

Terms of References [Event Management]

National Consultation for Implementation of Pakistan School Safety Framework

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To conduct an event to launch the Pakistan School Safety Framework on 28th of March 2017. Preferred duration is a half day event and location is Islamabad. It will be a high profile event that will allow us to invite two or three sitting ministers as guest of honour beside secretaries and provincial director generals of NDMA.

Deliverables

Under the overall guidance and supervision of NDMA, where NDMA will provide necessary inputs to smoothly carry out the event.

It is anticipated that the selected consultant/organization will produce:

1. A work plan with content specification, approach and clear timelines to carry out the event.
2. Agenda of the event in close consultation with NDMA.
3. Arrange and coordinate with a seasoned facilitator/moderator, preferably from education or communications sector, for the event.
4. On-ground rapporteur of the proceedings.
5. Develop and print communications collaterals for the event such as backdrop, X Stands, Roll Ups, Conference bags etc
6. Design and publish 2 threefold (A4 size, 4 color card, matt finish) brochures for the event, 150 each
7. Provide IT and Communication support at the venue
8. Develop Separate Media enclosure at the venue
9. Follow with the out station participants for logistical and travel support. Whereas invitation will be sent out by the NDMA
10. Will be responsible for the air/surface travel of the 24 participants outside Islamabad
11. Will be responsible of the media coverage of the event and submit the media monitoring report
12. Arrange 03 multimedia units along with screens at the venue.
13. Develop and present 70 tent cards
14. Production of 130 customized conference folders/office folders
15. Arrange photography of the entire event for office and promotion purpose
16. Any technical equipments required at the event venue such as cameras, sound equipment, flip charts, sign boards, stationery etc.
17. Make arrangement of overnight stay for 24 guests.

18. Arrange local transport facility to pick and drop of participants to/from airport to venue
19. Will be responsible of conference meals of around 120 persons

Duration of Assignment

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This consultancy is open to organization/event Management Company. It is anticipated that the event will be undertaken in the last week of March 2017. Please develop your presentations/offers maximum by end of 3rd March.

Disclaimers

NDMA may require the applicant to clarify their quotation during presentation. However the applicant may not modify their quotation after the deadline for submission of quotations.

NDMA reserves the right to stop the service hiring procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations applicants are not entitled to reimbursement of any costs or damages incurred in connection with this service hiring procedure.

Financial quotations should be valid for at least three months after the deadline for handing in quotations.

NDMA cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a bidder lay solely with the bidder. NDMA cannot be held responsible for any such costs or damages.

By submitting a proposal to email ID fo.gcc@ndma.gov.pk by **3rd March, 2017** the applicant agrees all the terms and conditions specified in this procedure and the provisions of the contract template. The proposal will not contain any reservation(s) to these terms and conditions. A proposal with one or more reservations can be excluded from the procedure.