

DETAILED TERMS OF REFERENCE

Provision of Event Management Services for the Celebration of the 75th anniversary of the World Health Organization

23- 24 August 2023

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 field visit and Celebration of the 75th anniversary of the World Health Organization” scheduled to be held on 23 and 24 August 2023. 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 Dates and locations** – 23 August 2023 - Pilliyandala, MOH premises
24 August 2023 - Colombo Hotel

The event is expected to adhere to all public health and social measures as prescribed by the Ministry of Health.

2. Requirements/work to be performed

	Item	Description
A	Event title : Marketplace exhibition Event location : Pilliyandala, MOH premises Event date : 23 Aug 2023	
1	Canopy	One 60'x 35' large
2	Box type stalls	10' x 12' size stalls to exhibit the outcomes/results (with 3 walls to display exhibits). Required No. 8
3	Tables	Sixteen tables (2 1/2' x 2 1/2'; 2 tables per cabin) Required No. 16
4	Chairs	Chairs for tables Required No. 16
5	Cultural performance	Sri Lankan traditional cultural performance 10-15 Minimum
6	Sounds	Three portable mics Four speakers One mixer One podium mic
7	Fans or fan towers	Six stand fans or fan towers with extension cords
8	Lighting	Adequate light for the canopy and stalls
9	Refreshment	Water dispensers - 03 Water bottles(20L) – 06 with paper cups tea/ coffee with 3 snacks (2 savoury & 1 sweet- for 50-60 Pax

B.	Event title : Celebration of the 75th anniversary Event location : Colombo Hotel Event date : 24 Aug 2023 Expected Attendance : 150pax (including VIPs)	
10	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
11	Branding	02nos 4ft x 08ft Matt Flex Panel (Registration Branding) 01nos Podium Branding 02nos 10ft x 10ft Matt Flex Print Backdrop 01nos 6ft x 8ft Matt Flex Print Backdrop
12	LED Wall	01no 20ft x 10ft P3 LED Wall Playback
13	Lighting	8nos Beams 04nos LED zoom washers 08nos LED Par Cans / COB 02nos Profile Spot Truss System
14	Sounds	04nos Top & 02 Bins – PA System 02nos Monitors 01nos Podium Mic 05nos FM Mic 01nos Audio mixer + AMP
15	Power Supply	Backup generator for the LED wall, Light and sounds
16	Interactive screen/ Kiosk	05nos (55” or higher) with stand
17	Photography	1 photographer to cover the whole event
18	Furniture	10nos White Sofa Chairs 10nos Side Box
19	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