

Terms of Reference (TOR) – Venue to Facilitate the Youth Community Leadership Initiative (YCLI) Knowledge Dissemination Conference – 2-day event

1. INTRODUCTION

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 2-day 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.

In this regard, WHO is looking for a venue with conference facilities and hospitality for the aforementioned conference.

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) 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

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

The objective of this RFP is to complete the following outputs:

- Provide Conference Facilities for a 2-day conference with an additional day for setup prior to the event

- Provide morning refreshments, lunch and evening refreshments for the participants and delegates as requested on the 2-days (refer to Annexure 1)
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Key requirements

The selected supplier shall provide the following facilities:

- **Conference facility:** The venue should have a capacity to accommodate 500 participants in a conference setting and breakout rooms to accommodate up to 200 participants in each room (Refer to annexure 1 for details)
 - **Layout:** The venue should have a layout that is conducive to a conference, with adequate space for presentations, group discussions, and activities.
 - **Refreshments:** The venue should be able to provide catering services for morning snack with tea, lunch, and evening snacks with tea for both days of the conference.
 - **Accessibility:** The venue should be accessible to differently abled people
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Time schedule

Duration – 2 days with an additional day for setup (exact dates to be confirmed)

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 send your quotation via email to: sesrlprocurement@who.int

Email subject heading: Please quote the e-mail subject line

Annexure 1 – Details of the requirement

Requirement	Cost	Remarks
Day – 0		
Main Conference Hall for setup		
Breakout room – 1 for setup		
Breakout room – 2 for setup		
Breakout room – 3 for setup		
Day – 1		
Main Conference Hall Seating capacity – 250 Seating style - Theatre		
Breakout room – 1 Seating capacity – 150 Seating style – cluster		
Breakout room – 2 Seating capacity – 100 Seating style – cluster		
Registration / Entrance Seating for 4 personnel for registration		
Morning snack with Tea, Lunch, Evening Snack with Tea 250 packs		
Day – 2		
Main Conference Hall Seating capacity – 500 Seating style - Theatre		
Breakout room – 1 Seating capacity – 200		

Seating style – cluster		
Breakout room – 2 Seating capacity – 150 Seating style – cluster		
Breakout room – 3 Seating capacity – 150 Seating style – cluster		
Registration / Entrance Seating for 6 personnel for registration		
Ensure a support team consisting of a minimum of 3 members are available to troubleshoot issues at the venue throughout the 3 days.		

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12/09/2023

