

## **TERMS OF REFERENCE (TOR)**

### **QCDRRMO DISASTER RESILIENCE MONTH INFORMATION AND EDUCATION CAMPAIGN (IEC) EVENT AND CARAVAN**

With Content Creation and Management, Exhibit Installations, Audio Visual Production, Photo and Video Documentation, Archiving, and Event and Logistics Management.

#### **I. BACKGROUND / RATIONALE**

The extent and sustainability of a nation's economic developments are largely anchored on the degree of development of disaster risk reduction as measures to achieve sustainable development of a Local Government Unit.

Hence, the Quezon City Disaster Risk Reduction Management Office (QC DRRMO) was made to strengthen the disaster approach of the local government of Quezon City amidst the COVID-19 pandemic and the existing hazards due to the geographic location of the Philippines, QC DRRMC has pledged in doing their extent in preparing, prevention and mitigation of any disaster, in any given situation.

In order for the QC DRRMO to further contribute in strengthening the resilience and disaster approach of the local government of Quezon City based on the existing hazards based on the geographic location of the Philippines, new initiatives and process improvements aimed at preventing new and reducing existing disaster risk and managing residual risk are recommended to delineate possible areas of improvement on the aspect of information dissemination and education to fully harness the competitive advantages of the QC DRRMO.

#### **II. PROJECT OBJECTIVES / DESCRIPTION**

To enhance the existing QC DRRMO initiatives for disaster risk reduction and its elements - preparedness, response, recovery & prevention/mitigation through a series of **Information and Education Campaigns (IEC)**.

#### **III. SCOPE OF WORK**

##### **A. Content Design & Development**

Overview: This phase is intended to translate all gathered information to assets for **Tool and campaign material development with Video/Animation/Graphics contents for interactive installations/Tool with Database Archiving**. As such, the following outputs are expected but not limited to the following:

- Organization of the creative and technical team

- Design and creation of Educational Content
- Creation of video materials
- Integration of existing information/educational materials
- Application of revisions and/or enhancements

## **B. Implementation & Execution**

Overview: This shall include the IEC event's proper launch. As such, the following outputs are expected but not limited to:

- Content Management
- Event and Logistics Management
- Coordination & Execution
- Event Promotion, Coverage, Photo/Video Documentation, and Archiving
- Seminars, demonstrations, and training
- Exhibit installations

## **C. Dissemination**

Overview: Any created materials from the event launch shall be brought to the stakeholders/schools. As such, the following outputs are expected but not limited to the following:

- Seminars, demonstrations, caravans, and training for 6 schools/Quezon City Districts
- Content Distribution and Management
- Certificates/Awarding and Recognition of Participants
- School-to-school caravan
- Event Coverage, Photo and Video Documentation, and Archiving

## **IV. PROJECT STANDARDS AND REQUIREMENTS**

The Service Provider shall possess the minimum qualifications for the Contractor as follows:

- At least seven (7) years of experience in the Creative and Digital solution services
- At least seven (7) years of experience in Creative and Technical Direction, Video and Animation Production.
- With proven records of experience in event planning, logistics, promotion/publicity, coordination
- With a proven record and experience in handling International and Local events
- With proven experience in working or providing similar service with the government and/or its agencies, private organizations and/or Non-government Organizations.
- With proven records of Education Expertise (both teaching and module writing); has worked with the education industry handling training, seminars and workshops, particularly in the multimedia/digital field for at least seven (7) years.
- Has proven experience in doing and executing promotional campaigns in social media and/or other digital platforms for at least five (5) years.
- Proven record in the use of innovative methodology and technology
- Has expertise in multi-disciplinary approach such as education, social media, creative direction, technical direction to systematically integrate required deliverables
- No derogatory record of both administrative and or criminal cases filed against the company or its officers.

**V. APPROVED BUDGET FOR THE CONTRACT AND COST DERIVATION**

The approved budget for the contract amounts to forty million pesos only (PhP 40,000,000.00)

**NO PRICE ADJUSTMENT**

The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations costs are increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

**VI. TERMS OF PAYMENT**

The Contract Price shall be the amount proposed by the winning contractor for the project. Payment for services rendered and output delivered shall be based on the following schedule:

- First Tranche 15% upon submission of Project Implementation Plan
- The second Tranche is 45% upon submission of the Creative and Technical Direction Proposals
- Third Tranche 30% Launch of School-to-School Caravan
- Fourth Tranche 10% upon completion.

**VII. PROJECT DURATION**

The project’s duration upon the issuance of Notice to Proceed (NTP) is until September 25, 2023.

ACTIVITIES	EXECUTION DURATION
Project Implementation Plan (PIP)	Within 15 Days
Creative and Technical Direction	Within 20 Days
School-to-School Caravan	Within 30-80 Days
Upon Completion	--

**VIII. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the scenic shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 AN ACT PROVIDING FOR THE MODERNIZATION, STANDARDIZATION, AND REGULATION OF THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT AND FOR OTHER PURPOSES and its revised Implementing Rules and Regulations.

## **IX. CANCELLATION OR TERMINATION OF CONTRACT**

Should there be any dispute, controversy, or difference between the parties arising out of this TOR, the parties herein shall exert efforts to amicably settle such dispute or difference. However, if any dispute, controversy, or difference cannot be resolved by them amicably to the mutual satisfaction of the parties, then the matter may be submitted for arbitration in accordance with existing laws, without prejudice for the aggrieved party to seek redress before a court of competent jurisdiction. The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event, the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53(d) of RA 9184 and its IRR.

**Prepared and recommended by:**



**CHERRY BLESSING M. GUTIERREZ**

Chief, Admin and Finance, QCDDRRMO

**Noted by:**



**RICARDO T. BELMONTE JR.**

OIC, QCDDRRMO