

ISLAMIC RELIEF PAKISTAN

TERMS OF REFERENCE

Hiring of a Firm/Company for Services of Venue, Catering, Visibility Material for National and Provincial Workshops

Pakistan - Develop a comprehensive strategy for mitigating methane emissions in the organic waste sector

Assignment Title	Hiring of a Firm/Company for Provision of Venue, Catering and Visibility Material Services for National and Provincial Workshops
Contracting Organization	Islamic Relief Pakistan (IRP)
Assignment Type	Firm / Service Provider
Duty Station	Pakistan – Five Provincial Cities and Islamabad (Federal Level)
Duration	Aligned with project implementation timeline (approx. 14–16 weeks)
Number of Events	5 City Level Validation Workshops in Targeted Provinces + 1 National/Federal Level Validation Workshops + 1 National/Federal Level Final Event as per requirement of IRP, consortium and donor.

1. Background and Rationale

Islamic Relief Pakistan (IRP) is implementing a project for the development of a Gender-Inclusive Organic Waste Management Strategy for Pakistan focusing on methane mitigation, supported by UNEP–CCAC. The project encompasses multi-city waste assessments, institutional analysis, and the development of a National Organic Waste Management Strategy.

As part of the project's stakeholder engagement and validation process, IRP intends to conduct:

- Five (5) provincial/district-level validation workshops across key cities in Punjab, Sindh, Khyber Pakhtunkhwa, and Balochistan
- Two (2) national-level validation workshops in Islamabad
- One (01) national/federal Level Final Event in Islamabad

To support the professional delivery of these events, IRP seeks to engage a qualified firm to provide end-to-end event management services and stakeholders engagement to ensure participation, including venue sourcing, venue coordination, food & catering arrangements, and visibility ensure.

¹ .1 Venue Management

2. Scope of Services

- Identify, book, and manage suitable conference/meeting venues for all events at respective locations
- Ensure halls are equipped with projectors, screens, PA systems, reliable internet, stationery, and adequate seating
- Arrange relevant and technical moderator and professional photographer for coverage of the events
- Arrange breakout spaces where required and ensure accessibility and safety standards
- Arrange for food and catering — including tea breaks, lunch, and refreshments for all participants

2.4 Event Setup and On-site Management

- Provide on-site event management staff for each event
- Prepare event materials including registration desks, banners/backdrops as per IRP provided design.
- Arrange moderators and photographer for all events, manage attendee registration, attendance sheets, and participant documentation
- Coordinate with IRP technical staff and consultants for smooth event execution
- Ensure backup arrangements for AV equipment, power, and internet

2.5 Post-Event Documentation

- Compile and submit participant lists, attendance records, and event photographs
- Provide a brief event report/meeting minutes within 5 working days of each event
- Maintain all records in formats acceptable for donor reporting

3. Participation Quality and Scale

The firm must be prepared to manage events of the following scale:

Event Type	No. of Events	Participants (Min.)	Location
Provincial/City Level Validation Workshops	5	15-20 per event	5 Selected Cities
National Validation Workshops	2	20-30 per event	Islamabad
National/federal Level Final Event in Islamabad	1	20-30 per event	Islamabad

Provincial/District/City level stakeholders may include, but not limited to, District Administration (Deputy Commissioner Office), District Municipal Corporation (DMC), Municipal Committee / Metropolitan Corporation, District Council, Waste Management Authorities/Companies, District Agriculture Office, Livestock Department, Environment Office, Public Health Engineering Department (PHED), Local Government Department representatives, Waste collection contractors, Recycling companies, Compost producers, Biogas plant operators, Fruit and vegetable wholesale markets (Mandis), Slaughterhouses and meat processing facilities, Hotels, restaurants, and

catering associations, Local NGOs and CBOs, Universities and colleges, Farmer organizations, Women-led community organizations, Youth groups, as well as provincial level engagements i.e. Environmental Protection Agency (EPA), Local Government & Community Development Department (LG&CDD), Urban Units (where established), Planning & Development Department (P&D), Agriculture Department, Livestock & Dairy Development Department, Industries, Commerce & Investment Department, Local Government Boards, Solid Waste Management Authorities, Climate Change Wing/Cell (where established), universities and development partners.

Similarly Federal/National level stakeholders may include, but not limited to, lead ministries i.e. Ministry of Climate Change and Environmental Coordination, Pakistan Environmental Protection Agency, Ministry of Planning, Development and Special Initiatives, Ministry of National Food Security and Research, Ministry of Energy, Ministry of Industries and Production, National Disaster Management Authority, Pakistan Council of Research in Water Resources, Pakistan Agricultural Research Council, National Energy Efficiency and Conservation Authority, Alternative Energy Development Board, Pakistan Standards and Quality Control Authority, Pakistan Bureau of Statistics as well as universities/academia, think tanks, development partners (e.g. World Bank, Asian Development Bank, UNDP, UNEP, FAO, etc.), private sector, industry associations and civil society.

4. Deliverables and Payment Schedule

#	Milestone / Deliverable	Supporting Documentation	Payment (%)
1	Upon signing of contract and submission of detailed event management plan	Event Management Plan	30%
2	Upon successful delivery of 2 city level validation workshops – including venue, food & catering, media & visibility, and post-event documentation as per TORs	Event Reports and post event documentation as per TORs	30%
3	Upon successful delivery of 3 Federal level validation workshops – including venue, food & catering, media & visibility, and post-event documentation as per TORs	Event Reports and post event documentation as per TORs	40%

5. Required Qualifications

- Registered firm with demonstrated experience in event management for development sector organizations, UN agencies, or government programs
- Minimum 3 years of experience managing multi-city events and stakeholder workshops in Pakistan
- Proven capacity to deliver simultaneous event management in multiple cities across provinces
- Experience with accommodation and transport logistics for large participant groups
- Familiarity with NGO/INGO procurement, financial compliance, and documentation requirements

General terms & Conditions

- Quoted prices for the above services shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.
- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of cross cheque within 21 days after execution of order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- Islamic Relief reserves the right to assign all the assignments/trades to one single selected firm/Consultant or distribute them among multiple firms/consultants.

Submission of Proposal (Bid) Timelines

Sealed Bids(Financial and Technical) addressed to “Procurement Committee(Islamic Relief)” should be drop in quotation box placed at 2nd Floor, IRM Complex, Sunrise Avenue, Park Road, Near Comsats University, Islamabad on or before **June 29, 2026**

Validity of Bid:

Bids shall remain valid for at least 90 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter;

Queries..... please write us

If you have any query on regarding the TORs, please write to IRP.Procurement@irp.org.pk or pcco@irp.org.pk

Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irp.org.pk

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary Communities.

Supplier Code of Conduct 1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation). The United Nations Global Compact's 10 principles as stated below:

Human Rights

[Principle 1:](#) Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2:](#) Make sure that they are not complicit in human rights abuses.

Labour

[Principle 3:](#) Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4:](#) The elimination of all forms of forced and compulsory labour;

[Principle 5:](#) The effective abolition of child labour; and

[Principle 6:](#) The elimination of discrimination in respect of employment and occupation.

Environment

[Principle 7:](#) Businesses should support a precautionary approach to environmental challenges;

[Principle 8:](#) Undertake initiatives to promote greater environmental responsibility; and

[Principle 9:](#) Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

[Principle 10:](#) Businesses should work against corruption in all its forms, including extortion and bribery.