



## REQUEST FOR PROPOSALS

### 100 Women in Finance APAC Regional Services

100 Women in Finance (“100WF”), the global membership association for women professionals in the finance sector seeks an Independent Consultant to serve as a consistent representative for 100WF in support of its members in the APAC region.

#### PROCESS:

Interested parties should respond *via email to [APACRFP@100women.org](mailto:APACRFP@100women.org) to this request for proposal by January 30, 2024, with one pdf that includes all of the following:*

- 1) Cover letter stating interest, motivation, and approach to how services will be executed.
- 2) Professional credentials including current resume, and three client or employer references (including email and phone) outlining proficiency in work similar to the work outlined in the scope below.
- 3) Monthly fee for services.

**STATUS:** Consultants should be a citizen or have the appropriate work visa/residency status to work in their country of residence.

#### SCOPE OF SERVICES DESIRED:

Based in Singapore or Hong Kong, the Consultant will be fluent with US and APAC regional customs and practices for business and social engagement. The Consultant will work remotely with frequent connectivity to the 100WF staff and Consultant team. The Consultant must learn and utilize the existing association processes and culture and integrate with systems to document and retain actions executed on behalf of the APAC region.

**Knowledge, Skills and Abilities requirements:** Consultant must have a minimum of a bachelor’s degree in a relevant profession and possess a least a decade of relevant work experience supporting client or employers in stakeholder engagement and professional event management, including budgeting, simple invitation design and execution, meeting management, etc. Relevant experience includes executive presence and experience in engagement with high level volunteers and sponsors. Strong budget management, written and oral communications skills in English are necessary. A knowledge of and experience working in the financial sector is preferred.

Consultants should be a citizen or have the appropriate work visa/residency status to work in their country of residence. This requirement will not be waived.

**Responsibilities for the Consultant's execution are outlined below:**

**1. Execute 100WF Mission, Vision and Values**

- Consultant must communicate and demonstrate alignment with the mission, vision and values of 100WF.
- Consultant must represent 100WF in the APAC region, with a constant eye to building membership, membership engagement, sponsorship revenue and brand awareness in alignment with the organization's strategic and annual plans.

**2. Invite Coordination**

- Coordinate invitation and support events in Australia (AUS), Singapore (SG), Hong Kong (HK), India (working group), and other potential new locations.
- Manage integration with association's EMS (Event Management System) for efficient coordination.
- Liaison between 100WF location committee members and appropriate internal staff members.
- Collaborate with the marketing team to ensure effective promotion and posting of event flyers, publicity and social media before and after an event.
- Attend events as a representative of 100WF team depending on home location.

**3. Volunteer Coordination**

- a. Participate in committee calls for Australia (AUS), Singapore (SG), Hong Kong (HK), India (working group), and other locations as approved, at least quarterly to update the group on 100WF news and ensure robust scheduling to engage and service members.
- b. Facilitate 100WF membership committee chair calls to ensure effective communication within volunteer groups and attend regular committee calls (by location) as needed. Coordinate participation, work with chairs to establish an agenda, distribute post meeting notes.
- c. Assist location volunteers in developing event budgets and plans for all galas and major events and coordinate submission and approval of said budgets and plans by Headquarters COO and CFO for annual budgeting purposes.
- d. Facilitate regional Education Chair calls. Coordinate participation, work with chairs to establish an agenda, distribute post meeting notes.
- e. Assist 100WF location committees with the recruitment and onboarding process for new volunteers.
- f. Engage CEO/COO in addressing larger issues within committees as needed.

**4. Gala Prep**

- a. Participate in Hong Kong Gala and other gala committee calls to advise on preparation and ensure brand standards and consistency.

- b. Establish a systematic approach for gala preparation, including development of a budget and frequent check points by committee members to adhere to the budget established.
- c. Manage all gala preparation communication, acting as liaison between 100WF location committee members and the internal staff.
- d. Collaborate with marketing to create gala speeches.

**5. Support growth of Global Corporate Sponsors (GCS)**

- a. Meet with potential GCS members and introduce them to the Director of Global Corporate Sponsorship.
- b. Assist the Director of Global Corporate Sponsorship in facilitating a sponsorship deal.
- c. Discuss APAC programming with GCS and introduce them to local committees.

**6. Communication – Coordination with others**

- a. Participate in the COO's team meetings, providing APAC updates to the team as needed.
- b. Participate in bi-monthly regional directors' call.
- c. Hold regular calls with the EMEA Regional Director for updates and coordination.
- d. Engage in ad-hoc meetings with the team as needed.
- e. Refer media inquiries to Headquarters' marketing team for response or engagement of CEO for response.
- f. As a Consultant, 100WF is a client. 100WF social media posts are issued by Headquarters, with the Consultant providing photography, identification of photo subjects, and write-ups of the association event. Should the Consultant wish to post to his/her own social media in addition to that of 100WF, appropriate tags should be given to 100WF.

**7. Reporting:**

- Immediate reporting of any significant issues or delays should be given to the COO.

**8. Travel:**

Travel necessary to serve the locations in this region will be requested by and pre-approved by the COO or CFO. Travel expenses must be submitted in a timely fashion and will be reimbursed within 15 days of submission.

**9. Approval:**

- COO to review and approve major deliverables and project milestones, travel expenses, etc. reimbursements incurred with the execution of the contract.

## **Contract Deliverables**

### **1. Monthly reports:**

- Written summary reports of activities, actions and deliverables should be submitted to the COO monthly. These are to be submitted with the monthly invoice, no later than 5 business days after the conclusion of each month.

### **2. Meeting summary notes:**

- The Consultant will issue meeting summary notes after every meeting with volunteers and file those in the appropriate place as instructed.

### **3. Event plus delta reports:**

- Within 30 days post events, the Consultant will work with committee volunteers to conduct a plus delta of all event elements and submit that to the COO.

### **4. Database Entries:**

- Consultant must utilize the 100WF systems for database records, reports, etc. and is responsible for adhering to 100WF data integrity regulations.

## **SYSTEMS SKILLS:**

- Excellent skills in Microsoft Word, PowerPoint, Excel, Teams, etc. tools are essential.
- Familiarity with Google Drive, Docs, etc. strongly preferred.
- Familiarity with Asana, Canva and HubSpot strongly preferred.