

TERMS OF REFERENCE

EVENTS MANAGEMENT & PROJECT EXECUTION FOR 2025 DISASTER RESILIENCE FAIR

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 number one (1) country at risk of disaster globally as cited in the World Risk Report in 2024.

Additionally, Republic Act No. 10821 “An Act Mandating the Provision of Emergency Relief and Protection for Children Before, During, and After Disasters and Other Emergency Situations” declares that the policy of the state is to protect the fundamental rights of children before, during, and after disasters and other emergency situations when children are gravely threatened or endangered by circumstances that affect their survival and normal development. 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 one of the identified vulnerable sectors, it is paramount to ensure that the programs for children are effectively reducing their risks and promoting sustainability in the long-term. This event aimed to increase the disaster information of children that they may use in saving their family's lives, and creating a positive impact in 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), Educations Affairs Unit (EAU), Department of Education (DepEd) and QC Kabahagi Center will lead in the conduct of DRRM-related game play activities to children in school. 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 Quezon City Disaster Risk Reduction and Management Office shall conduct a program for children using tools designed to be enjoyable and user-friendly attracting both children and adults alike. This not only aims to understand disaster prevention strategies but also to practically conduct the required actions.

The Quezon City Disaster Risk Reduction and Management Office's approach is to train facilitators through a Training of Facilitators (ToF) to conduct enjoyable and effective DRR public programs with produced and localized original DRR educational tools. Likewise, after the conduct of training, the trained facilitators will facilitate DRR educational programs and disseminate the knowledge by

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III. SCOPE OF WORK

The following work shall be undertaken:

A. EVENT MANAGEMENT / LOGISTICS

- Venue plan, reservation, and coordination (Workshop venue and fair venue).
- Prepare and coordinate meetings with the responsible offices or departments regarding the localization and production of the materials.
- 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, production of materials, 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 (airfare cost, accommodation as necessary, 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 2025 Disaster Resilience Fair Project in close coordination with the Quezon City Disaster Risk Reduction and Management Office (QCDRRMO).
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 2025 Children's Disaster Resilience Fair Project.
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 venues
 - 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 of the Resource Localization Team (e.g. sourcing of interpreters, travel arrangements, hotel accommodation, etc.)
 - Coordination with SDO and other professionals needed for the localization of the contents
 - Supervision of delivery of necessary tools and materials
 - 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, 2025.
 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 Republic Act No. 12009, otherwise known as the New Government Procurement Reform Act.

The Approved Budget for the Contract amounts to Four Million Pesos Only (**Php 4,000,000.00**).

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 and localization of materials prior facilitators workshop

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 No. 12009 and its Implementing Rules and Regulations, otherwise known as the New Government Procurement Reform Act. AN ACT PROVIDING THE NECESSARY RULES AND, REGULATIONS FOR THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT OF THE PHILIPPINES, IN ACCORDANCE WITH THE STATE POLICIES AND PRINCIPLES DECLARED UNDER THE ACT.


VII. CANCELLATION OR TERMINATION OF CONTRACT


In the event of a dispute, controversy, or disagreement arising from this TOR, the parties agree to make every effort to resolve the matter amicably. If such efforts fail to achieve a mutually satisfactory resolution, the dispute may be referred to arbitration in accordance with applicable laws. This does not preclude the aggrieved party from seeking remedy through a court with appropriate jurisdiction.


The guidelines contained in RA 12009 shall be followed in 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 35 (d) of RA 12009 and its Implementing Rules and Regulations.

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