

I. Detailed Terms of Reference:

**TERMS OF REFERENCE (TOR) FOR THE EVENT MANAGEMENT FIRM TO ORGANIZE  
THE 10TH YEAR ANNIVERSARY OF THE RH LAW**

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| <p><b>Background:</b></p>                                    | <p>The Responsible Parenthood and Reproductive Health Act of 2012, also known as the RH Law, was one of the significant pieces of legislation that the late President Benigno "Noynoy" Aquino III signed into law. The contentious Reproductive Health bill was passed as Republic Act 10354 on December 21, 2012, following more than one decade of advocacy and unwavering effort of RH champions.</p> <p>The RH Law is proof of the steadfastness and commitment of RH champions and legislators to advancing access to reproductive health services and information in the country. In the last 10 years, the implementation of the law has made an impact in improving the quality of life of many Filipinos. In spite of this, the last years also tell us of the remaining gaps and challenges in the implementation of the RH Law.</p> <p>To mark the 10th year anniversary of the passage of the law, the Philippine Legislators' Committee on Population and Development (PLCPD), the United Nations Population Fund (UNFPA), and the Commission on Population (POPCOM) will hold an event on December 13, 2022, late afternoon to evening, to gather partners and stakeholders and discuss the journey of the law and highlight its gains and challenges.</p>   |
| <p><b>Objectives:</b></p>                                    | <p>In view of the above, the specific objectives of the event are:</p> <ol style="list-style-type: none"> <li>1. To commemorate the 10th year anniversary of the RH Law; and</li> <li>2. To conduct a discussion on the journey of the RH Law and the challenges to its implementation.</li> </ol> <p>With this, the Contractor aims to organize and manage the occasion. The event organizer will also support the PLCPD team, working closely with the partners to effectively prepare for and implement the program.</p>  |
| <p><b>Responsibilities of the Event Management Firm:</b></p> | <p>The Contractor will carry out the following tasks:</p> <ol style="list-style-type: none"> <li>1. <u>Logistics:</u> <ol style="list-style-type: none"> <li>a. Procure a venue for the event;</li> <li>b. Prepare the venue for a half-day event (*afternoon to dinner);</li> <li>c. Design, print, and prepare, event paraphernalia, banners, and collaterals;</li> <li>d. Produce (write/ edit/ design/ print) and prepare event kits and materials for participants, including:               <ol style="list-style-type: none"> <li>i. Program (notepad and pen); and</li> <li>ii. Souvenir items;</li> </ol> </li> <li>e. Produce a video on the journey of RH Law;</li> <li>f. Prepare technical requirements such as tech materials, presentations, videos, etc.;</li> <li>g. Prepare certificates and tokens for resource persons; and</li> <li>h. Engage and hire a host and moderator to facilitate the program and discussions.</li> </ol> </li> <li>2. <u>Documentation:</u> <ol style="list-style-type: none"> <li>a. Keep a record of attendance of participants, resource persons, and guests in the event;</li> <li>b. Establish event documentation: video recording and taking photos;</li> <li>c. Prepare the full transcript with each participant's name/designation/photo;</li> </ol> </li> </ol> |

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|   | d. Produce the video highlights of the event (ideally not more than 2 mins).   |
| <b>Outputs and Deliverables:</b>                        | The Contractor will deliver the following outputs:<br>→ 1.1 Half-day event in a venue attended by around 100 guests.<br>→ 1.2 Video on the journey of RH Law.  |
| <b>Institutional Arrangements and Responsibilities:</b> | The engagement will be under the overall supervision of the PLCPD. The firm is expected to also work closely with UNFPA. The following are the tasks of the Contractees/Clients:<br>1. Provide program support through the program coordinator in the event;<br>2. Media consultant;<br>3. Identify and invite resource persons and guests;<br>4. Pursue the guest and liaise with other participants to ensure attendance; and<br>5. Write and distribute a press release.  |
| <b>Duration of Work:</b>                                | The engagement shall commence immediately upon awarding the contract until December 16, 2022.  |
| <b>Schedule of payments and timeline:</b>               | Payment will be made in three stages:<br>1. On completion and satisfactory delivery of Output 1.1<br>2. On completion and release of the Output 1.2  |
| <b>Qualifications:</b>                                  | The Contractor should provide evidence of institutional competency in carrying out the service and the competencies of each consultant who will be fielded to the event.<br>→ The firm should have 3 to 6 years in leading high-level conference/events planning and management;<br>→ With prior experience in working with government and non-government organizations in similar capacity;<br>→ The Principal/Lead Consultant and Specialist must have a degree in Communication, Marketing Management, or any equivalent and a minimum 5 years of increasingly responsible professional experience in events or media management;<br>→ Ability of staff and staff compliment to provide required services (CVs of the person/s of staff to be included).<br>→ Excellent organizational skills with the ability to plan and meet deadlines through and with teams of people and individuals from diverse, cross-cultural backgrounds.<br>→ Strong project management and financial/budget reporting.<br>→ Excellent communication skills with the ability to write clearly, concisely, and with strong verbal communication skills.<br>→ Ability to work effectively and efficiently under tight deadlines and on multiple tasks simultaneously.<br>→ Strong customer service orientation. |
| <b>Criteria for Evaluation:</b>                         |  |

| Evaluation Criteria  | Scoring Percentage      |
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| 1. Project Management<br>a.) Number of staff and roles, including the profile of the core members of the organizing team | 15%<br><b>15%</b>       |
| 2. Technical Expertise<br>a.) Experience in mounting similar in-person events  | 25%<br>5%<br><b>40%</b> |

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| <ul style="list-style-type: none"> <li>b.) Experience in creative design, digital layout, and the physical set-up of events</li> <li>c.) Skills in Documenting Events</li> <li>d.) Experience working with UN agencies, embassies, or International Non-Governmental Organizations</li> </ul>                             | <p>5%</p> <p>5%</p>  |             |
| <ul style="list-style-type: none"> <li>3. Approach in methodology <ul style="list-style-type: none"> <li>a.) Likelihood of achieving expected outputs within the given timeframe and budget</li> <li>b.) Appropriateness, the feasibility of approaches and strategies to deliver expected outputs</li> </ul> </li> </ul> | <p>5%</p> <p>10%</p> | <b>15%</b>  |
| <b>Total Technical</b>  |                      | <b>70%</b>  |
| <b>Financial Proposal (reasonableness of the bid, comparability with other bids)</b>  |                      | <b>30%</b>  |
| <b>Total</b>  |                      | <b>100%</b> |