

DETAILED TERMS OF REFERENCE

Provision of Event Management Services for the meeting of the Regional Director with the Ministry of Health (MoH) and Development Partners

22 – 23 July 2024

Colombo, Sri Lanka

1. Purpose and Scope.

World Health Organization (WHO) in Sri Lanka is looking for an event management company to provide the services required to organize the meeting of the Regional Director with the Ministry of Health (MoH) and Development Partners scheduled to be held on 22 -23 July 2024. The selected partner will work under the guidance of WCO Sri Lanka (client) in providing the facilities for the event, ensuring the highest standards expected of a flagship event.

- **Event Date** – 22 OR 23 July 2024
- **Event Location** – TBC
- **Expected Attendance** – 50 participants

2. Requirements/work to be performed

	Item	Description
A.	<ul style="list-style-type: none">• Event Date – 22 OR 23 July 2024• Event Location – WHO Country Office, Sri Lanka• Expected Attendance – 50 participants	
1	Canopy German Marquee (Not covered)	Size – 40' X 20' Requirements – seat 50 people at round tables - Allow for buffet tables for breakfast / brunch
2	Tables	Round table – 8 Size – 6' X 3' Wooden table with white table covers
3	Chairs	Chairs for tables Required No. 50 Banquet chairs with white covers
4	Industrial fans with long power cables	Required No. 9
5	Simple table decors and potted	Required No. 10
B.	<ul style="list-style-type: none">• Event Date – 22 July 2024• Event Location – TBC• Expected Attendance – 175 participants (including VIPs)	
1	Stage setup	01no 20ft x 12ft x 02ft-H Stage with Gray Carpet 02nos 10ft x 4ft x 03ft-H Stage with Gray Carpet (LED Wall Raiser) 05nos Stage Side Cover Boards
2	Branding	02nos 4ft x 08ft Matt Flex Panel (Registration Branding) 01no Podium Branding 02nos 10ft X 10ft Matt Flex Print Backdrop 01no 6ft X 8ft Matt Flex Print Backdrop
3	LED Wall	01no 20ft x 10ft P3 LED Wall Playback
4	Lighting	8nos Beams 04nos LED zoom washers

		08nos LED Par Cans / COB 02nos Profile Spot Truss System
5	Sounds	04nos Top & 02 Bins – PA System 02nos Monitors 01no Audio mixer + AMP
6	Interactive screen/ Kiosk	04nos (55” or higher) with stand
7	Photography & Videography	1 Photographer and 1 videographer to cover the whole event
8	Cultural performance	Sri Lanka Traditional Cultural performance 10-15 min (welcome dance 1 and 2 items during dinner)
9	Other charges	

5. Inputs

The relevant inputs in terms of overall arrangements of the event will be provided by the client.

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

The provider should be an event management company that provides services in relation to event management, including event setup and coordination for events/conferences. They should have a past track record of conducting events of similar magnitude.

8. Place of assignment

Colombo, Sri Lanka