



Annex 1: Detailed Terms of Reference

“Event Management company to coordinate and provide audio visual facilities for the National Inception Meeting to develop workplan for elimination of Mercury in Skin Lightening Products 14 and 15 March 2024

1. **Purpose of the RFP** – The purpose is to select an event management company /agency to plan and conduct the Meeting to develop workplan for elimination of Mercury in Skin Lightening Products by the Ministry of Health and Ministry of Environment with WHO Sri Lanka (14 and 15 March 2024). This inception meeting will be a forum to interact with multi-stakeholders, to build a network among health, environment and customs ministries to develop a workplan to address the risk of mercury.
2. **Background** : Sri Lanka is in the process of identifying the risk of mercury in SLPs and take measures to reduce the risk factors. The conference will be organized by the Ministry of Health and Ministry of Environment in collaboration with World Health Organization, Sri Lanka. Given the current socio-economic implications at the country, MoH requested WHO support organize the conference.
3. **Objective:** -
The objective of this RFP is to complete the following outputs:
 - a. Coordinate with client and MoH to arrange logistic support
 - b. Coordinate with client and provide audio-visual facilities to the event

4. Requirements/ work to be performed:

Sl. No	Item	Description
Pre-conference preparatory work		
1.	Meeting	Meeting with Ministry of Health and WHO for pre-conference activities
2	Electronic Display Messages	Preparation of messages for LED screens – to be discussed with client
4	Preparation of meeting documents and stationary	<ul style="list-style-type: none"> • Preparation of 50 – 60 sets of meeting folders • Printing list of participants (3 – 4 pages; 50 – 60 copies) • Printing concept note and agenda (5 – 6 pages: 50 – 60 copies) • Pens and note books 50 – 60 • Flip-charts (10 sheets x 5) with stand on both days (14th and 15th)
Conference		
1	LED walls/ Screens	Main hall - 2 nos of LED walls (10 X 14 ft) on either side of the center backdrop. Standard equipment required for the full AV coverage of the session on 14 and 15 March 2024
2	Sounds	At least 4 FM microphones with sound system
3	Photography	Photographic coverage of the total event – supply of all photographs in high resolution JPEG format.
4	Ensure zoom call connectivity for online participants	Main hall: Ensuring smooth audio and video arrangements for online participants to host a Zoom /Microsoft teams session– 35mbps dedicated Internet Connectivity with backup options
5	Wi-fi facility	Providing wi-fi facility for the participants



6	IT support	IT support for the smooth functioning of the programme and an IT technician to be present through
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- All individual items specified above should be quoted separately

5. Experience of the firm:

- Should have at least 3 years of experience in carrying out related conference with examples or evidence

6. Desirable experience:

- Experience in working with UN agencies

7. Activity Coordination & Reporting

Technical Officer:	T Suveendran / NPO / MH	Email:	<u>suveendrant@who.int</u>
For the purpose of:	Clarifications of on the facilities to conduct the workshop – Reporting		
Administrative Officer:	Mr Amit Aggarwal / Administrative Officer / WHO	Email:	<u>aggarwalam@who.int</u>
For the purpose of:	Financial management of the contract		

8. Place of assignment - Colombo.