

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

### **QUEZON CITY GREEN AWARDS 2025**

#### **I. RATIONALE AND BRIEF BACKGROUND**

As Quezon City recognizes the looming threats of climate change, the Quezon City Green Awards Search for Disaster Resilience and Climate Action was established to provide a platform for exceptional contributions in strengthening the resilience and adaptive capacities of communities in Quezon City.

The program seeks to inspire and foster citywide initiatives in disaster risk reduction and management (DRRM) and climate action (CA). By hosting this event, the city aims to educate individuals, barangay leaders, students, communities, organizations, businesses, NGOs, and CSOs on DRRM and CA. Through this, Quezon City aspires to become a global leader in DRRM and CA, showcasing its best practices to the international community.

#### **II. PROJECT DESCRIPTION**

This project requires a dedicated team to conceptualize, plan, and execute the Quezon City Green Awards 2025. The event will showcase DRRM and climate action programs and capabilities from various barangays, organizations, hospitals, schools, businesses, and NGOs/CSOs within Quezon City. Winners in each category will receive recognition and cash prizes to be used for DRRM and CA-related activities. The event will cater to barangay leaders, Sangguniang Kabataan members, youth members, hospital staff, school administrators, organization representatives, private businesses, Quezon City residents, media outlets, and the general public.

The Project shall have the following components:

- **Stakeholder Orientation and Training:**
  - Interested participants will be invited to attend an in-person training and orientation for both Resilient and Green categories, covering the competition's purpose, mechanics, and entry submission guidelines.
- **Alignment Meetings with the Core Group:**
  - Alignment meetings for the core group to ensure clear communication and seamless collaboration between stakeholders and organizers, discussing key timelines, responsibilities, and specific project objectives.
- **Desk Evaluation:**
  - A dedicated team will review, evaluate, and score all submitted entries based on established criteria. The top entries will be selected to advance to the next round of the competition.
- **Field Validation:**
  - For the top entries in each category, on-site visits will be conducted to verify the existence and functionality of the submitted systems, programs, plans, and initiatives.
- **Final Deliberation:**
  - Finalists will present their work to external judges, who will determine the winners.
- **Awarding Ceremony:**
  - Winners in each category will receive trophies, and cash prizes. To claim their prizes, winners must sign relevant documents, including a Memorandum of Agreement (MOA) with the City Mayor.
- **Microsite Maintenance:**
  - The microsite will be developed and maintained to promote the QC Green Awards and serve as a resource for interested participants.
- **Events Management:**

- A dedicated event management team will provide end-to-end support for the QC Green Awards, ensuring seamless planning and execution. This includes expertise in collateral design, strategic communication planning and execution, script development, and key decisions on event timing, venue selection, and thematic direction.

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

The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim:

1. Development of the Project Concept - containing an Event Plan adhering to the project components, which should include, but not limited to the following:
  - a. Venue plan, layout, capacity, designs
  - b. Create designs of all proposed collaterals to be used in the programs
  - c. Scorecard development
  - d. Event Program Flow
  - e. Table of Organization for the project
2. Facilitation of trainings and meetings
  - a. Coordination with Stakeholders
  - b. Training Design and Development
  - c. Logistics Management
  - d. Documentation and Reporting
  - e. Participant Engagement and Support
3. Pre-event preparations that include, but not limited to the following:
  - a. Venue scouting and assessment
    - i. Use of energy efficient lighting fixtures and components
    - ii. Use of water efficient fixtures and components
    - iii. Provision of water dispensers or refilling stations in event venues
    - iv. Provision of clearly labeled bins for waste segregation and recovery
  - b. Preparation and finalization of mechanics, scheme, and schedule for activities
  - c. Creation of design of merchandising collaterals
    - i. Design, production, and distribution of environmentally preferable merchandise that aligns with sustainability initiatives
  - d. Copywriting of content on merchandising collaterals
  - e. Provision of physical structures including but not limited to panels, signages, stage, backdrop for event programs, exhibit booth, and others
    - i. Use of eco-friendly materials and sustainable design practices to minimize environmental impact.
  - f. Provision of technical equipment including but not limited to lights, sounds and video and screen equipment for events and activities
  - g. Facilitation of logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
  - h. Formation of a production team to provide the creative and technical manpower for the events
    - i. Sourcing and hiring of local host and talents for the program
    - j. Sourcing and production of environment friendly tokens and trophies
4. Event Management
  - a. Project team lead to be present at all alignment meetings
  - b. Successful execution of the QC Green Awards based on the agreed program

5. Development and execution of a strategic communication and promotional plan to effectively engage the target audience and the general public. This includes digital marketing, media outreach, and content boosting to maximize visibility and impact. The plan will also feature a clear and cohesive messaging strategy to position the event as eco-friendly, reinforcing sustainability initiatives and inspiring active public participation.

IV. PROJECT STANDARDS AND REQUIREMENTS

Minimum Qualification Requirements

Track Record

1. The Service Provider should have at least five (5) years of actual experience in conducting and managing events that involve several activities such as competitions, awarding ceremonies, among others.
2. The Service Provider should have a single largest similar completed contract within the last three (3) years which must be at least fifty percent (50%) of the Project Cost.

Organization

The Service Provider should have an established Organizational Structure that clearly identifies the line of authority and responsibility as well as the specific divisions/sections dedicated to the needed services to show its capability to undertake the Project. An Organizational Chart must be submitted as part of the Technical Requirements.

Personnel

Sufficient qualified personnel must be provided to ensure the proper implementation of the scope of work. The Service Provider shall submit the complete list of personnel of the Project Management Team with Curriculum Vitae (CV) highlighting relevant work experience as part of the Technical Requirements.

Personnel	Required No. of Personnel	Personnel Minimum Qualifications
Project Manager	1	Must be a Filipino with extensive knowledge and experience in the overall management of events and/or other similar activities
Operations Manager	1	Must be a Filipino and has in-depth knowledge and expertise on event preparations ensuring completeness of project requirements
Logistics Coordinators	2	Must be a Filipino with in-depth knowledge and expertise in coordination, negotiation, and planning of all technical setups and requirements for organizing competitions, awarding events, and/or similar activities.
Graphic Designer	1	Must be a Filipino and has in-depth knowledge and expertise in animation or motion graphics design
Video editor	1	Must be a Filipino and has in-depth knowledge and expertise in video editing and in integrating audio elements to create a cohesive and engaging presentation
Event Runners/Utility	4	Must be Filipino

V. PROJECT IMPLEMENTATION

The activities of the Quezon City Green Awards will be implemented until December 2025.

VI. APPROVED BUDGET FOR THE CONTRACT AND BASIS OF PAYMENT

The Approved Budget for the Contract is Nine Million and One Hundred Thousand Pesos (Php 9,100,000.00). The Service Provider shall be paid based on the following:

15%	Upon submission and approval of concept paper
85%	Upon completion of the entire event and submission of the post-event report
100%	

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## **VII. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the services shall subject the Service Provider 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 THE OTHER PURPOSES and its revised Implementing Rules and Regulations.

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

This City may, without prejudice to other remedies against the Service Provider, unilaterally cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City's public's interest, which includes but is not limited to the following:


1. Failure of the Service Provider to provide/meet the necessary requirements as stated in this TOR and in other bidding/contract documents;
2. Violation or non-performance of the other terms and conditions of the Contract; and
3. Other acts inimical to public interest.

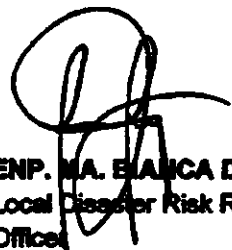
The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53 (d) of RA 9184 and its IRR.

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