



**MINISTRY OF HEALTH,
FAMILY AND WELFARE**

Male'

Republic of Maldives

Terms of Reference (TOR) for Riveli Awards 2026

1. Background

The Ministry of Health, Family and Welfare is organizing Riveli Awards, to celebrate the work and achievements of persons with disabilities, individuals and organizations working to protect and promote their rights. This event, carried out as part of the 'caring society' initiative, is aimed to be held on a date between the 6th and 16th of November [tentative date].

To ensure the success of the event, the Ministry seeks to hire a qualified and experienced (1) event organizer (EO) to manage and implement the logistical and technical aspects of the event, (2) a venue to host the event and, (3) a catering service.

2. Objectives

- To engage an experienced Event Organizer to provide comprehensive event management services, ensuring a well-coordinated, high-quality, and impactful award ceremony.
- To hire an event hosting space that could accommodate and host approximately 100 pax and assures accessibility throughout the event.
- To provide catering, inclusive of savoury and sweet options and beverages for approximately 100 pax.



Annex A – Event Organizer

Scope of work

The selected Event Organizer will be responsible for the following key tasks:

- Sound & Lighting
 - Provide stage lighting
 - PA system with wired and wireless microphones for speeches and MCs.
 - Sound checks prior to the event
 - Coordinate technical support during the event.
 - Provision of 2 handheld mics
 - Provision of one mic attached to podium for key speakers
- Stage
 - Installation of **Main Stage (24ft x 12ft)**
 - Coordinate all on-stage activities
 - Stage preparation
 - Sound and Lighting
 - Include raised stage platform with stairs and ramp access
 - If the venue does not have a LED screen, the EO is to install a LED screen as according to the following measurement: **24ft x 12 ft**
- Branding
 - Design and print all required materials including:
 - Brochures detailing the agenda for the day
 - Digital invitation card
 - Award certificates
 - Trophies and plaques for winners
- Floor plan
 - Award ceremony floor plan including identification of VIP table, stage areas and overall seating for invitees in coordination with the technical team
- Photo & Videography
 - Professional photography covering the full ceremony, award presentations and guests
 - Full event video coverage including award presentations and speeches
 - Short video profiles of award recipients for screening during the ceremony
 - Edited reels/highlights for post-event publication and reporting

Duration of assignment

- The duration of the assignment will be from the date of contract signing until the completion of Riveli Awards 2026
- The EO must ensure full readiness 2 days prior to the event be present onsite throughout the event (between 01st and 15th November [date to be confirmed])

Reporting and supervision

- The Event Organizer will work directly under the supervision of the staff assigned by the Ministry's Disability Rights and Well-being section
- The EO is expected to attend coordination meetings, provide regular updates, and seek approvals from the committee on major design and setup elements.

Deliverables

- Full event infrastructure setup and dismantling
- Execution of all components mentioned in Scope of Work
- On-site management during the event day
- Detailed work plan and timeline upon contract signing.
- All installations are completed and tested before the event starts.
- Photo and video content delivered within 7 days after the event.
- Final report summarizing work done and observations.

Required qualification

- Proven experience in managing and organizing large-scale public events.
- Strong portfolio demonstrating capability in event logistics, creative design, and coordination.
- Availability of all necessary technical and human resources.

Annex B – Venue Hire

Scope of work

The selected event space host will be responsible for the following key tasks:

- Chair and table arrangement
 - Provide chairs for 100 pax
 - Provide 14 round tables
 - Make arrangements for VIP table
 - Arrange tables with 8 chairs around each table with ample space for people, including wheelchair users, to move in-between
- LED screen
 - Installation of LED screen **(24ft x 12ft)**
 - Ensure all electricity in relation to the LED screen are arranged
 - Provision of laptop to display relevant media on the LED screen
 - Provision of a projector (if required) to display media on screen
- Wi-Fi
 - Provide Wi-Fi for the purpose of displaying relevant media
 - Wi-Fi for Ministry's technical staff to ensure smooth logistical execution of the event.
- Accessibility of the Venue
 - Wheelchair access at the main gate
 - Elevators to include space for wheelchair users
 - Toilets/restrooms to allow wheelchair access
 - Main event space to be large enough to ensure accessibility needs

Duration of assignment

- The duration of the assignment will be from the date prior to the event until the completion of Riveli Awards 2026
- Staff from selected venue are expected to be present for support-related instances throughout the event day.

Reporting and supervision

- N/A

Deliverables

- Arrangement of event space including chair and table set up
- Provision of necessary technical support for the event including Wi-Fi, LED screen and electricity
- Assuring accessibility needs throughout the event
- Provision of catering for all event attendees

Required qualification

- Proven experience in hosting large-scale events
- Has proven ability to ensure accessibility needs
- Provision of good quality catering for large scale events

Annex C – Catering Refreshments

Scope of work

The selected event space host will be responsible for the following key tasks:

- Providing cutlery and utensils for 100 people
 - Forks, knives and spoons
 - Plates
 - Glassware for beverages
- Savory food
 - Vegetable spring rolls
 - Mini sandwiches
 - Chicken quiche
 - Mini pizza
 - Sausage roll
- Dessert food
 - Chocolate cake
 - Creampuff
 - Éclair
 - Assorted fruits (apples, pineapples, papaya, watermelon)
- Beverages and other
 - Tea and coffee
 - Fresh juice (mixed fruit)
 - Water
 - Betel nuts

Duration of assignment

The duration of the assignment will be the date during which the event will be held – tentatively on a day between 1st and 15th November 2026.

Reporting and supervision

- N/A

Deliverables

- Arrangement of catering utensils and cutlery prior to breakfast/tea break
- Arrangement of food and beverages prior to breakfast/tea break
- Collection of utensils and cutlery following the end of the event

Required qualification

- Proven experience in catering to large scale events
- Provision for good quality catering