



Ministry of Environment and Energy

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގާނޫނުތައް ސަރުކާރުގެ
ދާއިރާތައް: ޖަނަވާރު 2018.

މިނިސްޓްރީ ޕްލާނިންގ ފްރެމްވર્ކް - ޖަނަވާރު 2018

ސަރުކާރުގެ ގެޒެޓް: (IUL)438-ENV/438/2018/18

ޖަނަވާރު 22 2018

މިނިސްޓްރީ

ފަރިތަކުރުމުގެ ސަރުކާރުގެ ޖަނަވާރު 2018 ގެ ޖަނަވާރު އުފާހަދާ ގަވާއިދު

ޖަނަވާރު

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ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ ގުޅިގެން
އިދާރާތަކުން ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ދަށުން



TOR event
management 1 dept.c

Date: 22 January 2018

No: (IUL)438-ENV/438/2018/15

EVENT MANAGER

TERMS OF REFERENCE:

STUDENTS' NATIONAL ENVIRONMENT SYMPOSIUM 2

Education is critical in empowering individuals and realising their full potential. This is essential as we work towards addressing environmental challenges and promote sustainable development. The Students' National Environment Symposium builds on this creed and focuses on enhancing the students' understanding of environmental issues and implementing practical solutions.

In this regard, the Ministry of Environment and Energy (MEE) in collaboration with the Ministry of Education (MoE) will organise the second Students' National Environment Symposium (SNES2) during 7-8 April 2018. The theme of this Symposium will be 'Empowering young minds for a sustainable future' and students across the Maldives will be given the opportunity to present their proposals on addressing environmental issues in their communities.

MEE is seeking to procure the services of an Event Manager to ensure the efficient management of the venues and catering services as per the stated Scope of Work.

SCOPE OF WORK

The general terms to be fulfilled is summarized in the bullets below and followed by further elaborations of the scope of the work.

- Arrange and ensure the conference room is arranged and ready for the conference as required (as specified meetings schedule)
- Ensure all required audio-visual equipment is available and set in required meeting rooms
- Ensure catering are promptly available as would be required
- If a temporary/additional power connection is needed, it is the responsibility of the Event Manager to get all the licensing/permits from the relevant authorities.
- Provision of technical personal for the operation of all technical equipment, including AV systems, electrical appliances and power points.
- Ensure drinking water is available throughout the venue halls.





- The Ministry will provide all the printed graphics materials intended for exposure and marketing.
- It is the responsibility of the 'Event Manager' to make the arrangements to get the chairs and tables required.

**Please take note that the Ministry does not support the use of disposable plastic bottles/bags, and no harmful substances such as areca nuts should be served during the event. The Event Manager should also ensure that any banned or discouraged substances stated by the Ministry of Education or Ministry of Health should not be served during the event. Furthermore, the Ministry encourages the event to be as environmentally friendly as possible.*

The scope of work is as tabulated below:

VENUE ARRANGEMENTS

Table 1: MISC

Miscellaneous Date : 7-8 April 2018 Day 1&2			
No:	Item	Description	Units
1.	Setting up over head Banner at Dharubaaruge outdoor Entrance	The setup should provide the best possible maximum exposure.	1
2.	Entrance Design	Both entrances of Ameenee Magu side <i>*As illustrated in Annex 3</i>	
3.	Over the street banner	Ameenee Magu, Infront of Dharubaaruge	
4.	Registration Desk	Setup a registration desk. <i>*As illustrated in Annex 1</i>	1
5.	Agenda Screen	Display the agenda in the corridor area.	1

**Banners will be provided*

Table 2: Opening Ceremony

Opening Ceremony Date : 07 April 2018 (DAY1), Time: 09:00 – 10:00 Venue: Ranna Bandeyri Maalan			
No:	Item	Description	Units
1.	Backdrop Banner	With Stand (banner size: 20 ft X 10 ft)	1
2.	Podium	With Microphone	1
3.	Wireless Microphone	With stand for MC	1
4.	Sound System	For a cinematic style seating arrangement of 400 pax	
5.	Seating arrangements	Conference Style: 400 pax <i>*As illustrated in ANNEX 2</i>	
6.	LED Wall	Size: 8 x 12 ft	2
7.	Display panel / TV/ Monitor	To be used as a visual aid for the presenter. Should	1

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ސަރުކާރުގެ ދިވެހިރާއްޖެ، 20392، ދިވެހިރާއްޖެ.

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		be set on the stage area Not less than 32 inches in diagonal. <i>*As illustrated in ANNEX 2</i>	
8.	Computer System	To be used for presentation	1
9.	Stage area lightings		

**Banner will be provided*

Table 3: Symposium

Symposium Date : 7 - 8 April 2018 (DAY 1 and 2), Time: 08:00 – 1800 Venue: Ranna Bandeyri Maalan			
No:	Item	Description	Units
1.	Backdrop banner setup	With Stand (banner size: 26 ft X 10.5 ft) <i>*The one stated in Table 1</i>	1
2.	Podium	With Microphone	1
3.	Wireless Microphone (handheld)	For the Master of Ceremony	7
4.	Pin/Headset Microphone	To be used in the stage area	5
5.	Display panel / TV/ Monitor	To be used as a visual aid for the presenter. Should be set on the stage area Not less than 32 inches in diagonal.	1
6.	Sound System	For a cinematic style seating arrangement of 400 pax	
7.	Seating arrangements	Conference Style <ul style="list-style-type: none"> Drinking water should be made available to all participants <i>*As illustrated in ANNEX 2</i>	400
8.	LED Wall	Size: 8 x 12 ft	2
9.	Computer System	To be used for presentation Should have the capacity to process without disruptions	1
10.	Wireless Presenter	Should have the range to cover the whole stage area with disruptions.	1
11.	Table top microphone	To be set in the secretariat desk and the expert panel desk	3
12.	Stage area lightings		

**Banner will be provided*

Table 4: Environment Exhibition

Environment Exhibition Date : 07 – 08 April 2018 (DAY 1 and 2), Time: 1530 - 1800 Venue: Faashanaa Maalan, 20 Stalls			
No:	Item	Description	
1.	Stall	Stall Size 9 sqm	
2.	Stall tag	Printed on canvas	
3.	Table	With skirting (for each stall)	
4.	Chair	X2 for each stall	
5.	Electrical Power point	X2 For each stall	





6.	Drinking water	For Exhibitors
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CATERING ARRANGEMENTS

The venue should be set with tables and chairs to cater the participants.

Table 5: Breakfast

Breakfast		
Date : 07 – 08 April 2018 (DAY 1 and 2), Time: 07:30 – 09:00		
Venue: Dhoshimeynaa Maalan, PAX 400		
No:	Item	Description
1.	Cereal	
2.	Dhivehi Breakfast	
3.	Continental Breakfast	Should not include sausage
4.	Milk, Coffee, and Tea	
5.	Fruit Juice	
6.	Fruits	

Table 6: Tea Break

Tea break		
Date : 07 –April 2018 (DAY 1), Time: 10:00		
Venue: Billoori Maalan (40 PAX), Dhoshimeyna Maalan PAX 60		
No:	Item	Description
1.	Doughnut	
2.	Cake	
3.	Pastry	Two varieties
4.	Milk, Coffee, and Tea	

Table 7: Lunch

Lunch		
Date : 07 – 08 April 2018 (DAY 1 and 2), Time: 12:00 – 13:30		
Venue: Dhoshimeynaa Maalan, 400 pax		
No:	Item	Description
1.	Rice	
2.	Pasta /Noodles	
3.	Curry	
4.	Chicken Side dish	At least two items.
	Beef side dish	
	Tuna side dish	
5.	Salad(s)	
6.	Desert	
7.	Juice	varieties encouraged





Table 8: Evening Tea

Evening Tea		
Date : 07 – 08 April 2018 (DAY 1 and 2), Time: 1600: 17:00		
Venue: Dhoshimeynaa Maalan, PAX: 400		
No:	Item	Description
1.	Pastries	Minimum of two varieties
2.	Short-eats	Minimum of three varieties
3.	Cake	
4.	Doughnut	
5.	Sandwich	Preferably two varieties
6.	Milk, coffee, tea, juice	

Photo and Video

Photography			
No:	Item	Description	Units
1.	High quality photographs	<ul style="list-style-type: none"> Should cover pictures of all the schools while they are presenting at the symposium. Should provide pictures of the exhibition Should cover the opening event 	At least 1000 pictures
2.	Video Documentary	<ul style="list-style-type: none"> 20 minutes Should have videos of the symposium Short interview spots with students and teachers 	1

COORDINATION ARRANGEMENTS

MEE will assume the overall supervision and coordination role through a designated focal point.

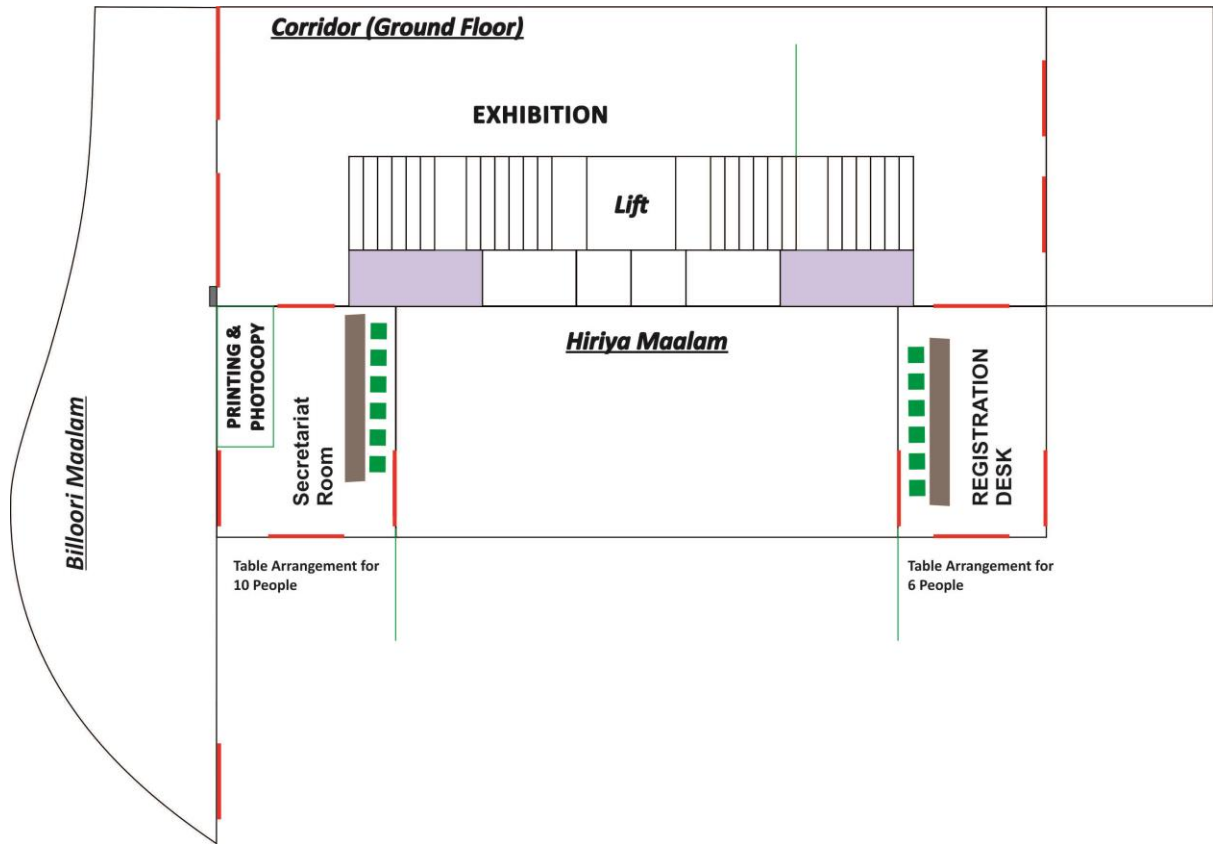
EVALUATION CRITERIA

CATEGORY	POINTS
Company/Firm	
Profile	5
Experience in relevant events: <i>1 event = 1 point, (max 5 points)</i>	5
Catering	
Requirements as stated in the Scope	15
Technical Requirements	
Audio Visual Arrangements	15
Photo and Video	10
Arrangements	
Seating, and Hall arrangements	10
Financial Proposal	40



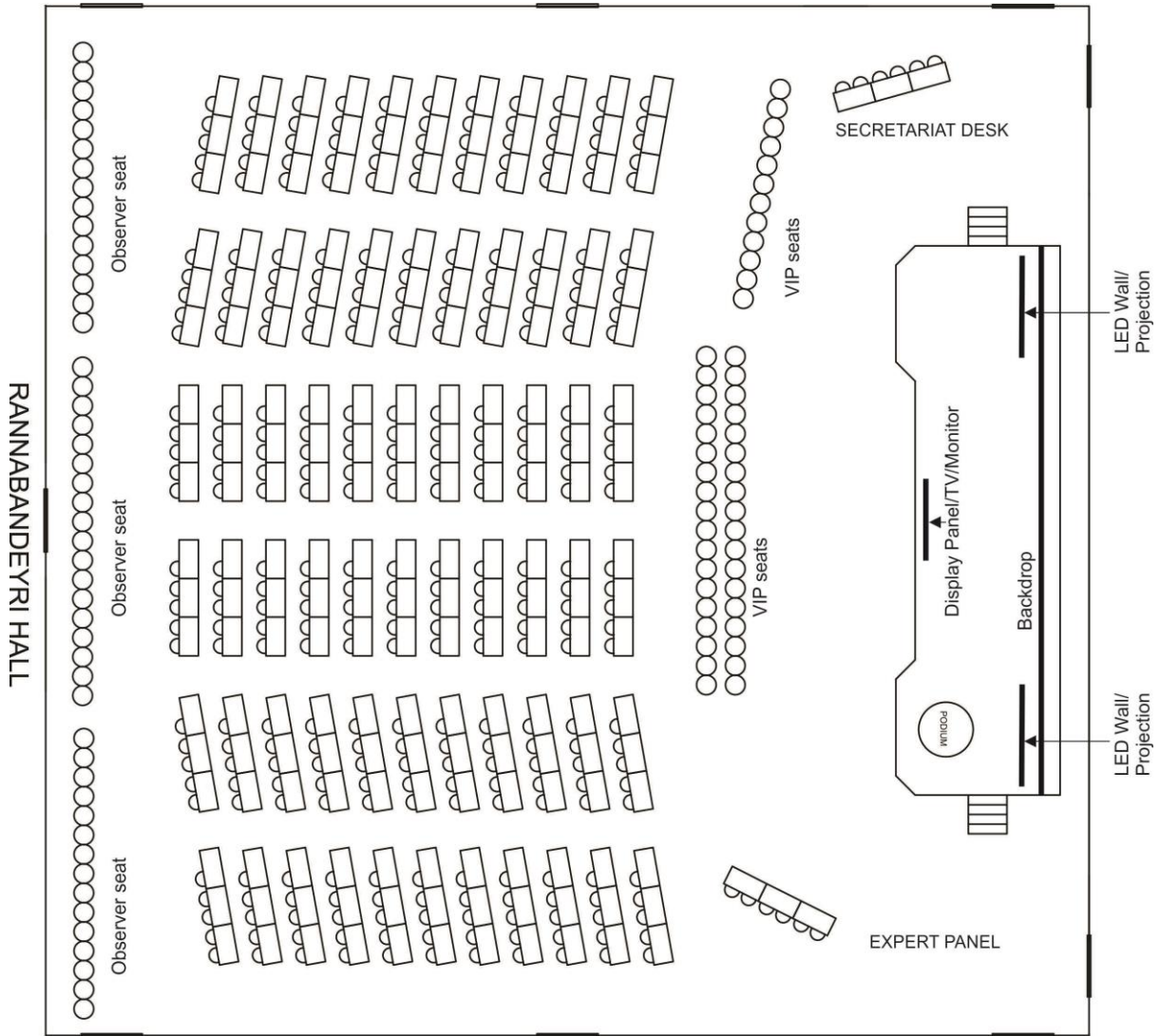


ANNEX 1





ANNEX 2





ANNEX 3

*Not to scale

