

TERMS OF REFERENCE

EVENTS MANAGEMENT

I. RATIONALE AND BRIEF BACKGROUND

The Conference aims to further strengthen the collaboration and integration of various sectors in the fight against drug addiction. With a focus on creating cohesive communities, this event seeks to address the ongoing challenges in drug demand reduction and to promote humane alternatives to incarceration.

II. PROJECT DESCRIPTION

The conference will feature specialized training tracks designed to enhance the competencies of addiction professionals. The courses include:

- Introduction to the Science of Addiction
- Common Co-occurring Mental and Medical Disorders - An Overview for Addiction Professionals
- Ethics for Addiction Professionals
- Contingency Management
- Trauma-Informed Care for Adults
- Media-based Prevention

Interventions Target Audience:

- Professionals involved in addiction treatment, education, policy development, and research; representatives from government agencies, non-government organizations, and local communities working towards drug demand reduction.

The conference will include the following components:

- Keynote speeches by industry leaders and experts
- Plenary Sessions
- Breakout sessions
- Networking events and social activities

III. PROJECT SCOPE OF WORK

1. Concept Development

- Develop a cohesive and impactful opening concept that aligns with the conference theme of building unified communities to reduce drug use.
- Craft a narrative that emphasizes the importance of collaboration among various sectors—government, health, education, law enforcement, and community organizations.
- Incorporate inspiring visual elements, multimedia, and symbolic acts to enhance engagement and set the tone for the event.

2. Program Design and Flow

- Create a detailed event flow, including the sequence of speeches, visual presentations, and performances.
- Ensure the program communicates key messages about community collaboration and shared responsibility in drug reduction.
- Design interactive moments that inspire the audience to take part in the cause.

3. Opening Visual Presentation

- Develop a high-quality video montage showcasing community efforts and success stories in reducing substance abuse.
- Source footage, interviews, and testimonials that reflect real-world examples of the theme "Together We Can."
- Select background music and voiceovers that create an emotional connection with the audience.

4. Keynote Speaker Coordination

- Assist in identifying and coordinating with keynote speakers, including government officials, healthcare experts, and community leaders.
- Prepare briefing notes to ensure their speeches align with the event's goals and message.

5. Symbolic Unity Moment

- Plan and execute a symbolic "Unity Torch" lighting or similar ceremony that visually represents the collective effort in drug reduction.
- Coordinate with representatives from various sectors to participate in the ceremony.

6. Performance & Cultural Segment

- Curate a cultural or artistic performance reflecting the diversity of the communities involved in drug reduction efforts.
- Work with local performers or artists to create a performance that blends storytelling, music, and dance to embody the spirit of unity.

7. Event Branding & Theme Integration

- Design event branding that visually reflects the "Together We Can" theme, including banners, stage design, and other visual elements.
- Ensure that all presentations, performances, and speeches are cohesively tied to the theme of cohesive communities working together.

8. Technical and Logistical Planning

- Oversee the technical aspects of the opening, including sound, lighting, video, and stage setup.
- Ensure seamless execution of audiovisual elements, transitions between segments, and overall event flow.

9. Post-Event Follow-Up

- Provide feedback and post-event analysis to assess the effectiveness of the opening program in setting the tone for the conference.
- Document lessons learned and potential improvements for future events.

IV. AREA OF COVERAGE

- Opening Program
- Plenary Sessions
- Breakout Sessions
- Fellowships
- Closing Program

V. PROJECT STANDARDS & REQUIREMENTS

The following are the minimum qualifications and requirements for the contractor:

1. Track Record

The contractor must have at least 4 years of proven experience in projects of similar scope and scale. A portfolio of successfully completed projects within the last 2 years must be submitted, demonstrating competence in the relevant field. References from at least 2 clients must be provided, verifying the contractor's performance, timeliness, and quality of work.

2. Organization

The contractor must have an established, well-structured organization capable of managing the project effectively. A project management team should be assigned, with defined roles and responsibilities for overseeing all phases of the project. The contractor should have clear communication protocols for reporting project status, handling queries, and addressing concerns.

3. Manpower

The contractor must have a qualified and skilled workforce in place, with a minimum of 10 personnel dedicated to the project. Key personnel, including project managers, supervisors, and technical staff, must have relevant certifications and at least 10 to 15 years of experience in their respective roles. A contingency plan should be in place to address any potential manpower shortages or substitutions during the project.

4. Trainings

The contractor's staff must have completed mandatory safety and compliance training relevant to the project's industry and location. Regular upskilling and refresher training for staff should be part of the contractor's workforce development plan.

VI. PROJECT DURATIONS

The project duration will be thirty (30) calendar days from issuance of Notice to Proceed.

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is Four Million six hundred thirty-five thousand pesos (Php4,635,000.00).

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 operation costs are increased by more than 10% as a result of any extraordinary circumstances 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).

VIII. BASIS OF PAYMENT

Full payment will be made upon the completion of the project and the submission of the final activity report.

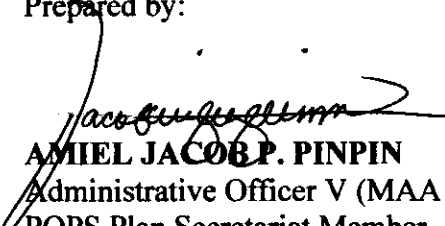
IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offence and shall subject the Contractor to penalties and/or liquidation damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

X. CANCELLATION OR TERMINATION OF CONTRACT

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 due to default insolvency, or for cause, it may enter into negotiated procurement to section 53 (d) of RA 9184 and its IRR.

Prepared by:


AMIEL JACOB P. PINPIN
Administrative Officer V (MAA II)
POPS Plan Secretariat Member

Noted by:


ROWENA T. MACATAO
Chief of Staff
City Government Department Head III