



REQUEST FOR CONSULTANT SERVICES

Short Term Contract, Events & Logistics Coordinator

Purpose and Scope of this Request

Vital Strategies seeks an experienced **Events Coordinator** for a contract assignment. The consultant should have experience working in event production including project management with a track record in successful events.

This consultancy is anticipated to start*: Immediately and end on: June 6, 2023 (with opportunity to support 3 additional events in 2023).

**Please note this is a short-term contract intended to support event development, planning and production. For the May event, 20 hours a week between start of contract and June 6th, 2023. Additional dates to be finalized after first contracted event.*

Vital Strategies Organizational Background

Vital Strategies is a global health organization that believes every person should be protected by equitable and effective public health systems. We partner with governments, communities and organizations to reimagine public health, and the result is millions of people living longer, healthier lives. Our team of experts work in 73 countries with offices in New York City, São Paulo, Jinan, Addis Ababa, Paris, New Delhi and Singapore to help strengthen public health systems, protect lives and take on preventable diseases, all across the world.

We partner with governments, communities and organizations to advance public health. Our team of scientists, researchers, communicators and advocates work together with our partners toward cleaner air, healthier food, safer roads, science-led policies, and preventing disease and illness. Our goal is to build a future where health is produced and protected for everyone and by everyone across all facets of our lives, in our families, communities and countries.

Project Overview—Scope of Services

Summary (About the project):

The events coordinator consultant will collaborate with the Vital Strategies team in planning, managing and executing their signature events series, VitalTalks Live. VitalTalks Live is a speaker series that brings together leading voices from diverse fields to discuss today's most pressing public health challenges (www.vitalstrategies.org/vitaltalks). Events will include a panel discussion, networking with refreshments and take place at Vital Strategies office in New York City.

The consultant will employ best practices in event planning and preparation throughout the process as well as on the event day and during the post-event period. They will oversee all aspects of the planning process, including vendor oversight, collateral marketing materials development/design, the invitation/registration process, and on-site event support, among other responsibilities.



Specific deliverables include:

- Implement four in-person events at Vital Strategies office in New York City.
- Project manage each event from initial concept to post-event evaluation.
- Oversee selection, contracting and management of all vendors including A/V, food and beverages, furniture rentals, and more.
- Send correspondence to speakers, corporate sponsors and outreach.
- Coordinate all logistical elements of the event.
- Schedule calls and meetings as needed.
- Develop briefing kits and social media kits.
- Organize vendors, caterers, staff, and speakers day-of.
- Oversight for event set-up, tear-down, and clean-up with Vital Strategies’ facilities team.
- Adhere to event budgets and process invoices.

Consultant Qualifications:

- 3-5+ years in event production and management.
- Experience in project management with a track record of successful events.
- Excellent organizational skills with the ability to multitask under pressure.
- Strong communication and interpersonal skills.
- Creative, out-of-the-box thinking.
- Meticulous attention to detail.
- Expert time management skills.
- Ability to adhere to budgets and process invoices.

Instructions for Consultant

- 1. Expressions of Interest.** Please provide CV and any other relevant information to Contract Manager at **Ally Davis, Deputy Director, PR & Marketing at adavis@vitalstrategies.org**.
- 2. Payment Currency:** Please include your daily rate or fee for service. We are anticipating approximately 20 hours per/week for each event. Vital Strategies reserves the right to negotiate fees.
- 3. Contact Person.** Service providers shall refer any questions, and submit their proposals via email to **Ally Davis, Deputy Director, PR & Marketing at adavis@vitalstrategies.org**.
- 4. Due Date.** Expressions of interest must be submitted in PDF format to **adavis@vitalstrategies.org May 15, 2023 for immediate start; May 30th for future contracts.**

Existing Contract Information	
Current Contract with Vital Strategies?	Yes / No
If Yes, Name of Vital Strategies Contract Manager	
Implementation Timeline of Existing Contract	