



Terms of Reference:

(Event Management- It's About Time: Traveling History Museum in Kurunegala, Badulla, Batticaloa, Vavuniya and Galle)

Search for Common Ground (SFCG) is a locally rooted, global peacebuilding organization, working in 33 countries. Our mission is to find local solutions to today's toughest violent conflicts. With headquarters in Washington and Brussels, SFCG's mission is to transform how individuals, organizations, and governments deal with conflict. We have been working in Sri Lanka since 2011 and have implemented a range of programs across the country covering different regions. At present SFCG is working on these four primary focus areas: i) Peace and Social Cohesion, ii) Women Empowerment, iii) Local Governance, iv) Transforming Violent Extremism. More details of our work can be found on our website: <https://www.sfcg.org/sri-lanka>

Background/ Justification:

The project "It's About Time Traveling History Museum" is implemented by Search for Common Ground (SFCG), technically advised by Collective for Historical Dialogue and Memory (CHDM) and supported by GIZ under the program Strengthening of Social Cohesion and Peace in Sri Lanka (SCOPE).

This initiative will mobilize a wide range of people, including children and students through the museum's content, to question, debate, and understand the impact of historical injustices, war, and violence; creating a greater understanding of the Sri Lankan peoples' historical connections allows for a strengthening of peace and reconciliation efforts that adhere to Search for Common Ground's peacebuilding pillar. The museum will serve as a launching pad to initiate conversations on systemic and structural issues of governance, equality, and peace; these conversations complement and further Search's existing work with youth, local government officials, and women in particular.

The overall objective of this project is 'strengthening social cohesion and peace in Sri Lanka by promoting a more inclusive and pluralistic public discourse on issues pertaining to Sri Lanka's past'. This is supported through the following two complementary outcomes.

Outcome 1: Increased awareness and acceptance of diversity/pluralistic historical narratives and commonalities of Sri Lankans among the museum visitors.

Outcome 2: Strengthened community engagement with initiatives promoting social cohesion and peace.

Within this two-year project, there will be 6 mobile museums. The first museum will take place in Kandy and the rest of the museums will take place in Kurunegala, Badulla, Batticaloa, Vavuniya and Galle. During this Travelling history museum, there will also be other fringe events focusing on art and culture including film screenings, memory walks, poetry festivals, story-telling sessions etc. and there will be additional activities running alongside and after the museum including community dialogues, seed grant initiatives, and social media campaigns. In addition, a 'sounding board' made up of community leaders, government officials, CSO activists, etc. will be established at each location.

Target Group

- School children above Grade 8 from the surrounding areas
- University and vocational training students
- Members of youth clubs, youth parliamentarians, and other youth- led networks present in selected locations
- People from the vicinity/division

Scope of Work/Goals and Objectives:

Search for Common Ground, Sri Lanka is looking for an event management company to manage the Travel Museums which will take place in below locations and timeline.

- Kurunegala: November 8th to 14th 2023
- Badulla: March 2024
- Batticaloa: July 2024
- Vavuniya: October 2024
- Galle: January 2025

This Terms of Reference (TOR) will detail out the key deliverables for the service provider.

Overall, the company will work with the Search for Common Ground Team, CHDM and Volunteers, to manage the logistics of the Mobile Museum. The company must demonstrate awareness of and sensitivity to the context of the programme and the event when planning and implementing. Search Team requires at least two individuals from the company dedicated to this project for the duration of the contract in order to ensure clarity and consistency of deliverables. Working processes and timelines will be planned together with the company contracted to ensure they are mutually agreeable.

Please see the below videos of the previous Travel Museums

Moratuwa

<https://drive.google.com/file/d/119bp9UllsI7tF10O0qhcGyVPRqRoppWx/view?usp=sharing>

Jaffna Museum

<https://drive.google.com/file/d/19tHILtAIWigRUTJDBRUMY5yL6DpMI1q1/view?usp=sharing>

Weerawila Museum

<https://drive.google.com/file/d/1jHdq-DPrSUJ4DuUhTUTNJrsePAXpfDSu/view?usp=sharing>

Key Deliverables

1. Setup - Handle logistics of the overall space and individual exhibits within the Mobile Museum. This includes the setup material (double-sided tape, nails, hooks, twine etc.), rental and/or setup of display panels, dividers, exhibit stands, signage, partitioning, visibility items according to the layout design and putting up marquees/tents as per the requirement. The set up for each event will take place 02 days in advance and 01 day for wrap-up and will require minimum 10 labor staff
2. Site cleanup – For existing venues, the selected company will provide janitorial services to clean the premises, on-site toilets and the immediate vicinity (such as car park, entrance etc.) before and during the event as well as at the end of the event before handing it over to the institution.
3. Promotional material – Search will provide the artwork and the selected company will need to print and identify strategic locations (public notice boards, cafes, restaurants etc.) for putting up the materials and dissemination.
 - I. Printing of 1000 Posters A4 Size, 80GSM Bank Paper 4 Color Single side print and pasting in sub cities as per the instructions by Search
 - II. Supply and fixing 03 no of Digital flex print 10'x15' cut-out in iron frame and display as per the instructions by Search
 - III. Supply and placing 30 nos of Digital flex Banners 6'x3' -and put them up in nearby cities/towns as per the instructions by Search
 - IV. 50nos of sticker pasted corrugated sheets in famous business places, cafes, shops, hotels, and educational institute receptions in town and nearby cities.
 - V. Where necessary printing minor navigation signage

Please note that the publicity materials may vary based on the Communication strategy which will be developed for each museum location.

4. Décor - To print and install decoration and visibility items on-site and exteriors such as plant pots, cloth drapes, curtains, flag poles, x-banners, entrance décor (door arch), black enclosure for film screenings.
 - I. Fixing 50 no of Flags and Poles at the venue as instructed by the Search.
 - II. One Welcome pandol - Supply and fixing 01 no of 3D pandols in Design Digital flex print in iron frame, illuminated with spotlights at the main entrances of event and other Places instructed by Search
 - III. 01 Guide Chart (Floor Plan) - Fabricate & Supply 8x4 Self Standing Guide Chart Flex board at the entrance
 - IV. Supply and fixing of 5 Nos of X – Banners with stands (5 x 2)
5. Transport - Organize material pick-up, transport to and from site, and drop off to storage (where necessary). The equipment contains display panels and stands, books and seating. Appropriate packaging and transport material including rope, cardboard sheets, packing paper, bubble wrap sheets should be provided (Space needed for exhibits will be informed by Search)

- Transport of fragile exhibits to be packed appropriately and clearly name the packages and inform the transporter about the safety.
- 6. Electricity, lighting and ventilation – To provide a generator as main/back up power source, ensuring maximum safety precautions in wiring and external factors. Indoor space and spot lighting to be installed. Air coolers for indoor space to be installed.
- 7. Audio-visual equipment –
 - Providing 2 laptops and 5 tablet devices, portable color printer (3 in one - scan/copier and printer) for 7 -10 days,
 - A projector with screen and sound system for film screening for 1-2 days (specifications - 6000 lumen projector, 10 x 8 front screen, 4 topos, laptop, mixer and 4 cordless mics and a technician to manage the process)
 - Handling the technical aspects of the devices the company provides and any other equipment as well provided by CHDM to showcase exhibits systems.
Please provide the total cost for the above equipment.
- 8. Furniture - Rental of chairs, tables, display counters and benches for the museum. (This can be decided in consultation with Search team)
- 9. Provide 02 refillable water dispenser and paper cups for all visitors - 380 litres available for each event.
- 10. Arrange 2 persons for 24-hour on-site security for the entire duration of the Mobile Museum events.
- 11. Fringe Events -Work with the Search coordinator to ensure that all extra events function according to the schedule.
- 12. Liaise with on-site staff, external suppliers (such as printers) and manage location permits, parking permits etc.
- 13. Ensuring clear communications and timely updates/responses with all interlocutors: project staff, participants, guests, speakers, artists etc.
- 14. Organizing an Opening Ceremony for up to 75 - 100 people providing refreshments – juice, tea and coffee and three snacks.
- 15. Pickup and delivery of food packs for school children and meals and refreshments for volunteers/Search staff and any other support staff at the museum location.
- 16. Risk management: Produce layout map and floor plan for each location including fire exit plans. Provide 08 fire extinguishers per location.
- 17. Printing of the below materials (Designs will be given by Search)
 - I. 12-page A5 hard cover and stapler bind book – 2500 per museum location
 - II. Double sided 4 color matte printed Post cards –2500 per location
 - III. Print and distribute A5 flyer via newspaper agency – 3000 per location
 - IV. Any other additional materials as per the request of Search team.

18. 01 personnel to be trained in security and safety protocol and make arrangements to obtain the free of charge service of St. John's Ambulance with first aid and ambulance service available on site at all times for each location.
19. Secure a storage facility with adequate security and insurance for the Mobile Museum equipment and exhibits. After each museum the exhibits will be taken to storage facility in the next museum location. (Please propose at least 3 suitable places for each location)

The company is not expected to pay for the storage. It will be done by SCOPE and Search will pass the information to SCOPE regarding the suggested storage facilities.
20. The selected company will be responsible for the safety and security of all exhibits during transportation of items as well as during the 7-10days of the Museum and also during packing and unpacking days. Therefore, the company will be required to obtain a suitable insurance coverage from taking the items from one location to the other, during the 7 -10 days of the museum and back to the storage place.
21. For any damages on exhibits during the exhibition as well as during transportation, the company will have to immediately inform the Search team verbally and in writing. The company should take the insurance to cover repairs of the damages in such a situation.
22. For any accidents caused to visitors due to exhibits or any other materials related to the museum, the necessary medical arrangements to be made immediately by the company and the insurance should also cover these third-party accidents.
23. For any incidental costs, please provide a lump sum budget. For this the payment will be done based on the actual third-party invoice.

Qualifications, Capabilities and Experience:

The company will be selected based 70% on the technical proposal responding to the criteria detailed below, and 30% on the financial aspect of competitive pricing.

The selected company should fulfill the following Criteria:

1. Selected company has experience in event management and production in provinces across Sri Lanka (Documents as Proof of experience)
2. Selected company has experience in executing events for diverse range of clients or stakeholders. (Provided proof of experience)
3. Selected company has capacity to work on large scale, complex and sensitive events (Provide proof of past work of this scale)
4. Selected company is able to work within short deadlines & travel (indicate minimum time needed and proof of past experience)
5. Company or focal point is able to communicate fluently in English and Sinhala (written & spoken) and to have one or two members in the team fluent in Tamil (written and spoken) (provide Staff CVs)
6. Selected company has capable IT technical staff to handle software and hardware issues (provide staff CVs)

Note: Service Provider is expected to send necessary documentation to prove all above. (Such as portfolios/CVs)

Overall consultancy period will be from **1st October 2023 to 15th February 2025**

Payment:

The total budget allocated for each museum is Rs. 3.5 million - 4 million.

Please mention on your application whether the company will be taking over all 5 museums or for a specific museum/s.

For any additional requests by Search, please provide actual invoices and Search will reimburse the costs in addition to the full consultancy cost. For any additional payments, please obtain prior approval from Search Project Manager in writing.

Please note that according to Search's policy, we will not be able to provide an advance. Search will follow the above deliverable plan and make the payments

Payment Deliverables and Timeline for each Museum:

	Deliverable	To be completed by	% of payment	Proof of delivery
01	Submission of the detailed plan of the execution of the material transport, setting up of the museum and the dissemination of the promotional materials	Two weeks prior to the museum	50%	Detailed Plan
02	After the setting up of the final exhibits and opening ceremony	2 nd /3 rd day of the Museum	30%	Photos
03	After handing over the exhibits to the storage place in Kurunegala/Kandy or any other place agreed by Search and SCOPE	Two days after the museum is completed	20%	Acknowledgement note by the storage facility upon handing over the items to be submitted along with the invoice

Liability and Ownership Rights

The consultant will adhere to and comply with the internal rules and regulations of the contractor in respect of professional activities.

The ownership of all items within the Mobile Museum remains under the ownership of Collective for Historical Dialogue and Memory (CHDM), unless specifically mentioned by the contractor. The service provider shall not grant any interviews or make any statements to the press or any other medium of public communication concerning or relating to the assignment and the contractor without the specific and prior authorization of the contractor.

How to Apply:

Individual/consulting firms must submit following documents:

1. Portfolio of past work experience, including images of available furniture, equipment and display items
2. A tentative financial proposal to be submitted in detail (line by line for each item to be described and # of units and budget narration is needed for each budget line item and provide the total for 10 days) - Once the candidate is finalized, a detailed plan and revised detailed budget should be submitted and approved by SFCG

Please note that the Event management company should cover lodging, travel expenses and food for the team members/workers during the service. Therefore, ensure that the quotation is all inclusive.

3. Copy of the Firm/company valid registration certificate
4. Tax registration certificate
5. Organization Profile
6. All necessary documentation to prove years of experience in the field especially at provincial level, past work with similar organizations, staff capacities in IT, language skills (Sinhala and Tamil). For staff capacities attach CVs.

Interested and qualified applicants are requested to send the sealed envelope along with the relevant documents through registered post or courier to Search for Common Ground, No. 15, Kinross Avenue, Colombo 04 **on or before 18th September 2023**. Please mention **“Proposal for Event Management Company”** on the top Left corner of the Envelope.

If all required documents are not submitted, it will be considered as an incomplete application and will be eliminated.

Only shortlisted applications will be contacted for the selection process.

Search for Common Ground is an equal opportunities employer. All recruitment will occur in line with our Diversity and Inclusion, and Safeguarding policies.

Search Sri Lanka is committed to create a diverse, inclusive and equitable environment for its employees and encourages all candidates irrespective of race, religion or belief, caste, national, social or ethnic origin, age, sex, sexual orientation, gender identity and/or expression, physical, mental or sensory disability, HIV status, marital status, pregnancy, family or parental status.

Search enforces compliance with the Code of Conduct and related policies on Anti Workplace Harassment, Protection from Exploitation and Abuse, Child Safeguarding, Conflict of Interest and Anti-fraud. Search is committed to safeguarding the interests, rights, and well-being of children, youth and vulnerable adults with whom it is in contact and to conduct its programs and operations in a manner that is safe for children, youth, and vulnerable adults.