

Terms of Reference

Provincial Launch for Comprehensive School Safety

Introduction:

As part of its agenda to increase national and provincial capacities in implementing a Child-Centered Disaster Risk Reduction approach in preparing and responding to disasters, as well as early recovery, NDMA intends to engage the services of a reputed Event Management company for conducting half day workshops on the launch of Comprehensive School Safety and Way Forward.

Objective:

- To launch the roll-out model for Comprehensive School Safety at the provincial level
- Engage PDMA's, education sector partners and all relevant stakeholders
- Sensitize the stakeholders regarding their subsequent role in the scale- up across Pakistan.

Scope of Work:

The workshops will be held in Karachi, Lahore, Peshawar, Muzaffarabad, Quetta and Gilgit. The TORs are as follows:

1. Conduct half-day sensitization workshop in Karachi, Lahore, Peshawar, Muzaffarabad, Quetta and Gilgit.
2. Develop a detailed work plan with clear timelines
3. Develop workshop agenda and schedule in close consultation with NDMA, including dates and venues, as well as materials for distribution
4. Develop material covering synopsis of the roll-out model for each province
5. Session to include presentation on the roll-out model, question and answers
6. Arrange and coordinate with a seasoned technical facilitator/moderator, preferably from education or communication sector for the event
7. Conduct/facilitate sessions with NDMA endorsed materials and presentation
8. Invite media personnel from mainstream national and regional newspapers and TV channels for media coverage
9. Liaise with media groups/associations/union to invite selected participants to the sensitization workshop
10. Provide on ground rapporteur for the proceedings
11. Develop post- training evaluation tool/form/checklist
12. Produce a workshop report
13. Develop and print communication collateral for the event such as back drop, standees, conference kits etc.
14. Provide IT, communication and technical support at the event
15. Arrange multimedia units along with screens at the venue

16. Produce conference folders
17. Provide high resolution photographic coverage for the entire workshop, training sessions, activities etc.
18. Provide a complete record of attendance of participants
19. Provide refreshment for participants

Duration of the Assignment

The consultancy is open to organizations/event management companies. It is anticipated that the event will take place in Sept-Oct. Please develop your offers maximum by 8th August, 2017.

Disclaimers:

NDMA will not be responsible for booking and payments of workshop venues

NDMA will not be responsible for boarding and lodging of participants

NDMA will not be responsible for travel allowance of any of the participants

NDMA may require the applicant to clarify their quotation during presentation. However the applicant may not modify their quotation after the deadline for submission of quotations.

NDMA reserves the right to stop the service hiring procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations applicants are not entitled to reimbursement of any costs or damages incurred in connection with this service hiring procedure.

Financial quotations should be valid for at least three months after the deadline for handing in quotations. 23rd July, 2017.

NDMA cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a bidder lay solely with the bidder. NDMA cannot be held responsible for any such costs or damages.

By submitting a proposal to email ID **fo.gcc@ndma.gov.pk** by **8th August, 2017**, the applicant/firm agrees all the terms and conditions specified in this procedure and the provisions of the contract template. The proposal will not contain any reservation(s) to these terms and conditions. A proposal with one or more reservations can be excluded from the procedure.