
TERMS OF REFERENCE – CONSULTANCY SUPPLIER

Project: Swiss Tourism for Sustainable Development in Vietnam (ST4SD)

Code: TOR.C1.23.09.2025

Consulting services: Event supplier for the International Conference on Sustainable Tourism in the Greater Mekong Subregion

Contract term: From: Oct 2025 To: Nov 2025
Application deadline: Before 03 Oct 2025

1. Project Introduction

The Swiss Tourism for Sustainable Tourism in Vietnam (ST4SD), financed by the Swiss State Secretariat for Economic Affairs (SECO), aims at making Vietnam's tourism sector more sustainable and inclusive. As part of the economic development cooperation of Switzerland for Vietnam, it is implemented by the consortium of Helvetas Vietnam, a Swiss international NGO, and Center for Rural Economy Development (CRED), a Vietnamese NGO. The Ministry of Culture, Sports and Tourism appoints the Vietnam Authority of Tourism as the project owner.

Component 1 under the ST4SD project focus on promoting national and subnational action plans, master plans and other policies include relevant actions- and decisions are taken and implemented to foster sustainable tourism development.

Under this component, it is planned to organize *the International Conference on Sustainable Tourism in the Greater Mekong Subregion* on 18 November 2025 in Ninh Binh province. This conference aims to enhance linkages among countries in the Greater Mekong Subregion and promote sustainable tourism across the region.

The Vietnam National Authority of Tourism is organizing this event with technical and partial financial support from the ST4SD project. To ensure the success of these vital events and effective communication, a professional event supplier is needed to provide event services according to the project requirements.

2. Objectives

The selected event supplier will be responsible for organizing the International Conference on Sustainable Tourism in the Greater Mekong Subregion is scheduled for 18 November 2025 in Ninh Binh province.

3. Deliverables

Organize a successful forum for 100 key delegates, ensuring the event is executed smoothly and professionally, with all logistics, invitations, and preparations in place.

4. Main Tasks and Activities of the Assignee (or Consultant)

The service provider will undertake all activities necessary to implement the tasks listed below:

- Organize the forum event for the Swiss Tourism for Sustainable Development Project in Vietnam (ST4SD) by organizing the conference venue for half a day in Ninh Binh province, which will include the following:
 - Coffee networking at the beginning of the session, followed by lunch (or dinner) after the event.
 - Provision of 100 simultaneous translation headsets.
 - Setup of 1 translation cabin.
 - Arrangement of name tags for all participants/ group participants
 - Display of fresh flowers for decoration.
 - Provision of LED screen, laser pointer for presentations.
 - 01 backdrop for check-in area.
 - Space for exhibition outside the event room.

- Additional requirements, as may arise during the event planning process, subject to mutual agreement between both parties, to ensure the event's success. This could include any additional services or adjustments that are necessary for the ceremony's smooth execution and to meet the specific needs of the event.

5. Key competencies and experience

- 3+ years of experience in event organization, particularly with development organizations such as NGOs and INGOs, demonstrating a strong ability to coordinate and manage high-profile events.
- Proven track record of successfully organizing large-scale events, including international conferences, workshops, and formal ceremonies, with a focus on meticulous planning, attention to detail, and flawless execution.
- Strong understanding of legal requirements and regulations in Vietnam, with the ability to provide all necessary legal documentation as required by Vietnamese law, ensuring full compliance for the event and project activities.

- Ability to handle logistical challenges and contingencies, ensuring smooth execution of activities in any scenario, while maintaining flexibility and problem-solving capabilities.

6. Working methodology

The Working Methodology will be detailed and presented by the service provider in the documentation and quotation submitted to Helvetas / ST4SD. This will outline the approach, steps, and processes the service provider will follow to ensure the successful planning, coordination, and execution of the event.

7. Time Frame of the assignment

The indicative start date for the assignment is expected to be on 01st October and the period of implementation is expected to end on 28th November. The assignment would officially end when the project accepts the deliverable and receives all the required documentation.

Date	Activity
Early October	Meet with the project to discuss and provide information, as well as to outline requirements.
October – November 2025	Prepare and execute the event

Please send your proposal to cm1@st4sd.vn, helvetas.vietnam@helvetas.org, assist3@st4sd.vn before 3pm on 03 Oct 2025.

Please note that incomplete submission will not be considered and Helvetas only contacts shortlisted suppliers.

The email subject line should begin with: [TOR.C1.18.09.2025]

Please note that only shortlisted suppliers will be contacted.