

Terms of Reference

National Launch of Pakistan School Safety Framework (PSSF) Scale-Up in ICT

Introduction:

As part of its agenda to increase national and provincial capacities in implementing a Child-Centered Disaster Risk Reduction approach in preparing and responding to disasters, as well as early recovery, NDMA intends to engage the services of a reputed Event Management company for conducting a half day workshop in Islamabad, on the Scale-Up launch of Pakistan School Safety Framework (PSSF) in ICT.

It will be a high profile event that will ensure presence Minister as Guest of Honour, beside Secretaries and Director Generals.

Objective:

- To conduct an event to launch the Pakistan School Safety Framework PSSF Scale-up in ICT
- To share the roll-out model for SS Scale-Up trainings in ICT
- Sensitize the stakeholders regarding their subsequent role in the scale- up

Scope of Work:

The workshops will be held in Islamabad. The TORs are as follows:

1. Conduct half-day launching ceremony in Islamabad.
2. Develop a detailed work plan with clear timelines
3. Develop event agenda and schedule in close consultation with NDMA, including dates and venues, as well as materials for distribution
4. Develop material covering synopsis of the roll-out model for ICT
5. Session to include presentation on the roll-out model, question and answers
6. Arrange and coordinate with a seasoned technical facilitator/moderator, preferably from education or communication sector for the event
7. Conduct/facilitate sessions with NDMA endorsed materials and presentation
8. Invite media personnel from mainstream national and regional newspapers and TV channels for media coverage
9. Liaise with media groups/associations/union to invite selected participants to the event
10. Ensure follow-up of all participants invited to the event
11. Ensure proper seating arrangement for all participants (approximately 100-120)
12. Arrange for boarding and lodging of around 10-15 participants from out-station
13. Provide on ground rapporteur for the proceedings
14. Produce a post activity report of the event

15. Develop/design and print venue branding material, backdrop of the event, X-stands, conference kits/folders-, promotional kits and communication collateral
16. Provide complete multimedia support, video screens, internet facility at the venue, public address system, high resolution video and still photography at the event
17. Provide and ensure complete IT, communication and technical support throughout the event
18. Provide a complete record of attendance of participants
19. Provide refreshment for around 100-120 participants

Duration of the Assignment

The consultancy is open to organizations/event management companies. It is anticipated that the event will take place at mid-January, 2018.

Disclaimers:

NDMA will not be responsible for booking and payments of workshop venues

NDMA will not be responsible for boarding and lodging of participants

NDMA will not be responsible for travel allowance of any of the participants

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 **8th December 2017**, the applicant/firm 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.