

Terms of Reference

General Information

Project	NatureWorks- Enhanced Climate Adaptation Measures and Local Economic Development in Eastern Badia Nature Reserves - Shiraka III
Activity Title	Event Management services
ToR Number (Please refer to it when applying)	ToR/NW/12/2025
Location	Shaumari Wildlife Reserve, Jordan
Date of Announcement	June 19, 2025

Leaders International

Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Amman, and Ramallah, Leaders International provides complete project-management services with a focus on private-sector development, enterprise development, job creation, entrepreneurship, D4D, economic policy dialogue, and tourism value chain development.

Project Background

Nature Works: is a two-year project dedicated to promoting sustainable development in Jordan's Eastern Badia region. Focused on Al Shaumari and Al Dahek reserves, the project aims to strengthen the conservation efforts by providing the Royal Society for the Conservation of Nature (RSCN) with essential tools and resources to address climate change and ecological challenges. Simultaneously, it strives to enhance the tourism experience through visitor-centric strategies, improved infrastructure, and stronger connections with local service providers, all with a core focus on sustainable tourism practices. The project also empowers local communities through capacity-building programs, active involvement in reserve protection, and integration of conservation themes into local communities, fostering environmental awareness. By creating economic opportunities, such as job creation and sustainable agribusinesses, "Nature Works" seeks to strengthen biodiversity protection, position Jordan as a premier ecotourism destination, and ensure a lasting positive impact on the region's ecosystems and communities.

This project is implemented by Leaders International for Economic Development in partnership with the Royal Society for the Conservation of Nature and is funded by the state of the Netherlands.

Objective

Leaders International is seeking a qualified and experienced event management service provider to organize and execute the Arabian Oryx Event, which will take place outdoors at the Shaumari Wildlife Reserve between July 5–9, 2025 (exact date to be confirmed).

The event aims to:

- Raise public awareness about the importance of wildlife conservation, with a focus on the Arabian Oryx;
- Celebrate 50 years of Shaumari's contributions to biodiversity protection and species reintroduction;
- Educate youth and local communities on the ecological value of protected areas;
- Honor the dedication of long-serving conservation staff;
- Promote youth engagement and environmental literacy through an interactive environmental debate.

Scope of Work

The selected service provider will be responsible for the full planning, coordination, and implementation of the 1-day Arabian Oryx Event at Al-Shaumari Wildlife Reserve. The scope includes, but is not limited to, the following tasks:

1. Event Setup

- Full outdoor venue setup at Al-Shaumari Wildlife Reserve for up to 50 attendees.
- Supply, delivery, and installation of:
 - One traditional Arabic tent accommodating up to 50 people, fully furnished with chairs.
 - 1 branded podium for official speeches.
 - Professional sound system appropriate for outdoor use, including microphones and speakers.

2. Event Branding (Design will be shared by Leaders International)

- Production, and installation of branding elements, including:
 - One event backdrop to be placed behind the podium (standard size).
 - Two branded roll-up banners aligned.

3. Event Coverage

- Provide a professional photographer/videographer to document the full event, including:
 - Production of one cinematic highlight reel (30–60 seconds) summarizing the event.
 - Delivery of at least 100 high-quality, edited photographs capturing key moments.

4. Honorary Awards

- Design and production of 20 custom trophies/plaques to be awarded to honorees during the Golden Jubilee Honoring Ceremony.



- Trophies must reflect the conservation theme and be pre-approved by the project team.

Deliverables

The selected service provider is expected to deliver the following:

1. Event Setup

- Fully installed Arabic tent accommodating up to **50** guests.
- Set of chairs and tables arranged as per the approved layout.
- One branded podium and complete sound system (including microphones and speakers).

2. Event Branding

- One professionally designed and printed backdrop to be placed behind the podium.
- Two branded roll-up banners aligned with the event theme and partner visibility requirements.

3. Event Coverage

- One cinematic highlight reel (30–60 seconds) summarizing the event.
- A minimum of **100** high-quality, edited photographs of the event.
- Interviews conducted with key participants, speakers, and attendees (in coordination with the Communications Department).
- Raw footage and edited materials to be delivered in high resolution.

4. Honorary Awards

- Design and production of **20** customized trophies/plaques for honorees.
- Trophies delivered on-site and pre-approved by Leaders International.

5. Logistics and Coordination

- Timely delivery, setup, and dismantling of all equipment and branding materials.
- On-site support and troubleshooting throughout the event duration.

Duration of Work

The selected service provider will be engaged from the date of contract signing through the completion of all deliverables. All setup and branded materials must be delivered and installed **one day prior to the event**.

The event is scheduled to take place between July 5–9, 2025 (exact date to be confirmed). Following the event, the provider is expected to deliver the full set of edited photographs within **1 day** and the final edited highlight video within **3 days**.

Qualifications Required

The selected service provider should have:

- Proven experience in organizing and managing outdoor events, preferably in nature reserves or remote locations.
- Strong portfolio demonstrating successful delivery of similar projects for international organizations, NGOs, or government entities.
- Operational capacity to coordinate logistics, staff, and suppliers under tight timelines.
- Access to professional-grade sound, staging, branding, and audiovisual equipment.
- Skilled technical team capable of managing all aspects of event execution.

Taxes and Other Terms

- The offer should be including VAT;
- For individual consultants, Applicable tax laws apply;
- Please mention the ToR number: **(ToR/NW/12/2025)** in the email subject;
- Please address your offer to: **Leaders International for Economic Development/ Nature Works**;
- The offer should show a breakdown of the calculation, including the cost of delivering the items, In addition to any other fees such as installation when applicable;
- Pictures of items must be clearly demonstrated in the offer;
- Leaders International may choose to award a purchase order to more than one vendor for activities in the Term of Reference;
- Company's registration certificate must be provided with the offer;
- All equipment and items are required to be in brand-new condition and unused;
- Leaders International is not responsible for covering the transportation cost;
- Agenda will be provided to the event management;
- Other terms may apply and will be communicated before the official awarding;
- Please submit your application, in addition to your company profile or CV (Individual Consultants) to: jordanprocurement@leadersinternational.org, no later than **June 30, 2025** using JOD Currency.