



**Terms of Reference:
15th Anniversary Celebration Event**

1. **Background:**

The Forest Sector Charter Council (FSCC) was established in 2009 and is mandated to promote, facilitate, and report on B-BBEE implementation in the Forest Sector. It is established as a Non-Profit making as well as a Public Benefit Organisation (PBO).

In 2023, B-BBEE marked 20 years of existence. In 2009, the Forest Sector committed to Broad-Based Black Economic Empowerment with the first Forest Sector Code of Good Practice promulgated in June 2009. The Code was then revised into an Amended Forest Sector Code in April 2014. The transformation status is profiled on an annual performance elaborating on the sector's performance towards the transformation targets. The complete understanding of the transformation trajectory in the Forest Sector is often marginalised with no obvious case publicised and widely marketed. Often than not, the sector's good efforts channelled and intentions towards transformation may be underestimated leading to misrepresentation.

2. **Purpose of the 15th year celebration**

2024 marks the FSCC' 15th year anniversary. In preparing to celebrate its 15th year of existence and the transformation journey, the FSCC requires the expertise of a proficient event management service provider to organise a memorable and theme-based celebration event. The occasion is intended to commemorate the transformation achievements in the forest sector, showcase the genuine accolades, acknowledge the partnerships amongst significant stakeholders, and foster a sense of collaboration and B-BBEE cohesion among its stakeholders.

The event is also anticipated to leverage and cement the sector's commitment to transformation and B-BBEE while reigniting the intentions to comply and improve on sector's performance.

3. **Scope of Work:**

In consultation & agreement with the FSCC, the service provider shall undertake the following tasks:

- Prepare a clearly defined project plan detailing the activities, time frame, and cost estimates for each item.
- Identify and secure an appropriate venue for the celebratory event, considering factors such as capacity, location, amenities, budgetary constraints, and including setup requirements, and any special requests.
- Develop and manage a comprehensive event agenda, ensuring smooth execution and adherence to scheduled times.
- Suggest and organise keynote speakers and guest speakers, or entertainment tailored to the event's theme and objectives.
- Prepare and send out invites to participants and receive confirmations thereto.
- Oversee the design, production, and distribution of goodie bags and gift bags for attendees.
- Provide a dedicated team for on-site event management, overseeing setup, coordination, and resolution of any issues that may arise during the event.
- Organise and arrange media platforms such as newspapers, TV, etc, if applicable.
- Prepare a full report of the event for publication in newspapers, social media platforms, and forestry related magazines.
- Ensure full compliance with health, safety, and legal regulations pertinent to event management.

4. Deliverables:

The service provider shall furnish the following deliverables:

- A detailed event proposal outlining venue options, proposed agenda, speaker lineup, catering arrangements, and logistical details.
- Confirmation of venue booking and associated contractual agreements.
- Confirmation of speakers or performers, accompanied by their biographical information and presentation materials.
- Conceptual designs and content for the assembly of goodie bags and gift bags, subject to approval.
- Arrange for sponsorships and partnerships for the goodie bags.
- Deployment of a proficient on-site event management team, adequately briefed and prepared for the event.

5. Timeline:

The service provider shall complete all event arrangements within the agreed-upon timeline, commencing from the project's initiation as negotiated and agreed.

6. Reporting:

The service provider shall furnish regular progress reports to the ED and or designated committee within the FSCC. These reports shall include updates on venue bookings, speaker confirmations, catering details, and overall event planning progress.

7. Qualifications:

The service provider should possess the following qualifications:

- Excellent comprehension of the Forest Industry and its value chain.
- Demonstrated proficiency in organizing corporate events, particularly milestone celebrations.
- Extensive network of industry contacts, including venues, speakers, caterers, and suppliers.
- Aptitude for innovative event planning and meticulous attention to detail.
- Proven track record in events and management, capable of multitasking and meeting stringent deadlines.
- Strong interpersonal and communication skills, facilitating effective collaboration with stakeholders.

8. Budget:

Budgetary considerations for the celebratory event shall be mutually agreed upon between the FSCC and the service provider before project commencement. The service provider shall adhere to the approved budget and seek approval for any deviations.

9. Evaluation:

The service provider's performance will be assessed based on the successful execution of the celebration event, encompassing venue selection, speaker arrangements, catering services, and overall attendee satisfaction.

10. Terms of Contract:

A formal contract shall be drafted, outlining the terms and conditions governing the engagement. This contract will include payment terms, cancellation policies, indemnity clauses, and any other pertinent provisions.