



TERMS OF REFERENCE

Procurement of an Event Management Firm for Vara Expo 2026

1. Event Background and Objectives

The Ministry of Homeland Security, Labour and Technology is seeking to procure the services of an experienced and highly qualified event management firm to oversee and execute all logistical and operational aspects of "Vara Expo 2026." The primary objective of the expo is to serve as a pivotal platform for connecting job seekers, students, and training providers with employers and higher education institutions.

The event is designed to fulfill several key strategic national objectives, including the expansion of opportunities for Maldivians in the labor market, the strengthening of the workforce, and the empowerment of youth through digital innovation. With an anticipated attendance of over 35,000+ participants, Vara Expo 2026 is projected to be the largest jobs and skills exhibition of its kind in the Maldives. Given the public nature of the event and its sponsorship by a government ministry, the selected firm's reputation, operational reliability, and proven ability to manage large-scale, public-facing projects are of paramount importance.

1.1 Event Details

- Event Name: Vara Expo 2026 - National Skills and Career Expo
- Organizer: Ministry of Homeland Security, Labour and Technology
- Venue: Hulhumale' Central Park, Hulhumale'
- Dates of Event: November 26-28th November 2026
- Duration: 3 days
- Preparation and Dismantling Period: Security is required for a 5-day period, which includes a four-day window for setup and a subsequent four-day window for dismantling and cleanup.

2. Comprehensive Scope of Work

This section outlines the detailed requirements for all services to be provided by the successful bidder. The bid must be structured to align with the Activity Schedule and Performance Specifications outlined below.

2.1 Activity Schedule

Item	Description	Qty	Unit
A. TENT STRUCTURES & INSTALLATIONS			
A.1	Education Zone Tent (AC) with full area carpet	1	lot (364ft x 45ft)
A.2	Career Zone Tent (AC) with full area carpet	1	lot (420ft x 45ft)
A.3	Skill Experience Zone A Tent (Roof covered) with electrical fans	1	lot (352ft x 10ft)
A.4	Skill Experience Zone B Tent (Open) with electrical fans	1	lot (400ft x 10ft)
A.5	Independent Tent (Divided into 3 rooms) (AC) with full area carpet and soundproof as much as possible	1	lot (60ft x 20ft)
A.6	Market Zone, (Open) with electrical fans	1	Lot (400ft x 10ft)
A.6	Control Room Tent (AC)	1	lot (20ft x 20ft)
B. STALL FRAMEWORK & SETUP			
B.1	Shell Scheme Stall (10ft x 10ft) - Education Zone	52	stalls
B.2	Shell Scheme Stall (10ft x 10ft) - Career Zone	46	stalls
B.3	Roof Covered Open Stalls - Skill Experience Zone A	30	stalls
B.4	Roof Covered Standard Stalls - Skill Experience Zone B	22	stalls
B.5	Market Zone (Open space with chairs)	50	stalls
B.6	Independent Tent – Panel Discussion Area setup with 6 chairs and table	1	lot
B.7	Independent Tent – Workshop Area with a classroom setup for 15 pax	1	Lot
B.8	Custom Stall Fabrication & Installation - Ministry (30ft x 20ft)	1	stall
B.9	Custom Stall Fabrication & Installation - NCS (20ft x 20ft)	1	stalls
B.10	Exhibitor Name Printing & Installation	200	stalls
B.11	1 Table and 2 Chairs for each Stall (This will be on demand by exhibitors)	1	lot
C. ELECTRICAL POWER DISTRIBUTION			
C.1	Power Points at Stalls (2 per stall)	400	stalls

C.2	Full Electrical Distribution Network	1	lot
D. STAGE & AUDIOVISUAL PRODUCTION			
D.1	Main Stage Setup (20ft x 16ft)	1	lot
D.2	Main Stage LED Panel Backdrop	1	lot
D.3	LED Panels (12ft x 6ft) – At 4 entrances	4	panels
D.4	Full Exhibition Area Lighting Setup	1	lot
D.5	Sound and Lighting for stage, and all 4 entrances (with mic setup and other necessary equipment)	1	lot
E. ARCHWAYS & SIGNAGE			
E.1	Main Archway Fabrication & Installation (40ft x 15ft)	1	archway
E.2	Zone Archway Fabrication & Installation (40ft x 15ft)	3	archways
E.3	Wayfinding Signage fabrication & Installation	1	lot
E.4	Backdrop (10 x 8ft) with a platform (10x 1.5feet) for the Opening Ceremony	1	lot
F. OPERATIONAL EQUIPMENT & SERVICES			
F.1	Registration Desks (10ft x 3ft) with chairs (We will provide the tent which the contractor has to set up and dismantle with electrical power points)	4	Desks & Chairs
F.2	Full Security & Crowd Management (5 days)	1	lot
F.3	Creating clear walkways and blocking other areas other than the entrance	1	lot
F.4	Dustbins in different Areas	1	lot
G. DISMANTLING, CLEANUP & RESTORATION			
G.1	Full Dismantling of All Structures & Equipment including Post-Event Cleanup & Venue Restoration	1	lot
G.2	Pre-Event Cleanup	1	lot
G.3	Cleanup Throughout the Event (3 days)	1	lot

2.2 Performance Specifications and Drawings

Bidders are required to provide a set of precise and clear specifications and drawings. The specifications must permit the widest possible competition and clearly state the required standards of workmanship, materials, and performance.

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2.2.1 Event Infrastructure

The bidder must detail the materials and methods for all temporary installations. All tents must be professional-grade, structurally sound, and installed with a focus on safety and stability. The shell schemes for stalls must be constructed from materials such as aluminum or steel and include wall panels for branding, and a fascia sign.

2.2.3 Stage, Audiovisual, and Lighting Production

The bidder must provide a detailed technical rider for the main stage. The sound system must be scaled to the venue and an expected crowd of over 35,000 people. The lighting must go beyond simple visibility, providing a plot that details the types of fixtures (e.g., LED, moving lights) and their placement to enhance the event's atmosphere.

For the LED panels, the bid must specify the pixel pitch of all panels, as this is a critical factor for content resolution and legibility based on viewing distance. The bidder must specify the aspect ratio of all panels to ensure compatibility with the content being displayed.

2.2.5 Dismantling, Cleanup, and Restoration

The bid must include a detailed plan for post-event cleanup and restoration. This includes a formal checklist for thorough post-event cleaning, encompassing waste removal, sanitization, and surface cleaning. The plan must also specify how all tents, structures, and equipment will be safely and efficiently dismantled and removed.

3. Duration of the Assignment

The total duration of the assignment is estimated to be from **22nd November 2026 till 2nd December 2026** inclusive of the pre-event setup and post-event cleanup and dismantling.

4. Qualifications of the Firm

The Firm must meet the following minimum qualifications:

- Legal Status: Must be a legally registered entity with valid business registration.
- General Experience: Minimum 5 years of experience as a firm providing event management or similar services. Must demonstrate successful completion of at least two (2) similar assignments within this period.

