



## **Annex 1: Detailed Terms of Reference**

**Provision of 2 days meeting venue (facilities) to conduct National Inception Meeting to develop workplan for elimination of Mercury in Skin Lightening Products by the Ministry of Health and Ministry of Environment with WHO Sri Lanka (14 and 15 March 2024)**

- 1. Purpose of the RFP** – The purpose is to select a conference venue/facilities to conduct the meeting to develop workplan for elimination of Mercury in Skin Lightening Products by the Ministry of Health and Ministry of Environment with WHO Sri Lanka (14 and 15 March 2024). This inception meeting will be a forum to interact with multi-stakeholders, to build a network among health, environment and customs ministries to develop a workplan to address the risk of mercury.
- 2. Background** : Sri Lanka is in the process of identifying the risk of mercury in SLPs and take measures to reduce the risk factors. The conference will be organized by the Ministry of Health and Ministry of Environment in collaboration with World Health Organization, Sri Lanka. Given the current socio-economic implications at the country, MoH requested WHO support organize the conference/meeting.
- 3. Objective:** -  
The objective of this RFP is to complete the following outputs:
  - a. Provide a venue with an indoor conference/meeting facility for two days as details provided in the para 4 - Terms of Reference (WHO's requirements and expectations in line with TORs detailed work to be performed).
  - b. Should have experience of hosting meetings of government departments

### **4. Requirements/ work to be performed (Terms of reference):**

SI No	Item	Description	Technical Evaluation Marks
1	Conference Facilities	<b>Day 1 &amp; Day 2</b> <ul style="list-style-type: none"> <li>Number of participants: 50 – 60 (exact number of participants to be informed by the WHO close to the programme dates)</li> <li>Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noises</li> <li>No change of venue by the institution, once agreed</li> <li>To provide conference hall and facilities from 7.30 a.m. to 5.30 p.m. on 14 and 15 March 2024</li> <li>Seating arrangement – round table (max. 8 persons per table) with adequate distancing between tables</li> <li>Stage with steps and skirting of a suitable size, head table and chairs to be provided to accommodate 6 dignitaries</li> <li>1 podium to be provided with a microphone</li> <li>Glass water bottles, drinking glasses on tables (No plastic water bottles)</li> </ul>	20



Country/Unit Name Sri Lanka/NCD Unit, WHO

		<ul style="list-style-type: none"> <li>Oil lamp to be provided for day 1 morning session (14<sup>th</sup>)</li> </ul>	
2	Refreshments	Day 1 and Day 2 : 50 – 60 participants <ul style="list-style-type: none"> <li>10.00 a.m. - Morning tea/coffee with 3 snacks (2 savoury &amp; 1 sweet)</li> <li>12.30 p.m. – Lunch</li> <li>3.00 to 3.30 p.m. - Evening tea/coffee with 2 snacks (veg)</li> <li>Both vegetarian and non-vegetarian options to be available (the numbers for each will be confirmed closer to the date)</li> <li>Banquet stewards should be available throughout the session</li> </ul>	5

5. **Experience of the institution / training centre/meeting facility:**  
Should have experience of hosting meetings of government departments

6. **Desirable experience:**

7. **Activity Coordination & Reporting**

<b>Technical Officer:</b>	T Suveendran / NPO / MH	<b>Email:</b>	<a href="mailto:suveendrant@who.int">suveendrant@who.int</a>
For the purpose of:	Clarifications of on the facilities to conduct the workshop – Reporting		
<b>Administrative Officer:</b>	Mr Amit Aggarwal / Administrative Officer, / WHO	<b>Email:</b>	<a href="mailto:aggarwalam@who.int">aggarwalam@who.int</a>
For the purpose of:	Financial management of the contract		

8. **Place of assignment - Colombo.**