

# Request for Expression of Interest

## ECPAT International Assembly

### - technical support for virtual organisation/ platform -

#### ORGANIZATIONAL BACKGROUND

ECPAT International is a global network of organizations working together for the elimination of the sexual exploitation of children (SEC) in all its manifestations, i.e. exploitation of children in prostitution, online child sexual exploitation, sale and trafficking of children for sexual purposes, sexual exploitation of children in travel and tourism and some forms of child, early, and forced marriage. The ECPAT network currently consists of 122 members working in 104 countries.

The International Assembly is the highest decision-making body of ECPAT International and consists of representatives appointed by Members. As an inclusive decision-making instrument, the International Assembly enables democratic discussions, collective changes, and structured progress. It approves the major strategic direction of the network and lays down Policies and Organisational Guidelines by which the ECPAT network is directed.

The International Assembly meets every three years. Due to the current Covid-19 pandemic situation, the ECPAT Board of Trustees decided that the 2021 International Assembly will be organized virtually in two different sessions, a first event taking place in April/May and the second one approximately four or five months later.

#### PURPOSE OF THE ASSIGNMENT

ECPAT International is seeking support to organise and facilitate our 2020 virtual International Assembly events. Decision was taken to organise these events on “Zoom”. We are looking for support on the technical organisation of the Assembly from an agency specialised in organising large Zoom meetings that span over all time zones, involve simultaneous interpretation (minimum four languages), break out into large regional or thematic groups and facilitate on-site decision-making through built in surveys and polling.

Expected participants: about 300, including observers (who have no voting rights)

#### POSITION OBJECTIVES

- Lead the technical conceptualization, design, planning and preparation of the two online Assemblies
- Conduct preparatory training meetings with participants requiring upfront technical support in order to ensure smooth facilitation of assembly meetings.
- Create support material with essential information for participants on technical specifications and other essential guidance on how to join and contribute to the International Assembly meetings.
- Provide technical guidance and assistance to participants before and during the meetings.
- Serve as technical and logistical lead during the Assembly meetings
- Respond to any unexpected technical issue.
- Serve as technical liaison for interpreters involved.
- Provide other logistic and technical support as needed

### **DERIVABLES - DUE DATE**

- Work plan for entire implementation - January
- Test meeting (with external individuals, such as selected members and interpreters) - March
- First International Assembly Meeting – April/May
- Second International Assembly Meeting - August/September

### **KEY ASSESSMENT CRITERIA**

- Demonstrated experience in organizing online global events involving multiple participants from different regions, time zones and contexts
- Technical expertise in the use of the “Zoom” platform, involving simultaneous translations and interactive feedback and polling in different languages.
- Excellent guidance-skills and ability to explaining technical issues to a broader audience;
- Quotation
- Working language of the assignment is English; knowledge of Spanish, French, or Russian for participant interaction is a plus;

### **TIMEFRAME**

ECPAT will require support for organisation of the International Assembly events starting as soon as possible in January 2021 and until successful implementation. Expressions of interest need to be specific in regards to time foreseen for this service by including an estimate of working days required.

### **ADDITIONAL INFORMATION**

- The agency is expected to act at all times in a manner consistent with the values of ECPAT International and in compliance with the organization’s policies and procedures including Child Safeguarding Policy and the Staff Code of Conduct.
- Adherence to ECPAT International policies and procedures is required, including signing and abiding by the Staff Code of Conduct.

### **EXPRESSION OF INTEREST**

Expressions of interest need to highlight previous similar experiences, a suggested approach towards implementation incl. required time, and a financial quotation to [vacancy@ecpat.net](mailto:vacancy@ecpat.net). Please mention in the subject header: your name and “Assembly support”.

ECPAT remains the right to further negotiate proposal and fees with interested parties that meet the requirements.

**Deadline: Sunday 17 January 2021**