

TERMS OF REFERENCE
QUEZON CITY GENDER AND DEVELOPMENT
MALE OPPOSED TO VIOLENCE AGAINST WOMEN EVERYWHERE (MOVE)
SUMMIT 2024

I. BACKGROUND / RATIONALE

The Men Opposed to Violence against Women Everywhere (MOVE) was formed in 2004 and registered in 2006 as an organization of principled men dedicated to supporting the elimination of discrimination against women, particularly violence against women. Its creation was supported by PCW (then NCRI-W) as one of the offshoots of the widespread advocacy during the 18 Day Campaign to End Violence against Women (November 25-December 12).

MOVE has developed and implemented various plans and programs, such as capacity building, advocacy campaigns, participation in national events like Women's Month and the 18-Day Campaign, and building connections with related groups. In some government agencies and LGUs, funding for MOVE's activities has been incorporated into their gender and development (GAD) budget. Certain chapters also benefit from local policies that support their programs, allowing members to dedicate official time to these activities. However, other chapters face challenges in gaining internal recognition and support.

MOVE PH, the national leadership, coordinates with the chapters and members, organizing activities that provide opportunities for sharing experiences and lessons learned. It also collaborates with national-level organizations to broaden the reach of its advocacy and raise awareness about the harmful social impact of Violence Against Women (VAW).

Quezon City is committed to eliminating discrimination and violence against women through aligning their programs, activities, best practices and projects to MOVE's advocacies. It also aims to include male advocates in discussing the roles of "men in society" and the issues that affect gender equality in our community. Quezon City shall maximize the Quezon City Gender and Development MOVE Summit as an opportunity to draw insights to help the city to escalate its effort in eliminating violence against women and gender equality while also inspiring other cities with its own best practices.

II. PROJECT DESCRIPTION

Management of a one-day summit that will bring together MOVE Chapter members and officers, the Quezon City Gender and Development (GAD) Council members, Quezon City officials, and subject matter experts. This project will require an event management provider to conceptualize, plan, and execute the "Quezon City Gender and Development Male Opposed to Violence against Women Everywhere (MOVE) Summit 2024." The event will focus on discussions about how to eliminate discrimination and violence against women in Quezon City and the role that "men in our society" play in achieving these goals. It will provide a platform for male advocates from various MOVE chapters and sectors/departments within Quezon City to connect, share experiences, and collaborate on VAW and gender-related projects and initiatives. The summit will also serve as an opportunity for Quezon City to showcase its programs and initiatives addressing VAW and gender-based issues, while reinforcing the city's position at the forefront of gender development and inclusivity.

The project shall have the following components:

- A. Pre-Event Activities: Prepare the Quezon City Government project stakeholders for their roles in the Summit; Event planning; source and coordinate with subject matter experts, partners, speakers; promote the event to participants.
- B. Event Proper: Create an effective event program that will deliver the objectives of the project.
- C. Collaboration: Maximize the City's existing projects, initiatives, and resources to increase the effectiveness and efficiency of the Summit.

**INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
YEAR 2025**

END-USER/UNIT: GENDER AND DEVELOPMENT (GAD) COUNCIL OFFICE

Charge to GF

Projects, Programs and Activities (PAPs): WOMENS MONTH CELEBRATION

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
5-02-99-990	Event Management, Design and Set up (1 month) >kick-off Ceremony >Culminating Activity >Kababaihan Festival-Dance Contest (6 Districts and Dents / Offices)	lot	P 10,000,000.00	PB			x									
5-02-99-990	For Distribution of Freebies - Tshirt, Scarf, Make-up etc.	lot	5,000,000.00	PB			x									
5-02-06-020	Dance Contest Cash Prizes	lot	1,200,000.00	DC			x									
5-02-06-020	Video Competition (Jurors and Cash prizes)	lot	200,000.00	DC			x									
5-02-03-990	Framing of winning entries of Poster Making Contest (Frame for Poster)	lot	108,930.00	PB			x									

SUB-TOTAL

P 16,508,930.00

TOTAL BUDGET FOR 5-02-99-990 (Other Maintenance & Operating Expenses):

P 15,000,000.00

TOTAL BUDGET FOR 5-02-06-020 (Prizes):

P 1,400,000.00

TOTAL BUDGET FOR 5-02-03-990 (Other Supplies and Materials):

P 108,930.00

GRAND TOTAL

P 16,508,930.00

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP and attach the Terms of Reference, if applicable.

Prepared by:

ANGELITA C. PERALTA
Administrative Officer

Submitted by:

JANETE R. OVIEDO
City Government Assistant Department Head III
Secretary, GAD Council
GAD Council Office

III. SCOPE OF WORK

A. Project Proposal

The Project Proposal of the Provider should contain an Event Plan composed of Pre-event preparation activities, Event Proper Activities, Post-Event Reportorial Activities adhering to the guidelines stated above.

1. Venue plan, layout, capacity, designs
2. Creative designs and prototypes of proposed collaterals to be used in the program;
3. Table of Organization for the project;
4. Provide for the planning and execution of the project (to include event venue, Polo Shirt with Logo of MOVE, Bull Cap with logo of MOVE, and ID lace with design of MOVE, training materials, logistics, manpower, field expenses, applicable taxes, and other miscellaneous fees.)

B. Deliverables

1. Conceptualize, plan, and execute the activities of the Quezon City Gender and Development Male Opposed to Violence against Women Everywhere (MOVE) Summit 2024 from pre-event, event proper, and in close coordination with the Quezon City Gender and Development Council Office and involved other offices/departments.

Venue: Hotel or Event Place within Quezon City that could accommodate 350 pax

2. Form a Project Management Team and with their requirements 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 Summit.
3. The Project Management Team shall coordinate with different departments of the Quezon City Government for support.
4. Provide the following for the project:
 - Rental of physical structures -such as but not limited to photo area, and backdrop side wings for event programs.
 - Rental of technical equipment - such as but not limited to lights, sounds and video equipment for events (2 LED Wall, Aeroled LUD P3.9 LEC wall, Pixel Configuration, 3-in-1 SMD, Physical Pitch 3.9mm, Pixel Density 65,536 Pixel/sqm, 16,384 Pixel Panel, Paels Dimension (WxHxD) 500mm x 500mm x 65mm, Panel Physical Resolution (WxH) 128 x 128, brightness 1,200nits. Viewing angle: 140 x 140degrees, Contrasts Ratio (Black Body) 4000:1, Power Consumption(max) 125w/panel, processing 16 bit/color, Colors 281 trillion colors, driving method 1/16 scan, refresh rate, 600-2,000 Hz, Lifetime (Half brightness) 100,000Hrs. 2 LED Wall) and activities
 - Provide logistics, manpower and manage ingress and egress and dismantling of physical structures, technical equipment and electrical fixtures.
 - Providing of event giveaways such as Polo shirt with MOVE logo, Bull cap with MOVE logo and ID lace with design of MOVE.
 - Provide production team, creatives and technical manpower for the events.
 - One (1) Event Sequence Director
 - One (1) Technical Director
 - Two (2) Technical Assistants
 - One (1) Stage director
 - Production team consist of ten (10) individuals

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract amounts to One Million Two Hundred Thousand Pesos only (Php 1,200,000.00). It shall cover the following expenditures:

1. Pre-Event Works and Permit, Venue, Food & Beverage
2. Fabrication of Sets of Backdrop Side Wings & Photowall/Photobooth
3. Event Day Logistics & Ingress/ Egress Crew, Crew Meals (AM Snack, Lunch and PM Snack)
4. Giveaways

V. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services and 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.


VI. 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, 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 negotiated procurement pursuant to section 53(d) of RA 9184 and its IRR.

Prepared By:


Angelita C. Peralta
Administrative Officer

Approval By:


Janete R. Oviedo
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Secretary, GAD Council
GAD Council Office