

Terms of Reference: Event Organiser for a 1-day Conference and Exhibition

The International Labour Organisation (ILO) is looking for an event organiser to jointly plan, design and hold a 1-day conference and exhibition on the theme “Protecting informal workers and rural dwellers under the National Social Protection Strategy” in Vientiane. Interested companies and/or teams with the required qualifications should submit their profiles, technical and financial proposals to Ms. Loveleen De at del@ilo.org and Ms. Sengdeuan at phommasoukha@ilo.org latest by **Friday, 3 May 2024**. In case further clarifications on the tasks are required, candidates can email the addresses above.

► Qualifications

- Experience of organising events, conferences and/or exhibitions, preferably with international organisations, NGOs, and the public sector in Lao PDR.
- Ability to manage complex logistics.
- Experience in graphic design and videography.
- Excellent communication skills in English and Lao.
- Excellent interpersonal and teamwork skills.
- Ability to work flexibly.

► About the event

Lao PDR will organise its first **National Social Protection Conference**, tentatively for 1 day in July 2024 at the International Convention and Training Centre (ICTC) in Vientiane. It will act as a platform to raise awareness of social protection and encourage exchanges among the government and people. The interactions will be facilitated through panel discussions, role play, public polls, and exhibitions to hear about policy issues, latest research and developments, and people’s voices. The Conference will be organised by the Ministry of Labour and Social Welfare and ILO, with support from other UN agencies and NGOs.

Since the adoption of the National Social Protection Strategy in 2020 in Lao PDR, social protection has gained momentum and is seen as a powerful policy tool to address lifecycle risks and socioeconomic shocks. The theme of the Conference is **Protecting informal workers and rural dwellers under the National Social Protection Strategy**, to reflect the complex needs of the large rural population and informal workforce of the country in the face of crisis, instability, and hardship.

► Background: Social protection in Lao PDR

Lao PDR is primarily an agrarian country where most people work in informal employment. An estimated 1.4 million people in the labour force work in agriculture, forestry and fishing, almost entirely in the informal economy, while over 2.4 million engage in subsistence production in agriculture and household work. In both rural and urban areas, a significant part (86%) of the workforce is in informal employment. Such people often

have low and irregular incomes greatly dependent on environmental conditions, poor working conditions, and no social protection.

The National Social Protection Strategy, adopted in April 2020, shows the State's commitment to gradually achieving universal social protection. It recognises that social protection can reduce poverty and inequality, promote development of human capital, and contribute to fair and equitable socio-economic development. Its vision is that "by 2030, Lao people will have access to basic social protection services consisting of health insurance, social security and social welfare in an equitable, adequate, effective and sustainable way".

► **Objectives**

The objectives of the National Conference are to:

- Raise awareness on social protection among policymakers and implementers
- Raise the importance of social protection in policymaking and budgetary decision-making processes
- Promote understanding and create demand for social protection among people, especially youth and students
- Draw inspiration from the experiences of other countries in designing and implementing social protection programmes
- Foster collaboration among different stakeholders

► **Participants (tentative)**

The Conference is estimated to have 150 in-person participants and xx online participants, consisting of:

- Government authorities (line ministries and their provincial departments, governors' offices)
- National Assembly members
- Worker and employer organisations (e.g., Lao Federation of Trade Unions, Lao Coffee Association)
- Civil society organisations
- Development partners (i.e., UN, World Bank, INGOs)
- Key speakers from other countries
- Academia (e.g., NUL researchers and students)
- Social protection programme beneficiaries

► **Required tasks**

1. Liaise with the International Convention and Training Centre (tentative location) to arrange event logistics.
2. Set up an exhibition area outside the conference room with approximately 10 booths, and coordinate with different organisations to display their respective IEC materials in each booth.



International
Labour
Organization

3. Design and produce an event backdrop/banner.
4. Organise broadcasting of the event via Facebook Live (on any selected page/s).
5. Coordinate with ILO, Oxfam and 2 civil society organisations to jointly design and enact a 20-minute role play/skit on the topic “Advocating social protection to Lao villagers”.
6. Conduct a poll among Lao students and young workers on a selected topic (such as, tentatively, “what does social protection mean to you?” or “what does the society/youth want from public services?”) and display the results of the poll in graphic or video format during the event.