

TERMS OF REFERENCE AND SCOPE OF SERVICES

Technical and logistical support for Event Organization

“Conference on New Approaches in Disability Assessment and Productive Value in the Economy”

I. Background

The Government of the Republic of North Macedonia has received a Loan from the International Bank for Reconstruction and Development to implement the Macedonia Social Insurance Administration Project (SIAP).

The SIAP development objectives are to improve the quality of services in administering social insurance and strengthen the regulatory framework for people with disabilities and hazardous occupations. The Social Insurance Administration Project will support the Government of North Macedonia (GoNM) to address challenges that affect the functioning of the social insurance system and social protection of persons with disabilities.

II. Objectives of Assignment

Providing Technical and logistical support for Organization of Conference *“New Approaches in Disability Assessment and Productive Value in the Economy”*

III. Specific Tasks

Technical and logistical support for Event

Date : 25.03.2025

Time : 09.00 – 15.00

Hotel Services

Conference hall

- Capacity for at least 70 guests
- Infrastructure :
 - Place for journalists and cameramen
 - Cabins for simultaneous translation
 - Space for equipment for simultaneous translation

Stage

- Dimensions adapted for at least 5 panelists and a moderator
- Accessible ramp for persons with disability
- Lighting on the stage

Cabins for translation

- 3 cabins for translation with capacity for 6 translators (Eng / Mkd / Alb), two translators in cabin for everyone language

Catering services

- **One coffee break**
 - According to the agenda , in separate room from the conference hall
 - Coffee break for 70 guests
 - **Lunch**
 - Separate room from the conference hall
 - Buffet for 70 guests with non-alcohol drink
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Audio , visual equipment

Audio equipment

- 5 static microphones for the panelists
- 2 wireless microphones for the moderator / the audience
- 70 headphones for simultaneous translation

Visual equipment

- LED screen, as the size of the stage, behind the panelists for display on graphics , logos and others visual materials

Media support

Journalists

- Opportunity for connection on at least 10 cameras

Creative support

- Interactive digital support for communication with participants
- Digital evaluation of the event.
- Recording the event
- Post-production of a short video from the event with key recommendations from it

IV.Deliverables

Not later than the day after the event the consultant shall submit a report for the logistical and technical support provided for the organized event together with the short video from the event with key recommendations from it

Qualification requirements

At least 5 years of experience in Technical and logistical support for Event Organization

Experience in design, organizing, managing, and implementing high-level national conferences/ events for at least 70 participants with minimum 3 proofs (reference letters of satisfied clients) of recent experience in managing large scale national / international events. Proofs should include information on event profile and budget

V.Key staff requirements

The Consultant must provide at least the following expert staff for completing the assignment:

- Event manager – over 5 years of proven experience designing and executing large scale, high-level national conferences, events

VI.Selection Method and Contract

The selection method is “Consultant’s Qualifications Based Selection.” and the contract shall be Lump Sum according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017 and August 2018, www.worldbank.org