

Call for Expression of Interest

Title: Event Organizers for Public Health Conference 2025 – Migrant Health

Dates: 9th – 11th December 2025

Venue: Villa Nautica Resort

Background

The Public Health Conference 2025, to be held from 9–11 December 2025, will convene national and international stakeholders to advance dialogue on key public health priorities in the Maldives. Given the scale and profile of the event, including participation of high-level dignitaries, multiple plenary and breakout sessions, and significant technical and ceremonial components, the Health Protection Agency requires specialized operational support to ensure smooth execution. An experienced Event Organizer is therefore needed to manage logistics, protocol, audiovisual arrangements, venue coordination, and overall event production, enabling HPA to focus on technical leadership and substantive content.

WHO Maldives is seeking to engage the service of a local event management company to organize and manage the Public Health Conference.

Terms of Reference – Event Organizer (EO)

1. Opening Ceremony Specific Support – 9 December 2025 (9:00am – 11:00am)

- Short animation clip for launching/unveiling of three key items (e.g., new vaccine introduction, digital health architecture blueprint, Triple EMTCT) – 3 videos, 30 seconds each
- Accompanying sound and lighting for the three unveiling/launching events
- Support for display and unveiling of the EMTCT commemorative artwork on-site during the opening ceremony (logistical assistance only) – estimated size of artwork 4x3 ft

2. General Conference Support – 9-11 December 2025 (Timings Day 1: 9:00am – 5.00pm, Day 2 & 3: 9:00am – 3:00pm)

- Printing and installation of front panel for 1 podium with conference name/branding
- Sound and lighting for all sessions
- Stage lighting and wall-wash effects
- Printing and installation of stage front panels
- LED wall with switching system (3 days)
- LED synchronization support for presentations

- Printing and installation of event backdrop (entrance, registration area, main hall)
- Printing and posting of signage for breakout/workshop rooms – 3 rooms, 2 sessions each (total 6 signs required, A3 sized)
- Floral arrangements for podium (day 2 and day 3 only)
- Photography and videography during opening and closing ceremonies only – on 9th and 11th November (approximately 2hrs coverage for each, development of a 1.5mins highlight video of the conference optimized for social media from videos taken)
- On-site event management support for 3 full conference days
- Logistics support for movement of materials and equipment (as needed)

Note: all designs for printing needs noted above to be provided by HPA team.

3. General Responsibilities (Throughout Event)

- Liaison with Government, WHO, and other stakeholders
- Ensure risk management, safety, and logistical coordination
- Provide onsite technical and coordination support across all sessions

Kindly provide your company profile & financial proposal (with budget breakdown) by COB 23 November 2025, 1400hrs to semavprocurement@who.int