

DETAILED TERMS OF REFERENCE

Venue to host the reception to commemorate World Health Day 2024

10 May 2024

Colombo, Sri Lanka

1. Purpose and Scope.

World Health Organization (WHO) in Sri Lanka is looking for a venue to host the Networking Reception of the World Health Organization " scheduled to be held on **10 May 2024**. The selected partner will work under the guidance of WCO Sri Lanka (client) in planning and conducting the event ensuring smooth operations and the highest standards expected of a flagship event.

2. Requirements/work to be performed

	Item	Description
1	Number of participants	Estimated number of participants: 175 pax The exact number of pax to be informed by WHO close to the dates
2	Conference facilities – Main hall	<ul style="list-style-type: none">• Main hall large enough to accommodate 175 pax• Air-conditioned banquet hall which can accommodate 175 guests• Venue of the conference to be set up with good lighting, good ventilation, no external disturbances such as loud noise• Seating arrangement – round table (8 persons per table) with adequate distancing between tables• Stage with steps & skirting of a suitable size• 1 podium to be provided with a microphone• Microphone 5 Nos.• Audio system• Steady internet connection + WiFi• Head table and chairs to be provided• Glass water bottles, drinking glasses and mints to be placed for each table• Oil lamp to be provided
3	VIP lounge	A VIP lounge/room to be arranged for a minimum 10 VIPs
4	Reception	175 pax 6.00 pm - Onwards <ul style="list-style-type: none">▪ Please provide the menu options with the cost.
5	Power backup	Event venue should be backed up by a power generator in case of power outage.
6	Others	<ul style="list-style-type: none">▪ A technician and banquet stewards should be available throughout the event.▪ To comply with any other arrangements that may be requested from time to time by the organizers

5. Inputs

The relevant inputs in terms of overall arrangements of the event will be provided by the client. Audio-visual arrangements will be handled by an event manager separately.

6. Activity coordination and reporting

The client will nominate a focal point to coordinate the activities with the selected partner. All official communications and financial statements/invoices should be addressed to WHO Country Representative.

7. Characteristics of the provider

Provider should be an agency which provides services in relation to conducting of events/conferences. They should have a past track record of conducting events of similar magnitude.

8. Place of assignment

Colombo, Sri Lanka