



LIBERIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (LICPA)

Member: International Federation of Accountants (IFAC), New York, USA
Association of Accountancy Bodies in West Africa (ABWA)
Pan African Federation of Accountants (PAFA)

EXPRESSION OF INTEREST (EOI)

The Liberian Institute of Certified Public Accountants (LICPA, the “Institute”) was established by an Act of the National legislature and approved in 2011. With the statutory mandate to set, monitor and enforce accounting, auditing, other assurance, education, ethics and other professional standards of general and specific application in Liberia; license qualified individuals and firms to engage in public accounting; and supervise the conduct of all persons, firms and individuals, engaged in public accountancy in Liberia.

The Institute as a Professional Accountancy Organization (PAO), is a member of the International Federal of Accountants (IFAC), The Pan African Federation of Accountants (PAFA), the Association of Accountancy Bodies in West Africa, the African Congress of Accountants (ACOA) and other Professional Accountancy Organizations worldwide.

The Institute was nominated by the ABWA Council to host the 2nd ECOWAS/ABWA Joint Congress in March 2022.

The Congress brings together about 250 professional accountants from member PAOs within West Africa.

The Institute has constituted a Local Organizing Committee (LOC) while ABWA constituted the Regional Organizing Committee (ROC) to oversee the planning of activities leading to a successful event.

The Institute is therefore soliciting EOIs from interested competent and experienced Event Planner (individual and/or firm) to work with both the LOC and ROC to organize the event that will make a positive and lasting impact to the target audience. The Event Planner shall ensure the event is successful and cost-effective, paying attention to budget and time constraints.

An Event Planner is, above all, must be a project manager who understands marketing and promotion techniques. We want to see enthusiastic candidates with fresh ideas and the organizational skills required to not leave anything about the event to chance.

Responsibilities

Working under the direct supervision of the Local Organizing Committee (LOC), the Event Planner is expected to

- Organize and assist in procurement of goods and services within budget limits approved by the ABWA Council
- Lead the event planning before, during and after the event consistent with host’s expectation
- Coordinate the entire event protocol services to include delegates’ registration, ushering, etc. It is expected that protocol persons to be used during the event should have had some basic training
- Booking of event hall for the main congress and for all other side events to include Council Meeting and Gala night
- Coordinate the entertainment for the event focusing on the organization of refreshment

- Souvenir program development in close consultation with the medial consultant and the Organizing teams
- Coordination of translation services (French, English & Portuguese)
- Organization of Media Coverage before, during and after the event
- Facilitate the live streaming of the event
- Assist the Media Consultant to develop and distribute an event information brochure and other promotional items and activities for the event
- Lead the arrangement of accommodation for all guests and associated logistics to include airport pick up (when required), transportation to and from hotel to conference hall and any other event venue
- Propose contemporary but robust souvenir(s) depicting the Liberian culture and the Accountancy profession and managing the distribution and organization
- Organize tourism activity(ies) for the event and a gala dinner
- Organize venue decorations
- Organize full event entertainment (i.e. live band, cultural performances for lunch breaks, opening program and closing dinner
- Propose any other innovative activity for the successful hosting of the event
- Ensure event is completed smoothly and step up to resolve any problems that might occur
- Analyze the event's success and prepare reports

Requirements

The successful Event Planner must demonstrate the below listed skills, qualities and capacity for the organization of such regional event. The Planner must have:

- Bachelor Degree is required while Bachelor Degree in Public Relations (PR), Marketing, Hospitality Management or a related field is preferred.
- Proven experience and competence as event planner with proven track records
- Skilled in project management
- Knowledge of key performance indicators (KPIs) and marketing techniques for event management
- Computer savvy; proficient in MS Office suites
- Outstanding communication and negotiation ability
- Excellent organizational skills
- A knack for problem-solving
- Customer-service orientation
- A team player with leadership skills
- Proven ability working with people from different cultural backgrounds, teams and sub-teams.

WHO SHOULD ATTEND?

- Professional Accountants
- Regulators
- Policy Makers/Civil Servants
- Bankers/Finance/Investment Managers
- Academics

Others

- Opportunity for Exhibition
- Sponsorship
- Networking

CONTACT

All EOIs must be addressed to:

Mr. Hector Wuor

Executive Director

Liberian Institute of Certified Public Accountants

4th floor, Laura Building, Randall Street

Monrovia, Liberia

All EOIs must be submitted via email to: hectorjwuor@licpa.org.lr and a copy to deekaysack@gmail.com

Deadline for submission of EOIs is October 18, 2021