

## **Terms of Reference (TOR) – Organizing and facilitating Youth Community Leadership Initiative (YCLI) knowledge dissemination conference**

### **1. INTRODUCTION**

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#### **Objective of the RFP**

The purpose of this Request for Proposals (RFP) is to enter into a contractual agreement with a successful bidder and select a suitable contractor to carry out the following work:

Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka” is a project funded by the United Nations Peacebuilding Fund. The project aims to improve access to opportunities for young aspiring leaders to meaningfully engage in promoting social cohesion and development that will enhance their political and civic representation and thereby address the issues of trust and lack of recognition they receive as leaders in their own communities.

As the project is nearing completion, WHO, together with UNDP, UNV and National Youth Services Council (NYSC) intends to organize a conference to bring together all of the participants who have been capacitated and engaged through this initiative, as well as the resource persons, and partners. The primary objective of this event is to discuss, share experiences, demonstrate the impact of the project's community level interventions, and document/disseminate lessons learned as a guide for future peacebuilding programming aimed at youth.

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#### **About WHO**

##### **WHO Mission Statement**

The World Health Organization was established in 1948 as a specialized agency of the United Nations. The objective of WHO ([www.who.int](http://www.who.int)) is the attainment by all peoples of the highest possible level of health. “Health”, as defined in the WHO Constitution, is a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity. WHO's main function is to act as the directing and coordinating authority on international health work.

##### **Structure of WHO**

The World Health Assembly (WHA) is the main governing body of WHO. It generally meets in Geneva in May of each year and is composed of delegations representing all 194 Member States. Its main function is to determine the policies of the Organization. In addition to its public health functions, the Health Assembly appoints the Director-General, supervises the financial policies of the Organization, and reviews and approves the proposed programme budget. It also considers reports of the WHO Executive Board, which it instructs with regard to matters upon which further action, study, investigation or report may be required.

The Executive Board is composed of 34 members elected for three-year terms. The main functions of the Board are to give effect to the decisions and policies of the WHA, to advise it and generally to facilitate its work. The Board normally meets twice a year; one meeting is usually in January, and the second is in May, following the World Health Assembly.

The WHO Secretariat consists of some 8,400 staff at the Organization's headquarters in Geneva, in the six regional offices and in countries. The Secretariat is headed by the Director-General, who is appointed by the WHA on the nomination of the Executive Board. The head of each regional office is

a Regional Director. Regional directors are appointed by the Executive Board in agreement with the relevant regional committee.

## 2. BACKGROUND

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### Overview

“Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka” is a project funded by the United Nations Peacebuilding Fund. The project aims to improve access to opportunities for young aspiring leaders to meaningfully engage in promoting social cohesion and development that will enhance their political and civic representation. The youth parliamentary platform in this regard will act as a springboard for their entry to leadership roles in society and in the process help them to gradually start building trust in the existing political institutional mechanisms.

Accordingly, the Youth Parliamentarians, members of the Federation of Youth Clubs, other youth groups and civil society organizations representing marginalized communities at the district level will be provided with the opportunity to participate in a comprehensive capacity building programme. The project is a platform for the participants to work both with their peers as well as the government and civil society actors particularly from politically vulnerable areas of conflict and social marginalization in the country. The project activities aim to provide them with the necessary resources to address conflict drivers identified in their communities with wider community engagement and participation to establish ‘healthy settings’.

A ‘healthy setting’ is a place or social context in which people engage in daily activities in which environmental, organizational, and personal factors interact to affect health and wellbeing’. The project employs this unique approach as a vehicle for guiding young leaders to identify how they can contribute and engage communities through volunteering for a more inclusive development process that promotes social cohesion and addresses the root causes of conflict and violence in the society.

The project works closely with the National Youth Services Council which already has a capacity building program for youth leaders particularly targeting their political and civic participation. Overall, the project targets 750 young people from all 25 districts in the country.

## 3. REQUIREMENTS

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### Introduction

The project is looking for an organization to manage and facilitate the “Youth Community Leadership Initiative (YCLI) conference”. The organization will support the project team, working closely with project staff to implement planned activities at the conference.

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## Characteristics of the provider

### Status

The Contractor shall be an institution operating in the field of event management and coordination.

### Experience

Institutions that would be considered for this partnership need to have proven experience of working in similar interventions and evidence of capacity to deliver the proposed outcomes.

- The contractor must be a registered company in Sri Lanka.
- At least 2 years of experience in event management with demonstrated prior experience in similar events.
- Previous experience at least 10 similar events for UN Agencies, NGOs, private sector or government organizations.
- An experienced team with the ability to provide support services during the full duration of the event
- Strong financial management and accountability

### Organizational Qualifications

- A **Team Leader** with a Bachelor's degree in Business Management or other related discipline and demonstrable experience in conceptualizing and managing events and conferences.

### Staffing

The selected contractor is expected to dedicate the following human resources to the project:

- A Team Leader with the qualification and experience as defined above (please attach resume to your proposal) shall be dedicated to the project.
- The designated Team Leader that should be the same all along implementation, including consideration in contingency plans in case the focal point is absent.
- Sufficient capacity and knowledge is required to cover the following areas of expertise:
  - **Large scale event management**
  - **Coordination support**
- The organization should have proficient members working **in English, Sinhalese or Tamil**
- Team members should be available throughout the implementation of the project

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## Work to be performed

The selected institution is expected to undertake the following:

### Key requirements

#### 1. Provide the necessary logistical facilities for the conference

- Obtain a conference venue capable of delivering the below-mentioned events
- Provide a theme for the conference based on the provided background.
- Ensure all conference venues are equipped with the necessary audiovisual and display material requirements

	Conference space	AV requirement	Display material requirement
1.	<u>Main conference Hall</u> Seating capacity – 600 Seating style - Theatre  Stage – 30ft X 16ft stage with carpet	1 Podium 6 FM mics 2 Clip-on mics Ambience Lighting	01 - (10 ft X 30 ft LED Screen) 05 - flex panels with branding (04 ft x 08 ft)
2.	<u>Breakout Room 1</u> Seating capacity – 200 Seating style – cluster  Stage - 16ft x 12ft with carpet	4 FM mics 1 Podium 1 Projector with Screen Ambience Lighting	- Backdrop with branding (10 ft x 16 ft) - 02 flex panels with branding (04 ft x 08 ft)
3.	<u>Breakout Room 2</u> Seating capacity – 200 Seating style – cluster  Stage - 16ft x 12ft with carpet	4 FM mics 1 Podium 1 Projector with Screen Ambience Lighting	- Backdrop with branding (10 ft x 16 ft) - 02 flex panels with branding (04 ft x 08 ft)
4.	<u>Breakout Room 3</u> Seating capacity – 200 Seating style – cluster  Stage - 16ft x 12ft with carpet	4 FM mics 1 Podium 1 Projector with Screen Ambience Lighting	- Backdrop with branding (10 ft x 16 ft) - 02 flex panels with branding (04 ft x 08 ft)
5.	<u>Registration / Entrance</u> Seating for 6 personnel for registration		- Entrance arch with branding 18ft x 12ft (opening 12ft x 10ft)  - 12 flex panels with branding (04 ft x 08 ft)  - Map panel (04ft x 08ft)  - Agenda panel (06ft x 08ft)
6.	<u>Exhibition Area</u> Number of exhibition panels - 10 (08ft X 08ft)	Sound system for background sounds 04 mics for announcements Ambience lighting	

- Ensure a support team consisting of a minimum of 3 members are available to troubleshoot issues at the venue.

## 2. Conference Material

- Ensure availability of the following stationary material for 600 participants in accordance with the proposed theme
  - Note pads with sticky notes (50 pages)
  - Pens (600 nos)
  - Name tags – (600 nos)
  - Conference bag (600 nos)
- Design and print materials for the participants
  - Print Personal Development Plans for 600 participants. The document's specifics: double side A4 in 4 colour and matt laminated (the data will be provided by the project team)
  - Print participation certificates for 600 participants
  - Print appreciation plaques for 45 resource persons

### 3. Refreshments and accommodation

- Ensure availability of conference facilities including meals (morning snack/ tea, lunch, evening snack/ tea at the venue for 650 attendees)
- Facilitate accommodation for 650 participants and resource persons at the venue or a suitable location on half board basis (breakfast and dinner to be included)

### 4. Transport

- Facilitate travel arrangements for participants (round trip)

From	To	Number of participants
Nuwara Eliya	Colombo	60
Trincomalee	Colombo	60
Anuradhapura	Colombo	60
Jaffna	Colombo	60
Kurunegala	Colombo	60
Ratnapura	Colombo	60
Galle	Colombo	60
Kaluthara	Colombo	60
Badulla	Colombo	60

### Deliverables

The selected contractor will deliver the following over a period of 1 month, and payments will be made upon the satisfactory certification by WHO:

	Description	Percentage
Deliverable 1	Signing of the contract	20%

Deliverable 2	Submission of a comprehensive implementation plan and finalized thematic designs for the event	50%
Deliverable 3	Final Report	30%

### Place of performance

Location - Colombo

### Timelines

Start date – TBC

End date – TBC

Duration – 1 months

### Reporting requirements

The selected contractor will be expected to submit a detailed report upon delivery of all agreed activities along with a detailed summary of the expenditure incurred against the proposed budget.

### Evaluation Criteria

The Technical Proposal will be assessed based on the 3 major criteria as shown in the table below

Summary of Technical Proposal	Total Points
Section 1. Expertise of service provider	25
Section 2. Proposed methodology, approach, and implementation Plan	25
Section 3. Proposed timeline and methodology	20
<b>Total</b>	<b>70</b>

Technical Proposal Evaluation Criteria		
Section 1. Expertise of service provider		Points obtainable
1.1	<ul style="list-style-type: none"> <li>At least 2 years of experience in event management with demonstrated prior experience in similar events.</li> </ul>	15
1.2	<ul style="list-style-type: none"> <li>Previous experience at least 10 similar events for UN Agencies, NGOs, private sector or government organizations.</li> </ul>	10
<b>Total Section 1</b>		<b>25</b>

Section 2. Proposed methodology, approach and implementation plan		Points obtainable
2.1	0 pts if no proposed methodology 5 pts if weak proposed methodology 10 pts if fair proposed methodology capacity 15 pts if strong proposed methodology capacity	15

2.2	Tasks defined for the scope of work and aligned to TOR 0 pts if workplan is irrelevant and doesn't meet the timeframe 05 pts if workplan is provided in a broad manner with the necessary details 10 pts if workplan is relevant and meets the timeframe	10
<b>Total Section 2</b>		<b>25</b>

<b>Section 3. Organizational experience</b>		<b>Points obtainable</b>
3.1	<ul style="list-style-type: none"> <li>○ A <b>Team Leader</b> with a Bachelor's degree in Business Management or other related discipline and demonstrable experience in conceptualizing and managing events and conferences in multiple districts.</li> <li>○ The organization should have proficient members working <b>in English, Sinhalese or Tamil</b></li> <li>○ Team members should be available throughout the implementation of the project</li> </ul>	20
<b>Total Section 3</b>		<b>20</b>

#### 4. FINANCIAL PROPOSAL

The financial proposal should satisfy the following:


The calculation of fees should indicate the Total Cost for an ***"all-inclusive"*** cost in Sri Lankan Rupees (LKR) for the breakdowns, as per the ToR (refer to annexure one). The cost should be all inclusive covering all relevant locations and outputs indicated in ToR.

#### 5. HOW TO APPLY

To apply please email to: [sesrlprocurement@who.int](mailto:sesrlprocurement@who.int) Email subject heading: 'Organizing and facilitating Youth Community Leadership Initiative (YCLI) knowledge dissemination conference'.

The application should contain:

- **A technical proposal.** The proposal should include company profile, relevant experience of similar assignments undertaken, list of previous clients.
- **Updated CVs of the proposed team members-** include qualifications/competencies and relevant past experience in similar projects.
- **Financial proposal** – detailed costing

  
18/02/2023  
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