

## TERMS OF REFERENCE (TOR)

### I. RATIONALE AND BRIEF BACKGROUND

Quezon City, in partnership with C40 Cities and the Global Covenant of Mayors for Climate and Energy (GCoM), will host the **Quezon City Knowledge Sharing Network: Climate Action Implementation Forum** in 2025. This 2.5-day event will bring together mayors, city technical officers, and strategic partners from across the Philippines to strengthen local climate action planning and implementation.

The forum is inspired by the **UCAP Climate Action Implementation (CAI) Programme**, which supports cities in the Global South in advancing their climate action plans (CAPs) and scaling up locally led climate initiatives. Building on Quezon City's own experience as a UCAP CAI implementing city, the event will feature **site visits** to showcase successful local practices and promote peer learning among participating cities.

### II. PROJECT DESCRIPTION

This **Quezon City Knowledge Sharing Network: Climate Action Implementation Forum**, aims to establish a city-led platform designed to **inspire and support Philippine cities in translating climate ambition into implementation**, aligned with the principles of **equity, inclusion, and climate justice**.

Below is the program for the 2.5-day event:

Day 1	<ul style="list-style-type: none"><li>• UCAP Climate Action Implementation (CAI) Programme Presentation</li></ul>	<ul style="list-style-type: none"><li>• With opening ceremony, plenary session and working sessions</li><li>• 50 participants</li></ul>
Day 2	<ul style="list-style-type: none"><li>• Site Visits</li></ul>	<ul style="list-style-type: none"><li>• Visit at select Quezon City sites that feature best practices</li><li>• 50 participants</li></ul>
Day 3	<ul style="list-style-type: none"><li>• Next steps action planning and Closing Ceremonies (half day)</li></ul>	<ul style="list-style-type: none"><li>• Working session and closing ceremonies</li><li>• 50 participants</li></ul>

The Project shall have the following components:

- **Pre-event Activities:** Manage and coordinate all pre-event planning activities with key Departments/Offices of the City as well as external partners.
- **Event Proper:** Create an effective event program that will deliver the objectives of this project. Provide full complement of creative and production management professionals.
- **Awareness Campaign:** Promote the event through available social media platforms of the City Government.

### 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 in collaboration with the C40 Cities, that include but not limited to the following:
  - a. Theme concept and executions
  - b. Venue plan, layout, capacity, designs

- c. Create designs of all proposed collaterals to be used in the event
  - d. Event Program Flow
2. Pre-event preparations that include but not limited to the following:
    - a. Preparation and finalization of schedule for activities
    - b. Drafting of scripts for the event
    - c. Provision of merchandise (environment-friendly tokens)
    - d. Provision of physical structures including but not limited to panels, signages, stage and backdrop, and others for the event
    - e. Provision of technical equipment including but not limited to lights, sounds, screen equipment and video for the events and activities including video and photo documentation
    - f. Facilitation of logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
    - g. Formation of a dedicated team to provide the creative and technical manpower for the event
    - h. Sourcing and hiring of local talents
  3. Event Management - successful execution of the 2.5-day event based on the agreed program
  4. Development and execution of a communication and promotion plan for the event to in collaboration with C40 Cities that include but not limited to the following:
    - a. Digital posters and other publicity materials
    - b. Publicity materials
    - c. Content for social media postings
    - d. AVPs

All preparations must adhere to the environmental standards set forth in Ordinance No. SP 3107, S-2022 "Quezon City Public Procurement Ordinance" and its Implementing Rules and Regulations.

#### **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 and conferences that involve several activities.
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.

The Service Provider must submit a statement of all its ongoing and completed government and private projects relative to the conduct and management of events and conferences for at least 150-200 participants, among others, as part of the Technical Requirements.

##### **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.

<b>PERSONNEL</b>	<b>REQUIRED NO. OF PERSONNEL</b>	<b>PERSONNEL MINIMUM QUALIFICATIONS</b>
<b>Project Manager</b>	1	Must be a Filipino with extensive knowledge and experience in the overall management of forums/summits, event exhibits and similar activities. Should have strong coordination, stakeholder management, and leadership skills.
<b>Program/ Content Coordinator</b>	1	Must be a Filipino with a strong background in designing learning events, workshops, and conferences and has familiarity with climate policy and local government context. Should have excellent writing and organizational skills.
<b>Communications specialist</b>	1	Must be a Filipino and has experience in developing a communications plan, that include developing content for various communication channels.
<b>Technical staff / Coordinators</b>	2	Must be a Filipino and has experience with coordinating with various stakeholders, organizing materials, handling attendance, and supporting events
<b>Administrative / Logistics Assistants</b>	2	Must be a Filipino

**V. PROJECT IMPLEMENTATION**

The **Quezon City Knowledge Sharing Network: Climate Action Implementation Forum** will be implemented in 2025.

**VI. APPROVED BUDGET FOR THE CONTRACT AND BASIS OF PAYMENT**

The Budget for the Contract is Two Million Pesos and 00/100 only (Php 2,000,000.00). The Service Provider shall be paid based on the following:

15%	Upon submission and approval of concept paper	Php 300,000.00
85%	Upon completion of the entire event and submission of the post-event report	Php 1,700,000.00
100%		Php 2,000,000.00

**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 12009 NEW GOVERNMENT PROCUREMENT ACT and its 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 12009 and its 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 RA 12009 and its IRR.

Prepared by:

  
**KRISTINE LEA S. GAON**  
Chief Environmental Management Specialist

Noted by:

  
**ANDREA VALENTINE A. VILLAROMAN**  
City Government Department Head III