
<b>Date issued:</b>	02 December 2021
<b>Deadline for expressions of interest:</b>	31 January 2022
<b>Duty Station</b>	Phnom Penh
<b>Assignment duration</b>	5 months (commencing February 2021)
<b>Assignment classification:</b>	This assignment is of broad scope and considerable depth, requiring specialized knowledge and skills
<b>Consultancy fee:</b>	Commensurate with experience and in accordance with applicable UN rates

### General Background

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC), which is a domestic judicial institution established in accordance with Cambodian law. The ECCC has jurisdiction to bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom that were committed during the period from 17 April 1975 to 6 January 1979.

The Office of Administration plans to facilitate an inclusive workshop to discuss the findings and recommendations of the Co-Rapporteurs on Residual Functions related to Victims. The purpose of the event – which will bring together victims and their representatives, possible implementing partners, a range of civil society members and interested stakeholders – is to gather priorities, consider options and chart a way forward for initiatives within the mandate of the ECCC which will be meaningful to victims of the Khmer Rouge regime and the general public.

In this regard, the Office of Administration seeks the expertise of one (1) **Event Coordinator** on a consultancy basis, to plan, design, coordinate and facilitate the workshop event, which is envisaged to take place in May 2022. The Event Coordinator will also assist the Event Moderator to prepare and present a final report to the Office of Administration within one month of the workshop, detailing a summary and conclusions of discussions at the event, and actionable recommendations arising therefrom. The report must include comprehensive terms of reference for victim-related initiatives considered appropriate for the ECCC to implement, including identifying possible implementing partners, funding sources, cost and delivery schedules.



## Duties and responsibilities

Under the overall supervision of the Programme Management Officer, Office of Administration, the Event Coordinator will be responsible for the following duties:

- Develop and refine the programme and choreography of the workshop;
- Engage with a range of stakeholders to identify, coordinate and convene victims, their representatives, possible implementation partners, civil society representatives, interested stakeholders and other participants;
- Establish and maintain contact with external stakeholders, including media, government and non-government representatives, to facilitate collaboration and exchange of information for the purpose of planning the workshop;
- Serve as the primary focal point for all event preparations and facilitate logistical and coordination matters;
- Liaise with external suppliers and provide on-site coordination at the workshop;
- Assist the workshop Moderator to prepare and finalize a comprehensive recommendation report to the Office of Administration (with the assistance of a secretariat, which will be provided); and
- Perform other duties as required.

## Assignment outputs

The Event Coordinator is expected to deliver the following outputs:

<b>Output</b>	<b>Deadline</b>	<b>Instalment</b>
Preliminary event programme	15 March 2022	15%
Final event programme	1 April 2022	15%
Workshop event	Mid-May 2022	35%
Final report to Office of Administration	Mid-June 2022 (within one month of event)	35%

## Competencies

**Professionalism:** Shows pride in work and in achievements, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; takes responsibility for own work.



## Qualifications

**Education:** University degree or equivalent in Event Management, Business Administration, Public Administration, Law, Political Science, Public Relations, International Relations or related field.

**Experience:** A minimum of five (5) years of experience at the national and international level including experience in organizing events. Previous experience in organizing international projects/conferences and supporting the coordination of numerous stakeholder groups is desirable. Experience with, or in-depth knowledge of the ECCC is an asset.

**Language:** The official working languages of the ECCC are Khmer, English and French. For this consultancy, fluency in English is required. Knowledge of Khmer is an asset.

**Computer skills:** Good knowledge of relevant computer applications, e.g. Microsoft Word.

## Special Notice

The consultancy fee is all-inclusive. Please note that no allowance, including DSA, other than the consultancy fee is available. In-person presence in Phnom Penh is mandatory. If the consultant needs to travel to perform his or her assignment, UNAKRT will provide a ticket (economy class) from his or her place of residence to Phnom Penh at the commencement of the assignment, and from Phnom Penh to the place residence upon the completion of the assignment.

