

Scope of Work

Title: Logistic Support Provider

Project: HBS Asia Workshop

Reportable to: Deputy Manager Program Operations, MaMoni HSS

Duration: The Logistic Support provider would provide support from March 15, 2015 to April 15, 2015.

Tasks: The agency will provide logistical, administrative support to the HBS Asia Workshop in Dhaka, Bangladesh including, but not limited to, the following:

1. Human Resource

- ✓ Agency will deploy a "Logistic Support Coordinator" to provide logistical and administrative support pre-workshop, during the workshop, and post-workshop roughly for 17 days of support between the periods of March 15, 2015 to April 15, 2015. A total of 7 days or 56 hours between the period of March 15, 2015 – April 4, 2015 and a total of 10 full-time days between the period of April 5-15, 2015.
- ✓ Agency will deploy required manpower during workshop period for maintaining multimedia projection, logistic support, printing/photocopy support and other required administrative and secretarial support.

Tasks :

Prior to the commencement of the workshop (March 15-April 7, 2015):

- Prepare detailed plans for receiving participants at the airport and their transport to the hotel
- Receive, print, bind (if applicable) and organize meeting and training materials in advance
- Get materials and name tags ready in time for participant registration
- Follow-up and ensure accommodation, food and other logistic to the participants
- Respond to any information requests from conference participants, facilitators or organizers
- Liaison with vendors for photocopying, printing, binding, audio visual equipment

During and after the conference period (April 8-15, 2015):

- Coordinate with the hotel to arrange the Conference venue as per the requirements
- Coordinate with logistics service provider to ensure timely and appropriate arrangements for banners, audio-visual equipment and other arrangements at the venue
- Provide minimal IT support (such as copying files, organizing presentations etc) at the venue
- Coordinate and support HBS workshop in-country interaction with the venue. This includes pre-meeting and training set up, testing of audio visual equipment and ensure all rooms are set up to specifications
- Assist training and meeting participants with local logistical information
- Respond to requests from participants and/or facilitators for any additional logistic / transport requests


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2. Printing and Logistics at the meeting venue

- Agency will provide 3 sets of Multimedia with Screen, Multimedia should be 5000 Lumens, Screen should be 5" x 5".
- Agency should ensure live projection with all multimedia.
- Ensure Print workshop/Training materials as per guideline of management in high quality and supply within due time before and during the event
- Will set 1 Photocopier, 1 Black and White Printer and 1 Laptop/Desktop at event venue for 5 days. Agency will provide necessary papers, tonner/ cartridge for Photocopy/Print.

3. Organize a cultural event

- Agency will coordinate and arrange cultural program. Will communicate and ensure Singer, Dancer for cultural event as per attached program.
- Agency will make sure required instruments, lighting for cultural program
- Schedule for Cultural event

| Sl. No. | Description | Type/Artist | Time (Minutes) |
|-------------------|---|-----------------|----------------|
| Song: 40 Minutes | | | |
| 1. | Group Song (Patriotic) | Male & Female | 5 |
| 2. | Solo & Duet Song (with Choreography) | Male & Female | 20 |
| 3. | Duet Song | Male & Female | 10 |
| Dance: 20 Minutes | | | |
| 4. | Dance | Solo/Duet/Group | 20 |
| 5. | Fusion Music (Dhole and Other instruments) | Group | 15 |

Day to day event management

- Agency will make sure all workshop materials onboard as per provide plan in coordination with Focal Person.

Eligibility requirements for the agency: Past experience of organizing International conferences and meetings involving a large number of international participants. Ability to plan and execute logistics requirements meticulously.

The Logistics Coordinators should have past experience of supporting conferences and meetings involving a large number of international participants. Ability to plan and execute logistics requirements meticulously. Ability to pay attention to details. Excellent communication skills, including fluency in verbal and written communication in English and Bengali. Ability to work independently and manage multiple priorities in fast paced environment. Proficiency in use of computers, especially in MS Office, and internet.


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Proposed Budget format

| SI | Details | Qty | days | Rate | Total amount | Remarks |
|----------|--|-----|------|------|--------------|---------|
| 1 | Human Resource | | | | | |
| | Logistic Support Coordinator | 1 | 17 | | | |
| 2 | Printing and logistic | | | | | |
| | Multimedia Projection Rent (5000 Lumens) | 3 | 5 | | | |
| | Backdrop Banner with Frame | 1 | 1 | | | |
| | Rent for Photocopier | 1 | 5 | | | |
| | Rate for Photocopy/page | 1 | 1 | | | |
| | Rent for Printer | 1 | 5 | | | |
| | Rate for Print/page | 1 | 1 | | | |
| | Rent for Laptop/Desktop | 1 | 5 | | | |
| | Rate for press print (Page 1, A4 offset, 4 color) | 1 | 150 | | | |
| | Learner/Participant/Facilitator Name Badges, 4 color with strap | 1 | 150 | | | |
| | Pop-up Banner (4 color, fabrics print) | 1 | 10 | | | |
| | Poster, 13" X 23" (4 color 300 GSM Mat Paper 1 Side Print) with lamination | 1 | 20 | | | |
| | Poster, 13" X 23" (4 color in Fabrics Print) | 1 | 20 | | | |
| | Poster, 24" X 35" (4 color 300 GSM Mat Paper 1 Side Print) with lamination | 1 | 30 | | | |
| | Poster, 24" X 35" (4 color in Fabrics Print) | 1 | 30 | | | |
| | ECEB provider guide: Size: H-8.5" x W 5.5" Binding: Book Color: 4 color (Both Side) Paper: 80 gsm offset (Paper One) No. of pages: Total 70 | 1 | 100 | | | |
| | ECEB parent guide: Size: H-8.5" x W 5.5" Color: 4 color (Both Side) Paper: 300 gsm Art card No. of pages: Total 2 | 1 | 100 | | | |


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|---|--------------------|---|---|--|--|--|
| 3 | Cultural Program | 1 | 1 | | | |
| | Service Charge (%) | | | | | |
| | VAT (15%) | | | | | |
| | Grand Total | | | | | |

Payment Schedule:

50% of total amount will be made after signing contract

50% of total amount will be made after completion of event

Other terms and conditions

- All payment should be through bank arrangement in the name of "Company account". No cash will be allowed.
- VAT and Tax will be deducted as per government rule.
- Printing materials/normal print/photocopy should be charged on actual basis based on given per page rate


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