

## TERMS OF REFERENCE

### FOR

### EVENT MANAGEMENT TO ORGANISE FIJI'S NATIONAL JOB FAIR

#### **1. BACKGROUND**

The National Job Fair was mooted by the Fiji Higher Education Commission (FHEC) as one of its priority activities of *Developing Linkages to Employment in Fiji*. The FHEC approached the Minister for Employment, Productivity & Industrial Relations (MEPIR) with the concept of a National Job Fair for both organizations to collaborate with other stakeholders to organise and deliver Fiji's 1<sup>st</sup> National Job Fair.

The FHEC initiative is also complemented with the National Employment Policy (NEP) **Priority 1** in creating more opportunities for young people to follow clear pathways from education to productive employment. The National Employment Policy is based on the notion of "Moving Fiji Forward" and recognizes that economic growth alone is not enough to meet the challenge of increasing employment opportunities.

With Government's commitment towards graduates being job creators, the NEP would promote self-employment to be able to establish and sustain a business and ensure financial survival and increase access to credit by small businesses. Private investment is also an important aspect to creating jobs.

Unemployment in Fiji stands at 4.5 per cent, according to the 2017 Census. Fiji's five-year and 20-year National Development Plan also recognises this. By 2021, the plan targets to sustain a four per cent unemployment's rate for the next 20 years.

The NEP is also in line with Fiji's commitment to the United Nations Sustainable Development Goals (SDG) – specifically goal 8. SDG 8 seeks to promote sustained economic growth, higher levels of productivity and technological innovation.

#### **2. OBJECTIVES**

The objectives of the National Jobs Fair are as follows:-

- (i) to create more opportunities for young people (between the ages of 18-35 years) to be informed of clear pathways from education to productive employment;
- (ii) to provide a platform for young people to look at employment opportunities & choices and to seek employment advice and prospects of internships
- (iii) to enable young people to engage with industry and education providers under one;
- (iv) to allow Fijians who have opted out of mainstream education and wish to further their studies through higher education institutes.

### **3. TARGET GROUPS**

The target group for the National Job Fair are youths currently in the school system and Fijians who are not in education, employment or training and are unemployed. In addition, those Fijians looking to reengage with the education system and those registered with the National Employment Centre.

### **4. SCOPE OF WORK**

The potential provider is expected to work with the Working Committee in:

- Developing and designing the national fair concept
- Putting together the respective plans
- Execute, promote and supervise the activities of the fair
- Provide an evaluation report on the event

There may be additional activities of similar nature, which the firm/company would be required to undertake, based on requirements from time to time.

Project will commence after signing the contract and will end after 02 March 2019.

### **5. EVENT MANAGEMENT DUTIES**

#### **5.1.1 MEETINGS**

The Event Organizer will attend meetings with the Working Committee whenever called upon.

#### **5.1.2 SUPPLIERS**

The Event Organizer may engage the services of a third party or subcontract any necessary assistance that may be required to effectively carry out the scope of work.

#### **5.1.3 VENUE**

The Event Organizer will advise and assist the Working Committee for venue identification.

**5.1.3.1** The Event Organizer will develop a floor plan after the identification of venue.

#### **5.1.4 PROMOTIONS**

The Event Organizer will be responsible for the promotions of the event.

#### **5.1.5 PROGRAMME**

The Event Organizer will advise the Working Committee for the improvement of the fair's programme

#### **5.1.6 TECHNICAL REQUIREMENTS**

The Event Organizer will manage all relevant arrangements in regard to technical requirements for audio-visual equipment, tents, sound, screen and other related equipment/services.

#### **5.1.7 PRINT PRODUCTIONS**

The Event Organizer will organize the production and delivery of print productions within the agreed time guidelines. These may include but will not be limited to advertising materials and any other materials that the Working Committee will have approved.

### **6.0 SUBMISSION OF PROPOSAL**

Interested applicants are to submit an EOI no later than 07 January 2018. Applications must include a cover letter, work profile, three references and a financial proposal indicating fees. Applications to be addressed to the Senior Manager-Corporate Services, Fiji Higher Education Commission, P O Box 2583, Government Buildings, Suva.

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