

Republic of the Philippines  
**EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL**

**EVENT MANAGEMENT TEAM (With Provision of Event Host)**  
**TERMS OF REFERENCE**

**GOAL/OBJECTIVE:** To be able to seamlessly manage the conduct of the 2024 Partners' Recognition

**EXPECTED OUTPUTS:**

- A. Overall coordination, supervision and management of the event
- B. Layout and design needed for the event
- C. Coordination for the event
- D. Live-streaming of the event via Facebook Live and YouTube
- E. Submit post-event materials and deliverables

The events management team selected by the ECCD Council will be responsible of the following:

**A. Planning and Coordination**

- Coordinate with ECCD Council, guests, resource speakers, performers, exhibitors (invites, follow-up, confirmation of attendance);
- Create event branding and design;
- Finalize program of events (present an events execution plan and calendar);
- Handle pre-registration of the event; and
- Collate presentation and/or recorded presentations (if needed).

**B. Events Coordination (with support from the ECCD Council Staff)**

- Continue collating the presentations of resource persons/guests;
- Conduct a dry-run of the event;
- Handle the registration of the participants for the event;
- Facilitate and manage the conduct of the event;
- Provide/Select Host for the event
- Facilitate live streaming through the Council's Facebook page and YouTube Channel;
- Facilitate the evaluation of participants for the event; and
- Develop a same-day edit (SDE) video and present it before the end of the event.

**C. Post-Event**

- Turnover data/materials on registration, evaluation, and release certificate of attendance; and
- Turnover all event materials to the Council

## **TIMELINE**

### **October – December (prior to the event) 2024**

Planning and coordination

### **December 2024 (Post Event)**

- Turnover data/materials on registration, evaluation, and release certificate of attendance;
- Turnover of data regarding the insights of streaming platforms; and
- Send tokens/plaques/letters of appreciation to guests, speakers / performers

## **QUALIFICATIONS:**

The events management team for this project should have the following qualifications:

- A. At least two (2) years experience in events management
- B. An events management team that will be comprised of:
  1. Event Head / Manager
    - Minimum 2 years experience
  2. Event Coordinator
    - Minimum 2 years experience
  3. Live Streaming Director/Coordinator
    - Minimum 1 year experience
  4. Technical Support Specialist
    - Minimum 1 year experience
  5. Social Media/Marketing Coordinator
    - Minimum 1 year experience
  6. Experiential Designer
    - Minimum 1 year experience
    - Sample works/portfolio

**Php 321,480.00**

<b>Engagement of Events Management Team</b>		<b>Production Team Cost (Php)</b>
Pre-Event	Submission of event branding and execution plan/calendar (40%)	<b>112,592.00</b>
Event Proper	Management of one (1) In-Person Event (40%)	<b>112,592.00</b>
	Event Host	<b>40,000.00</b>
Post-Event	Submission of Post-Event requirements (20%)	<b>56,296.00</b>
	Grand Total	<b>321,480.00</b>