

## PROJECT SYNOPSIS

**Title of the project:** CPF III 2017-05 Event Organisation

**a. Objective:** To support the CEFTA Parties in the implementation of the Agreement and the trade related components of the South East Europe 2020 Strategy. A leading objective of this assignment is to facilitate discussions on trade related issues among the CEFTA Parties as well as with other international organisations and relevant stakeholders, such as UNCTAD, WTO, ITC, EU Member States, etc.

**b. Justification:** The CEFTA Project Facility III (CPF III) foresees financial support to be provided to the CEFTA Secretariat in order to organise a number of regional networking meetings including 1-2 regional conferences. The meetings are to be thematic. The theme of each event is decided in accordance with the priorities of the CEFTA Structures and in consultation with the European Commission.

**c. Short description of activities:** In the framework of this assignment, the contractor is responsible for assisting the CEFTA Secretariat in the efficient and successful execution of the tasks under each event. These tasks include, but are not limited to, purchase of flight/train tickets, reservations for international car transfers, accommodation reservations, event organisation, etc.

**d. Estimated implementing period:** 31 December 2017

**e. Expected outputs:** The organisation of travel arrangements and events runs smoothly. The CEFTA Secretariat is involved in the organisation as little as possible in order to focus on the content of the meetings, while the travel arrangements, accommodation, catering, transfers, venue, interpretation, etc., arranged by the contractor are satisfactory, convenient and within a reasonable budget.

**f. Expected results:** Regional and technical CEFTA events are organised efficiently and successfully.

**g. Estimated budget:** EUR 60,000

**h. Estimated Source of Funding:** CEFTA Project Facility III

**i. Selection Criteria for Key Experts:**

Qualifications and skills

- University degree in Tourism, Communications, Business Administration, or any other relevant field;
- Proficiency in English;
- Knowledge of at least one language from the CEFTA Region;
- Knowledge of more than one language from the CEFTA Region is an advantage;
- Full computer literacy.

General professional experience

- A minimum of 8 years' professional experience in the tourism sector, or any other relevant to the assignment sector.

Specific professional experience

- A minimum of 3 years' professional experience in organisation and/or management of events on an international level and in a multicultural environment.

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