

**TERMS OF REFERENCE (TOR) FOR CONFERENCE MANAGEMENT SERVICES  
DFA - OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS  
INTERNATIONAL CONFERENCE ON WOMEN, PEACE, AND SECURITY 2024  
28-30 OCTOBER 2024, MANILA**

**Procurement Title**

"Procurement of Event Management Services for the International Conference on Women, Peace, and Security Hosted by the Office of United Nations and International Organizations (UNIO)"

**Conference Title and Dates**

INTERNATIONAL CONFERENCE ON WOMEN, PEACE, AND SECURITY (OCTOBER 28-30, 2024)

**Introduction**

This document provides the Terms of Reference for engaging a service provider to manage the International Conference on Women, Peace and Security 2024, scheduled to take place on 28- 30 October 2024 in Manila. The objective is to ensure a well-organized and successful event that meets international standards and the expectations of all stakeholders.

**Background**

The Philippines will host an International Conference on Women, Peace, and Security on 28-30 October 2024 in Manila with the theme, "Forging Collaboration and Convergence for Advancing Women, Peace, and Security". The conference is to serve as an international stocktaking on the implementation of the women, peace, and security (WPS) agenda ahead of the 25th anniversary of UN Security Council Resolution 1325 (UNSCR 1325). It aims to contribute to efforts to carve pathways and develop collaborative strategies for overcoming barriers to women's full and meaningful participation in peacemaking and the mainstreaming of gender in the promotion of peace and security.

**Objectives:**

- To deliver and execute a professionally managed ministerial conference that meets the highest standards of quality and efficiency.
- To facilitate a seamless experience for all participants, speakers, stakeholders, and sponsors.
- To ensure effective coordination and communication among all stakeholders.
- To Coordinate with suppliers to ensure the quality and timely delivery of their goods and services

**Scope of Services/Responsibilities:**

<b>COMPONENT</b>	<b>DETAILS</b>	<b>Statement of Compliance/ Acceptance</b>
Conference Management	<ul style="list-style-type: none"> <li>● Planning, management, coordination, and execution of all logistical and administrative aspects of the conference (indicative program attached);</li> <li>● Coordination with other suppliers to ensure effective and timely delivery of their goods and services;</li> <li>● Onsite troubleshooting any issues that arise during the event, such as technical difficulties or unexpected changes in the schedule;</li> <li>● Participation in weekly coordination meetings with the DFA UNIO and other suppliers;</li> <li>● Panelist/speaker Coordination for their presentations, slides, and tech requirements;</li> <li>● Develop event venue design/physical layout render for approval of DFA UNIO;</li> <li>● Development of event scenario in coordination with DFA UNIO by October 4, 2024 (or earlier, as necessary);</li> <li>● Develop and coordinate a post-conference program for the participants to visit local sites / tourist spots with the Department of Tourism</li> </ul> <p>Timeline/Duration:</p> <ul style="list-style-type: none"> <li>● Planning and coordination upon receipt of Notice to Proceed until conference proper;</li> <li>● Actual conference execution on October 28-30, 2024 (indicative dates).</li> </ul> <p>Required experience:</p> <ul style="list-style-type: none"> <li>● Must have experience planning and executing international conferences hosted by the Philippine government;</li> <li>● Must have experience executing events in PICC</li> </ul>	

	<p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit proof of experience in planning and executing international conferences hosted by the Philippine government (e.g. signed agreement/contract and event collaterals and documentation)</li> <li>- Submit proof of experience in planning and executing other international conferences and events (e.g. signed contract and event collaterals and documentation)</li> </ul>	
Conference Branding	<ul style="list-style-type: none"> <li>● Develop and refine branding elements for the conference based on the existing logo and color scheme;</li> <li>● Design branded materials and event collaterals such as invitations, microsite, online registration system, conference handbook, admin/logistical note, program, banners, signages, tarpaulins, ID badges, etc;</li> <li>● Ensure all digital and print materials and event collateral adhere to the established brand guidelines;</li> <li>● Basic styling of conference stage and venue, in coordination with venue supplier;</li> <li>● Develop key visuals for the conference to be shown in screen (e.g. logo loop, segment and name bumpers, etc.)</li> <li>● Design, printing, set-up of photowall/background for the conference with dimension of approximately 8x10 ft i (see sample photo below)</li> </ul>	

	<div data-bbox="800 207 1608 812" data-label="Image"> </div> <ul style="list-style-type: none"> <li>○ (sample photo wall)</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>● Indicative deadlines:             <ul style="list-style-type: none"> <li>○ Major branding elements (e.g. logo, colors) - July 30, 2024</li> <li>○ Microsite and invitation-related materials - July 30, 2024</li> <li>○ Other materials that will be used during the conference proper - TBD</li> </ul> </li> <li>● *Actual deadlines will be decided upon the first coordination meeting with the conference coordinator (depending on the material).</li> </ul> <p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit sample event branding folio and sample event collateral designs</li> </ul>	
<p>Conference Collateral Design and Printing</p>	<ul style="list-style-type: none"> <li>● Design and printing of ID badges with customized event lanyards (400 pieces),</li> <li>● For Day 1- Design and printing of event program (colored) (300</li> </ul>	

	<p>pieces);</p> <ul style="list-style-type: none"> <li>● For Days 2&amp;3 - Design and printing of event folder and program (colored), notepad, and ballpen (300 pieces);</li> <li>● Design and printing of pull-up banners, registration wall, streamers, and posters (as appropriate);</li> <li>● Design and printing of country name plates and provision of acrylic name sign holder (300 pieces);</li> <li>● Assemble collaterals for the conference kits/bag (containing event program, folder, tokens from organizers/partners)</li> <li>● Coordinate with the Department of Tourism for possible collaterals for the conference kits/bags</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>● The actual deadline for designs will be decided upon the first coordination meeting with the conference coordinator (depending on the material).</li> </ul> <p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit sample of event collateral designs</li> </ul>	
<p>Development and Management of Online Pre-Registration and Onsite Registration</p>	<ul style="list-style-type: none"> <li>● Development and management of online registration system with electronic confirmation with access to designated key officials of UNIO</li> <li>● Weekly submission of an updated database of registered participants (for reference of DFA);</li> <li>● The design of the online registration system should be aligned with the event branding;</li> <li>● On the day of the event, on-site registration of participants and distribution of ID badges/over-passes to delegates and secretariat personnel</li> <li>● Updated database of participants who have arrived for attendance checking.</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>● Indicative deadline: <ul style="list-style-type: none"> <li>○ Roll-out of online registration system - July 30, 2024</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>● *Actual deadline will be decided upon the first coordination meeting with the conference coordinator, but no later than 75 days before the event.</li> </ul> <p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Please submit a description/proposal and samples of the online and on-site registration system</li> </ul>	
Development of Microsite for the Conference	<ul style="list-style-type: none"> <li>● Design and develop a secure microsite, which will serve as a repository of all updated information on the conference;</li> <li>● Regular updating of the microsite based on new information (at least once a week);</li> <li>● The design of the microsite should be aligned with the event branding;</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>● Indicative deadline: <ul style="list-style-type: none"> <li>○ First launch of microsite - July 30, 2024</li> </ul> </li> <li>● *Actual deadline will be decided upon the first coordination meeting with the conference coordinator, but no later than 75 days before the event.</li> </ul> <p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit sample event microsities developed</li> </ul>	
Logistics Coordination for Participants Arriving from Abroad	<ul style="list-style-type: none"> <li>● Responsible for organizing, managing, and coordinating the smooth arrival and departure with the MIAA Public Affairs Office</li> <li>● Responsible for coordinating hotel and airport transfer, and hotel check-in/check-out of VIPs, speakers, and sponsored participants (transportation to be provided by DFA);</li> <li>● Create a master list and plan for logistics coordination of arrivals/departures;</li> <li>● Assign Liaison Officers/Coordinators in airports for the arrival and departure of VIPs, speakers, and sponsored participants and ensure they are transferred to hotel/airport;</li> <li>● Assign Liaison Officers/Coordinators to provide hotel</li> </ul>	

	<p>check-in/check-out support.</p> <ul style="list-style-type: none"> <li>• Responsible for the coordination and accreditation of hotels near the conference site;</li> <li>• Responsible for negotiating hotel rates with the accredited hotels</li> </ul>	
Conference Stage Management and Participant Management	<ul style="list-style-type: none"> <li>• Ushers for welcoming, handling and management of participants;</li> <li>• Floor Direction and Stage Management for Speakers and Panelists;</li> <li>• Security personnel and checking that only registered participants are in attendance, especially for Day 1;</li> <li>• Assisting Guests with Special Needs;</li> <li>• Emergency management;</li> <li>• Ensure venue cleanliness in coordination with venue supplier;</li> <li>• Assign lead coordinator for social events within the conference (e.g. Ministerial Lunch on Day 1)</li> <li>• Coordination with caterer on food and beverages</li> </ul> <p>Timeline/Duration: October 28-30, 2024</p>	
Full Sounds and Lights Set-up with LED Wall	<ul style="list-style-type: none"> <li>• At least 18 x 24ft - Center LED wall set-up on main stage;</li> <li>• Lights and Audio set-up appropriate for the conference (indicative venue is PICC Reception Hall for Day 1 and Jose Rizal Hall for Days 2-3) and approximately 300 participants (see attached program), including but not limited to: <ul style="list-style-type: none"> <li>○ Stage set-up with wired, wireless, and headset/lapel microphones for main speakers/podium, 5 panelists per session, Q&amp;A <u>for 3 days</u></li> <li>○ 2 wireless microphones for emcees <u>for 3 days</u></li> <li>○ 2 wireless microphones for audience (Q&amp;A) <u>for 3 days</u></li> <li>○ 35 gooseneck mics for participants <u>for the 1st day only</u></li> <li>○ Back-up microphones</li> </ul> </li> <li>• Event technicals operators and main Control and Technical Booth (Main Audio Mixer and Light Controller)</li> <li>• Teleprompter/tv screen for presenters (on the floor, so presenter can see their slides)</li> <li>• At least 2 small screens for the audience at the back to see slides (as appropriate)</li> </ul>	

	<ul style="list-style-type: none"> <li>● Event Clicker for speaker</li> <li>● Internet/Connectivity Set-Up (depending on the event set up requirements) back-up from venue</li> <li>● Generator Set (PICC requires conference coordinator to provide own energy source)</li> <li>● Prior planning and technical rehearsals for seamless execution of program, especially for presentations.</li> </ul> <p>Timeline/Duration: October 28-30, 2024</p> <p>Documentary Requirement:</p> <ul style="list-style-type: none"> <li>- Submit proposed sound and lights equipment specifications</li> </ul>	
<p>Live Feed and Highlights Video</p>	<ul style="list-style-type: none"> <li>● Full event photo and video coverage, with at least 3 video cameras/camera system;</li> <li>● Video live feed;</li> <li>● Production of highlight video to be shown before the program ends;</li> <li>● Copies of video coverage – raw coverage and edited coverage;</li> <li>● Audio file of coverage;</li> <li>● Provide a post conference photo digital album of the conference events</li> </ul> <p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit sample video coverage and video highlights produced;</li> </ul>	
<p>Livestream</p>	<ul style="list-style-type: none"> <li>● Livestream of the event via event microsite and DFA's YouTube or Facebook channel;</li> <li>● Video conference set-up for speakers and participants participating online;</li> <li>● Prior planning and technical rehearsals for seamless execution of live stream and video conferencing.</li> </ul> <p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit sample livestream video, preferably with online participation/video conferencing;</li> </ul>	



	Timeline/Duration: October 28-30, 2024	
Emcee	<ul style="list-style-type: none"> <li>● Provide Master of Ceremonies (Emcee) for the 3-day event <ul style="list-style-type: none"> <li>○ To welcome participants</li> <li>○ To announce transitions</li> <li>○ To introduce speakers &amp; panelists</li> </ul> </li> <li>● Develop event script in coordination with DFA UNIO by October 4, 2024 (or earlier, as necessary)</li> </ul>	

**Attachments:**

1. Conference Information Note/Program

**Summary of Documentary requirements:**

1. Philgeps Platinum (The Certificate of Platinum membership at the third page of the certificate for the validity of Class “A” eligibility documents must be valid)
2. Proof of experience in planning and executing international conferences hosted by the Philippine government (e.g. signed agreement/contract and event collaterals and documentation)
3. Proof of experience in planning and executing other international conferences and events (e.g. signed contract and event collaterals and documentation)
4. Sample event branding folio and sample event collateral designs
5. Sample of event collateral designs
6. Description/proposal and samples of the online and on-site registration system
7. Sample event microsities developed
8. List of proposed sound and lights equipment specifications
9. Sample video coverage and video highlights produced;
10. Sample livestream video, preferably with online participation/video conferencing
11. Duly notarized Omnibus Sworn Statement
  - \*If signatory is NOT the owner/head/president of the business entity: Notarized copy of Secretary’s Certificate for corporations OR Notarized Special Power of Attorney for single proprietorships / partnerships
12. Professional License/C.V.

**Payment condition/terms:** Send Bill/Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Interested service providers are invited to submit their quotation including samples together with their PHILGEPS Registration Certificate, valid and current Mayor's Permit, Duly Notarized Omnibus Sworn Statement, Income Tax Return for 2023 including EFPS at the following address:

**Office of United Nations and International Organizations (UNIO)**

10<sup>th</sup> Floor, Department of Foreign Affairs

2330 Roxas Boulevard, Pasay City

Contact No.: 834-3897

Email Address: unio.div4@dfa.gov.ph