

Call for Expression of Interest

World Health Organization (WHO) Maldives is seeking to engage the service of a local event management company to organize a launching of the Tobacco-Free Generation Programme, specifically for the National Torch Run and its logistics

Title: Event Organizer for the Tobacco-Free Generation Torch Run and logistics

Torch Run Event Date: 31st October - 1st November 2025 (24 hours)

Scope of work

Description	Qty	Specification
Design and execute the master event plan for the National Torch Run	-	The event organizer shall provide strategic consultation and apply their technical expertise to design, plan, and execute the overall master plan for the event, ensuring that all components; from concept development to on-site delivery are aligned with the objectives and standards set by Ministry of Health and Ministry of Youth and Sports
Coordinate logistics & venue management	-	Proposed venue is Ekuveni track
Tent	7	10 x 10 ft
Stage with podium	1	To the specs of Ekuveni track
Audio-visual arrangements with 24/7 music	1	For the whole event
LED wall (with switching system and animation and permits	2	6 x 6 on two sides of the canvas backdrop. Live feed of runners to be displayed by PSM on LED during opening ceremony. Coordination with PSM required.
Print and installation of stage backdrop/banner	1	To the specs of stage
Design and development of promotional flyers	1	1 design for dissemination
Manage ceremonies including protocol, seating arrangements, entertainment, guest management, and scheduling coordinating with PO	1	For the whole event
Support videography (+ drone) coverage	1	For the whole event
Design and development of e-invitation card	1	1 design

Post event: Develop a 3minute music video	1	compiling the major highlights of the event which includes drone footage to make a music video (song provided by MOH)
Torch	1	Sample Height: 60–75 cm. Diameter: 5–8 cm (handle), widening to 10–15 cm at the flame bowl/top Weight: 1–2.5 kg (light enough for one-handed carry over distance) Material: Aluminum or stainless steel (lightweight and durable) Fuel system: Butane, propane, or liquid fuel cartridges Burn time: 10–20 minutes per fill (long enough for a relay leg) Safety features: Wind-resistant flame shield Flame arrestor and secure ignition system Detachable fuel cartridge for refills
Design and production of plaques to be given to participating agencies	40	Minimum size 15 × 20 cm, acrylic material
Runner's bibs (to be printed with event logo)	2500	20 cm x 14 cm or 18 cm x 12 cm
Decorations of entrance to venue	2	Start and finish arch with interchangeable top banners, finish tape / break tape
Design, production and installation pledge board	1	8 x 8 ft
Design, production and installation of backdrop for photos (photobook)	1	

- Liaise with focal points from government, WHO, and stakeholder organizations
- Ensure risk management, safety, and smooth implementation during all events
- **If the exact sizes are not available, kindly provide a quotation for the closest available sizes.**

Kindly provide your company profile & financial proposal by COB 20 October 2025, 1400hrs to semavprocurement@who.int