

Terms of Reference

Provision of Event Organizing, Coordination, and logistical Support for two events in October 2022.
(Event Company)

Organization context and scope

The Jordanian garment industry is one of the leading exporting industries in the country. In 2019, garment and related exports exceeded USD 1.9 billion and accounted for about 23 percent of Jordan's total exports, with an 11 percent growth compared to 2018. The US continued to be Jordan's largest garment export due to the established Free Trade Agreement (FTA) between the two countries.

The Better Work Jordan (BWJ) Programmer's objective is to improve labor standards and enterprise performance in the Jordanian apparel industry. BWJ was established at the Jordanian Ministry of Labor's request in 2007 and began operations in mid-2008. It is a partnership between the UN's International Labor Organization (ILO) and the World Bank's International Finance Corporation (IFC).

At the enterprise level, BWJ's activities are comprised of two stages. The first stage is designed to identify the needs of enterprises in terms of labor compliance. The second stage focuses on advisory and training services. BWJ works with participating enterprises to develop and implement a unique improvement plan that systematically addresses all violations and deviations from the applicable laws and standards. BWJ's goal is upgrading enterprise economic and labor standards performance through customized training and remediation.

On the sectoral level, BWJ supports stakeholder organizations representing government, workers, and employers by building their capacity to develop a competitive sector providing employment opportunities in conditions of freedom, equity, security, and human dignity. To this end, BWJ is undertaking several initiatives. These include capacity-building programs for the Ministry of Labor and the General Trade Union of Workers in Textile, Garment, and Clothing and a policy-oriented research project on the apparel sector value-added to the Jordanian economy.

Background

Over the past ten years, Better Work Jordan has been working with the national tripartite constituents and international brands to improve working conditions and promote decent work in the garment sector. Since then, factories have made significant improvements in terms of working conditions and compliance with labor standards. The program's mandatory status, where garment factories exporting to the US market and their subcontractors are required to join the Better Work program, enabled the program to access the entire garment-exporting sector and work with both workers and managers in the factories to promote decent working conditions.

However, during the past years, multiple suicides and attempted suicide cases among migrant workers were reported in Jordan's garment factories. This situation calls for specific interventions and supports to enhance mental well-being, especially among female migrant workers. More so, and with the rise of the unprecedented COVID19 health crisis, attending to mental health issues becomes even more pressing. This is partly attributed to workers' economic uncertainty and further concerns among migrant workers about their distant family members' health and well-being.

BWJ is implementing a mental health project to enhance the mental health of migrant workers in Jordan. The project started in January 2021, aiming to become more resilient against mental health risks, including seeking psychosocial support when necessary. Besides targeting factories and the mental health referral system, they reach more workers needing psychosocial support, including women and migrant workers.

Objective

International Mental Health Day provides an opportunity for us to come together and act together to highlight how inequality can be addressed to ensure garment workers can enjoy good mental health.

The Event Management Company will arrange and support conducting two events:

Event Name	Event 1 Workers Got Talent	Event 2 Mental Health Day
Description	BWJ will celebrate 10 winners of the worker's talent competition on stage (they will perform in form of 200 audience	BWJ celebrating mental health day through a social event that will include 7 different activities
Location	Dulil	Irbid Alhassan Industrial Zone
Date	Friday the 21 st of October	Sunday the 30 th of October
Time	11 am- 2 pm	5 pm – 8 pm
Participants	250 participants	300 participants, divided into three groups: <ul style="list-style-type: none"> • Bangla (100 workers) invited at 5 pm • Hindi (100 workers) invited at 5:45 • Sir Lankan and Jordanian (100 workers) invited at 6:30

Duties and responsibilities:

The service provider will be responsible for:

1. Meet with BWJ's respective colleagues.
2. Provide samples of any requested materials, upon approval from the responsible personals
3. Visit the event place before the events to know exactly how to organize the place.
4. Prepare for the events as mentioned in the deliverables table below.
5. Arrange the setting and conduct the event, the responsible persons from the event company to attend and support the whole event and provide assistance as requested.
6. The service providers are responsible for the entrance of the invitees (via invitations), registrations on the door, and signing of the participation sheet.
7. The service provider to ensure invitees record the feedback of the invitees
8. Clean and prepare the place before and after the events.

Deliverables

Event number one on Sunday the 21st of October

No.	Item	QTY	Specific:
1.	Sound system	1	With technician for the full stage and the audience
2.	Ear microphones	10	
3.	Wireless microphones	3	
4.	Stage 12.0 - 6.0 M.	1	Including installation
5.	Stage lights	1	With technician
6.	Rental tables	3	Coffee tables
7.	Rental chairs	250	Good quality Standard size (not plastic)
8.	Ushers	5	Male only to help in the registration process and guide the participants, facilitate the stations
9.	Snack boxes	1	200 people (lunch boxes: Juice, 3 pastries, page of peanuts. Muffin, water, and fruit) serve coffee and team and water for the whole event
10.	Cleaner with cleaning equipment	1	For regular cleaning and clean after the event.
11.	Small chocolate	200	
12.	Invitation cards	200	The design will be provided

13.	The gift to the winners	15	Mobile Phones Oppo A55s
14.	Printed glass award trophy	15	Text will be provided form BWJ
15.	Camera Man	1	To cover the whole event and should conduct interviews (will be decided later)
16.	Photographer	1	To deliver 200 photos in high quality handed in USB
17.	Produce 2 – 3 min video	1	With subtitles

1. Deliverables:

Deliverables	Deadline
1.1 One registration list and evaluation forms 250	Summited on 21 st of October
1.2 200 snack boxes	
1.3 200 small chocolates	
1.4 200 invitation cards	Two weeks prior the event
1.5 15 mobile phones (Oppo A55s)	
1.6 15 glass award trophies	
1.7 200 photos handed in USB	One week after the event
1.8 One 2-3 min videos	

Event number two on Sunday the 30th of October

No.	Item	QTY	Specific
1.	Sound System	1	With technician
2.	Wireless Microphones	3	
3.	Installing and printing poster	21	The design will be provided by BWJ
4.	Tote bags	350	With printing, the design will be provided
5.	White textile (CANVAS)	1	Approximately it is 5*2 m ² , it should be fixed by a wooden background/ frame
6.	Acrylic colors with brushes	10 packs	
7.	Stress ball	350	Smiley face

8.	Rental tables	14	Standard size with cover (60x120)
9.	Rental chairs	50	Standard size
10.	Umbrellas	8	Covers for the tables
11.	Ushers	10	To help in the registration process and guide the participants, facilitate the stations
12.	Catering	1	400 people (snack boxes: Juice, 3 pastries, piece of peanuts. Muffin, water, and fruit) serve coffee and tea and water for the whole event
13.	Cleaner	1	For regular cleaning and clean after the event. With cleaning equipment
14.	Small chocolates	350	
15.	Ribbon stand	10	
16.	Outdoor Lighting	For the location 400 M ²	In the location, there is lighting however we will need extra lighting/price depending on the need
17.	LED Screen with speakers	Large size (outdoor)	For displaying videos
18.	Printed A5 flyers	500	The design will be provided
19.	Camera Man	1	To cover the whole event and should conduct interviews (will be decided later)
20.	Photographer	1	To deliver 200 photos in high quality handed in USB
21.	Produce 2 – 3 min video	1	With subtitles

2. Deliverables

Deliverables	Deadline
2.1 350 good quality tote bags	One week prior the event
2.2 10 packs of colors and brushes	
2.3 500 full colors printed A5	
2.4 350 stress balls	
2.5 Registration list (participant list and evaluation forms)	30 th of October
2.6 400 snack boxes, upon approval of the sample	
2.7 350 small chocolates	
2.8 One 2-3 min video with subtitles	One week after the event
2.9 To deliver 200 photos in high quality handed in USB	

Supervision

The service provider will report to the BWJ mental health project coordinator under the BWJ program manager's overall guidance and work closely with the BWJ team.

The mental health project coordinator (Alaa Alnasser) should approve all deliverables.

Payment Schedule

The service provider will be paid according to its expertise and is asked to submit a financial offer. The service provider will only be paid upon satisfactory completion and approval of deliverables and upon receipt of signed invoices.

Payments	Deliverables	Estimated date of payment
One and final payment	Conducting two events: <ol style="list-style-type: none"> Event 1: Workers Got Talent Deliverables No 1 (refer to the above table) Event 2: International Mental Health Day (30th of October 2022) Deliverables No 2 (refer to the above table) 	November 2022

Confidentiality

The External Collaboration will sign a contract with International Labor Organization that contains clauses on confidentiality and non-disclosure.

Submission

All applicants must send company profiles and financial proposals to Jordan@betterwork.org, deadline to submit the offers by the 27th of September mid-day (12:00 PM)