

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Environment

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް
ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

މިއަދުގެ ސަރުކާރުގެ ގެޒެޓް - ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

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TERMS OF REFERENCE

REQUEST TO HIRE A CONFERENCE FACILITIES WITH CATERING SERVICES TO HOST AN INTERNATIONAL WORKSHOP

1- INTRODUCTION

Ministry of Environment is planning to organise the following workshop in Maldives in collaboration with UNFCCC. The workshop is expected to be held in one of the five star resort islands near capital Male' with conference and other facilities and as per the details provided below.

Name of the workshop	Dates	Number of Participants
Awareness Creation Workshop to Maximize the positive and minimize the negative impacts of implementation of response measures for Asia Pacific Region (RM Workshop)	27 th to 29 th August 2019	70

The Ministry is seeking the service of a five star resort for provision of conference facilities, catering and transfer services for hosting the above mentioned workshops.



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2. SCOPE OF SERVICES REQUIRED

The scope of services required are outlined below;

1. Conference Space:

The conference space, including the rooms and other facilities indicated below, should be available to the secretariat one-day prior (starting from 10.00 a.m. on 26 August 2019) to the commencement of the RM-Workshop.

- a. One plenary room (room 1) from 27-29 August 2019.
 - Seating for a minimum of 70 people, with possibility to increase seating by 10 people more if needed, round table type set-up
 - Podium in front for five (5) persons;
- c. One Secretariat office (room 2) from 27-29 August 2019 with:
 - Seating for 5 people;

2. Equipment, Supplies and Utilities:

For plenary room (room 1):

- 1 dedicated computer, with MS Office 365 in English, with projector and screen;
- Sufficient high-speed Wi-Fi internet access for all participants in all conference areas for the duration of the RM-Workshop and secretariat office from 27-29 August 2019; to be set-up, at the latest, by 15:00 on 26 August 2019 (the internet speed should be at least 10 Mbps and set-up as a closed system so that only the RM-Workshop participants have access);
- Public address system with conference-style microphones on tables (one per three participants) and 2 portable microphones, to be set-up, at the latest by 12:00 on 26 August 2019; a dedicated sound technician should be available for the entire duration of the RM-Workshop;
- LCD projector, projector screens and a dedicated laptop with English operating system and MS Office 365 for the presentations for the duration of the event (27-29 August 2019); to be set-up, at the latest, by 15:00 on 26 August 2019 for room 1;
- Two cordless microphones (lapel mics);
- 1 electrical plug/socket per person, including the podium;
 - a. Minimum 70 participants in RM-Workshop room (room 1);

For the secretariat office (room 2):

- Multipurpose photocopier/printer (with double-sided-printing option, scanning function; USB port) in the secretariat office connected to a PC/laptop (English operating system and MS





Office 365) with access to internet, available from 26 August 2019 (15:00) to 29 August 2019;

- For five persons in secretariat/DSA office (Room 2) including power supply, internet, photocopier/scanner/printer with connecting cable/laptop (with English operating system and MS Office 365);
- Access to internet;
- 1 electrical plug/socket per person;

For the logistical arrangement team

- 2 double rooms with half board meal plan
- 50 meal vouchers (including breakfast and lunch)

Buffet Dinner for 27th August 2019

- Buffet Dinner (100 pax); The menu should include the following varieties;(Non-vegetarian, Vegetarian, International varieties, Diabetics, low sodium and cholesterol free, all varieties should be halal, should **not** include any alcoholic drink)
- Table and Chair Arrangements;
- Mic & Speaker System;
- Decoration

Other:

- Registration desk at a central and visible place;
- Bottled water for all participants in the plenary (room 1) and the secretariat office (room 2). In accordance with the Ministry of Environment policies, food and beverages should, to the extent possible, not be served in plastic containers;
- Two coffee breaks and one lunch per day for up to 70 participants for the duration of the event;
- Transfer between the resort and Male' City for 70 participants for each of the workshop day (Approximately 8:00 am in the morning and 17:00 pm in the afternoon).
- At least 30 rooms with half board meal plan



