

TERMS OF REFERENCE

EVENTS MANAGEMENT & PROJECT EXECUTION FOR 2024 JULY DISASTER RESILIENCE MONTH CHILDREN'S FAIR PROJECT

I. BACKGROUND / RATIONALE

Disaster, according to Section 3(h) of the Republic Act No. 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, is a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.

Similarly, the term "resilience" is the ability to withstand or recover quickly from difficult conditions: a characteristic deeply rooted as part of the Filipino identity creating a sense of community that fosters compassion and camaraderie when dealing with disaster, it is the responsibility of both the government and the citizens to be resilient and to join efforts in planning and investing in disaster preparedness. Not long ago, the Philippines was ranked as the first (1st) country at risk of disaster globally as cited in the World Risk Report in 2023.

Quezon City, in particular, is exposed to various types of these hazards which include earthquakes, landslide, liquefaction, urban fire, typhoons, extreme rainfall, and floods. As these disasters potentially increase, the number of vulnerable sectors also increases. Acknowledging that the poor, elderly, PWDs, women, children, and youth as vulnerable sectors who need special needs, the city takes deliberate approach to support these sectors that suffer the most.

Children of our generation are the next in line who will inherit the legacy of our actions, and become the nation builders, therefore, their involvement is a crucial first step to ensure that actions to reduce risks are not only effective, but sustainable for years to come. These skills can also be used in saving their family's lives, and contributing to the members of their communities.

In recognition of the impending risks faced by the communities as well as children belonging to the vulnerable sector, the heightened role of children in building resiliency, and as part of the celebration of the Disaster Resilience Month, the Quezon City Disaster Risk Reduction and Management Office (QCDRRMO) in collaboration with Schools Division Office (SDO), will lead in the conduct of DRRM-related game play activities to school children in a format of a Disaster Resilience Fair.

This event shall serve as a platform to empower school children and to pass down to them the different initiatives and innovations they can bring home to their families and communities alike. This, too, shall rewire community actions to resilience which can help make better decisions in saving lives in times of disasters.

II. PROJECT DESCRIPTION

The concept reference of the project is from NPO Plus Arts (Japan), who specializes in producing game-based DRR educational tools based on the experiences from the Hanshin Awaji Earthquake (Kobe earthquake) which occurred in 1995. The tools are designed to be enjoyable and user-friendly which attracts both children and adults alike, not only to understand disaster prevention strategies but also to practically conduct the required actions. The tools are highly popular in Japan and are already used in 23 different countries as of January 2024.

As Quezon City DRRMO and NPO Plus Arts (Japan) are also members of CityNet, under the CityNet Disaster Cluster, Quezon City DRRMO recognizes NPO Plus Arts' initiatives and eventually wants to implement the same in the City. The latter's approach is to train facilitators as a Training of Trainers (ToT) to conduct enjoyable and effective DRR public programs which can subsequently be expanded to produce original DRR educational tools designed locally. Likewise, after the conduct of training, the trained facilitators will facilitate DRR educational

programs and disseminate the knowledge by using the materials at schools, thereby increasing awareness and resilience of the communities to prepare for disasters. This 2024 of July, the Disaster Resilience Month project will require an integrator to conceptualize, plan and execute the project. This is an event that will cater to school children of public and private schools as the primary target, along with DRRM officials, school teachers/staff as secondary target audience.

The project shall have the following components:

- 1. **Field Assessment and onsite Workshop in QC:** This step will start with introducing disaster prevention education materials produced and used through NPO Plus Arts in Japan with the contextual background of the material development process. It will also enable participants to understand the entire scope of owning the materials development process to its uses in various locations thus making it possible for future revisions and upscaling of the program.

A maximum of 40 participants can be accommodated in the training workshop which should include representatives from both (1) educational institutions and; (2) personnel in charge of DRR education and IEC development from QCDDRRMO. Other personnel who will have a role in any part of the development and dissemination process are also required to attend.

The scheduled date of the workshop is on June 27, 28 and 29 of the year 2024.

- 2. **July Disaster Resilience Fair Event:** Selected children participants will come from six (6) schools; 1 chosen school per district. Games will be facilitated by the trained facilitators who will engage the school children with several types of cardboard games and practical exercises designed to deliver basic but key knowledge skills to enhance the understanding of disasters and its prevention strategies.

Material to be used for the event will be in reference to NPO Plus Arts' DRR-related educational materials in addition to including existing material of Quezon City DRRMO.

The target fair date will be on 1st July 2024.

The program is required to adhere to the following timeline:

DISASTER RESILIENCE
MONTH: CHILDREN'S FAIR

No.	Tasks	2024										REMARKS
		JUNE		JULY		AUG						
	PROJECT PLANNING											
1	Project Detail Briefing											
2	Content preparatory work and coordination with stakeholders											
	PREPARATION											
3	QC on-site assessment and workshop training for facilitators											Target: School teachers and QCDDRRMO staff. Day 1: On-Site Assessment Day 2: General Orientation Day 3: Training of Facilitators
4	Reviewing / Verification of DRR-related designs for materials											QCDDRRMO to review contents of the materials
	PROJECT EXECUTION											
5	Final Preparations											
6	MAIN EVENT: Program demonstration and Implementation of School Caravan											
7	PROJECT CLOSURE											After July, submit an original educational materials locally designed for Quezon City can be planned.

4

III. SCOPE OF WORK

This aims to craft the right contents and necessary materials based on the set objectives of the project. The following work shall be undertaken:

A. EVENT MANAGEMENT / LOGISTICS

- Venue plan and coordination (Workshop venue and fair venue)
- Prepare and coordinate meeting with the responsible offices or departments
- Creative designs and physical prototypes of all proposed collaterals to be used in the program
- Table of Organization for the project
- Itemized cost estimate for the planning and execution of the project (to include event venue, giveaways, technical requirements, materials, logistics, manpower, service fees, field expenses, applicable taxes, etc.)
- Media Coverage for online posting (Photo and video documentation for pre-prod, during and post-prod)
- Printing of orientation materials and items for workshop training
- Supervision of delivery of necessary tools and materials from Japan (airfare cost, coordination with suppliers, etc.)
- Media/Marketing Collaterals

B. PROJECT CONCEPTUALIZATION / ROLL OUT

- Project Conceptualization
- Provide Project Proposal and Project Timeline
- Conduct Workshop Training for Facilitators (DRRM Personnel, Public school teachers and students)
- Design, printing and providing of DRR-related game materials
- Rental of tools and materials

C. DELIVERABLES

1. Conceptualize, plan and execute various activities of the 2024 July Disaster Resilience Month in close coordination with the Quezon City Disaster Risk Reduction and Management Office (QCDRMO).
2. Form a Project Management Team with professional, competent staff to manage, coordinate, oversee the preparatory, actual, and post-event operations, merchandising collaterals, physical structures, technical equipment, logistical requirements and other elements related to the 2024 July Disaster Resilience Month
3. The Project Management Team shall coordinate with different departments of the Quezon City Government for support.
4. Provide the following for the project:
 - Booking and reservation of the event venue
 - Mechanics, scheme, and schedule of activities
 - Designs of merchandising collaterals
 - Copywriting of content on merchandising collaterals
 - Formulation of Scripts for Speeches
 - Audio Visual Presentation Production
 - Production of merchandising collaterals
 - Physical structures – such as but not limited to welcome arc, exhibit booths, signage, stage and backdrop for event programs
 - Technical equipment – such as but not limited to lights, sounds and video and screen equipment for events and activities
 - Logistics, manpower and management of ingress and set-up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
 - Sourcing and purchasing of event giveaways

- Sourcing of artist for the design of the certificates and production of the same
 - Production team, creative and technical manpower for the events
 - Media Coverage for online posting (Photo and video documentation for pre-prod, during and post-prod)
 - Printing of orientation materials and items for workshop training
 - Providing needed materials (e.g. stationery, supplies) for workshop and event proper
 - Coordination and accommodation with Japan Plus Arts' team (e.g. sourcing of interpreters, travel arrangements, etc.)
 - Supervision of delivery of necessary tools and materials from Japan (e.g. airfare cost, coordination with suppliers, etc.)
 - DRR-related Giveaways / kit for children
 - Initiate School Coordination: to send communication letter to Schools Division Office (SDO), Education Affairs Unit (EAU) and target schools requesting for coordination of participants.
5. To manage, coordinate, and oversee the planning, execution, and follow-up of the event, as well as the merchandising collaterals, physical structures, technical equipment, logistical requirements, and other aspects related to the activities, form a project management team with qualified personnel.
 6. Plan and implement awareness campaigns for the purpose of communicating and promoting the program to the target audience and the general public.
 7. The project delivery period shall be upon issuance of notice to proceed until July 31, 2024.
 8. All photos, videos, data, files, documentation must be turned over to the QCG after the end of each and every program stated below.

IV. MODE OF PROCUREMENT AND APPROVED BUDGET FOR THE CONTRACT

The mode of procurement shall be open to competitive bidding pursuant to the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

The Approved Budget for the Contract amounts to Seven Million Five Hundred Thousand Pesos Only (Php 7,500,000.00).

V. TERMS OF PAYMENT

The payment shall be made in accordance with the indicative payment scheme as follows and shall be made upon delivery of all obligations and undertakings stated in this document:

15% of total Contract Price upon approval of concept, pre-event coordination and submission of pre-event designs

70% of total Contract Price upon submission of event plan, venue confirmation and execution of first event: Workshop Training for Facilitators

15% of total Contract Price after delivery of the project and post evaluation of the overall project

VI. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services set by the City 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.

VII. 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:


CHRIZIA ADRIENNE M. ABRERA
Office of the Head, QCRRMO


NICKA FAYE B. BOQUIREN
Finance and Property Section, QCRRMO



RAMON R. JOSE
Public Relations Unit, QCRRMO


EVANGELINE B. DUMAGUE
Admin and Training Section, QCRRMO


MYREENE F. COSTALES
Research, Planning and Special Projects
Section, QCRRMO


CHRISTAN O. CORREOS
Admin and Training Section, QCRRMO

NOTED BY:


MAHED C. ALAWI, CPA, MMPA
Acting Deputy Chief for Administration,
QCRRMO

APPROVED BY:


EnP MA. BIANCA D. PEREZ
Officer-in-Charge, QCRRMO