



INDUSTRIAL DEVELOPMENT ORGANIZATION OF THE UNITED NATIONS

TERMS OF REFERENCE FOR

Provision of Event Logistic Support and Venue Services SIZ Peru project.

SAP PROJECT 150061

I. PROJECT CONTEXT

As part of the sixth replenishment cycle of GEF, the Ministry of Environment, as the GEF Focal Point in Peru, endorsed the project entitled: "Sustainable Industrial Zone Development in Peru". This is a four-year project implemented by UNIDO and executed by the Ministry of Production (PRODUCE) with the support of UNIDO, with the aim of transforming traditional industrial areas in Peru into sustainable industrial zones.

The project, to be piloted in the industrial zone of Callao, seeks to enhance regulatory mechanisms for sustainable industrial zone planning and promote the adoption and diffusion of low-carbon and clean technologies and practices to target the reduction of unintentional Persistent Organic Pollutants (u-POPs) and CO₂ emissions. The project will strengthen the country's capacity to implement sustainable industrial zones in the medium term and promote cleaner production methodologies, including energy efficiency, sound chemical management, and renewable energy in industrial areas.

As a GEF-6 multi-focal area initiative, the project seeks to generate global environmental benefits by creating synergies between the chemicals and climate change focal areas. The project will contribute to (i) CW-1 Program 1 by demonstrating new tools and economic approaches for managing harmful chemicals and waste in industrial zones; (ii) CW-2 Program 3 by targeting the reduction of unintentional POPs and (iii) CCM-1 Program 1 by promoting the development, demonstration, and financing of low-carbon technologies in industrial zones.

II. AIM OF THE PROJECT

Under the supervision of the UNIDO Project Manager (PM), and in close coordination with the National Project Coordinator (NPC) and the Communications Coordinator, the Contractor shall provide event production services to deliver a seamless, on-brand, and sustainable meeting experience for 30 participants on 25 November 2025. Close coordination with UNIDO will be maintained throughout pre-production, production, and delivery to promptly address any issues.

III. SCOPE OF THE PROPOSED CONTRACTED SERVICES

The Contractor shall deliver comprehensive production and logistics support for the General Managers' meeting and related press activities.

Services include pre-event planning and scheduling, venue liaison, provide audiovisual, branding, signage, and printed/digital collateral. Manage registration/help desk, catering coordination, on-site staffing, safety, and crowd-flow.

3.1. Inception meeting and work plan

The contractor should prepare an inception meeting to present the contract work plan, including the approach to complete tasks described in this TOR. All contractor team members and the UNIDO SIZ Peru should participate in the inception meeting.

The contractor should present at least the following topics:

- The approach, activities, and milestones to implement the work packages described in the TOR.
- Description of responsibilities distribution among contractor's team members.
- Reporting dates and contents requirements.

After the inception meeting, the service provider will prepare and submit an inception meeting report, including: (i) a detailed work plan, (ii) an updated contract activity approach, (iii) a list of milestones, and (iv) a summary of the conclusions from the inception meeting.

3.2. Venue Sourcing & Rental

- Propose and secure a meeting room with minimum capacity for 30 participants in Miraflores or San Isidro.
- Provide standard furniture layout (boardroom/U-shape/classroom) with comfortable spacing.
- Include basic housekeeping, security, and Wi-Fi access for participants.

3.3. Audiovisual (AV) Package

- Projection & Display: 1 screen and 1 projector suitable for a 30-person room;
- Control: 1 wireless slide clicker.
- Audio: 1 handheld or lapel microphone and room sound system appropriate for speech intelligibility.
- Technical Support: 1 AV technician on site during setup, rehearsal, and live session.

4.3 Catering

- Permanent coffee station for 30 participants (coffee, milk, teas/infusions, water, sugar and sweetener, biscuits) for 3 hours (final timing to be confirmed by client).
- Service delivered inside the meeting room, with up to two (2) waiters for replenishment and tidiness.

4.4 Branding & Event Elements

- Hashtag volumetric letters:
- Quantity: 08 units
- Word: #ZISPERÚ
- Material: MDF
- Finish: White duco lacquer paint, with a smooth, uniformly glossy surface, durable for indoor use.
- Mounting: Independent support base or concealed fixing, suitable for installation on stage or in the event reception area.
- Dimensions: Height 80 cm / Approx. thickness 10–15 cm (depending on typographic design).
- Intended use:
 - Main decorative element for photography, stage design, and institutional event

ambience.

4.5 Protocol & Materials

- Signature folder (bioleather): one (1) executive folder in black, with one A3 signature sheet inside; single-color UVDTF engraving (up to five logos).
- Prepare pens and signing surface; coordinate the final group photo.

4.6 Production Management & Staffing

- One (1) on-site Production Lead in charge of:
- Venue liaison and day-of operations
- Speaker/guest coordination and timing
- Run-of-show execution and stage flow
- Liaison with client's Event Coordinator and Press/Comms Coordinator
- Pre-event coordination calls and a 30-minute on-site rehearsal on event day.
- Registration desk support (badge check, guest assistance).

3.2. Final report

The bidder must submit a final report including evidence (photos) of all printed materials.

IV. GENERAL TIME SCHEDULE

Bidders are required to inform UNIDO about the estimated timeframe. The delivery of the services within the shortest possible time frame will be one of the evaluation criteria.

Payments will be made upon submission and acceptance of reports covering the below milestones. All reports shall be submitted directly to the UNIDO Project Manager with a copy to the NPC for final approval and acceptance:

Submission Date	Milestones	Progress Reports
3 days after the contract's effective date.	Inception meeting.	Inception meeting report
20 days after the contract's effective date.	Final report that must include evidence of the meetings.	Final report

V. REQUIRED PERSONNEL

The bidder shall submit the CVs of key expert specified in this section as part of the technical proposal and indicate the workload and scheduling of experts for the various inputs. At least the following key personnel will be provided:

Production Assistant:

- Bachelor's degree in communications, tourism, management, or related fields. A course in event management is **required**.
- Communication skills in Spanish are required and English is **desirable**.

VI. CURRENCY OF THE OFFER

The total price, i.e., the total sum of unit prices as per the cost breakdown required, should be in Nuevos Soles (PEN).

VII. QUALIFICATIONS REQUIREMENTS

Certificate of Incorporation: The Bidder must be registered as a legal entity authorised to enter into contracts for the provision of services and goods. As proof, the Bidder shall provide a certified copy of the Articles of Incorporation or other documents establishing the legal basis of the company.

Consortium or Group (if applicable): If the Bidder is a consortium or group, relevant documentation shall be disclosed to which consortium or group belongs, if applicable.

Years in Business: The Bidder shall demonstrate relevant experience in the Technical Proposal by submitting at least three (3) project references evidencing the provision of event staging/set design, event organization, and logistics/production services.

Financial Statement: A certified copy of financial statements for the last two (2) years the Bidder has been in Business.

VIII. LANGUAGES REQUIREMENTS

The working languages for the contracted services are Spanish. All written material submitted to UNIDO should be in Spanish with an executive summary in English.

IX. DELIVERABLES

Deliverable	Week 1	Week 3
Inception report, which includes any identified needs for revising the work plan, as well as the issues discussed in the inception meeting.	X	
Final report that must include evidence of all printed material		X

X. EVALUATION CRITERIA

Commercial evaluation:

- Breakdown of costs and total price in **Nuevos Soles (PEN)** currency.

- Acceptance of UNIDO Model Contract and General Conditions of Contract Technical:

- Bidder's experience on similar Projects.
- Bidder's resources (people and equipment) available for this potential contract.
- Short background/profile of the company Personnel
- Experience carrying out seminars, training, and workshops.

XI. RECOMMENDED TABLE FOR BREAKDOWN OF COST

In response to the present request for proposals, interested service providers should submit their Proposal/Quotation for all the required scopes of work, as detailed in the present Terms of reference. The submission will have to include:

Detailed prices for the requested above, indicating cost per day. An example of the template is shown below:

	BREAKDOWN OF THE OFFERED PRICE		
	Units	Cost per unit	Total USD

<i>Products and services deliverables</i>			
Venue Sourcing & Rental • Propose and secure a meeting room with minimum capacity for 30 participants in Miraflores or San Isidro. • Provide standard furniture layout (boardroom/U-shape/classroom) with comfortable spacing. • Include basic housekeeping, security, and Wi-Fi access for participants. Audiovisual (AV) Package • Projection & Display: 1 screen and 1 projector suitable for a 30-person room; confidence monitor (preferred). • Control: 1 wireless slide clicker. • Audio: 1 handheld or lapel microphone and room sound system appropriate for			

speech intelligibility. • Technical Support: 1 AV technician on site during setup, rehearsal, and live session. Catering • Permanent coffee station for 30 participants (coffee, milk, teas/infusions, water, sugar and sweetener, biscuits) for 3 hours (final timing to be confirmed by client). • Service delivered inside the meeting room, with up to two (2) waiters for replenishment and tidiness.			
Branding & Event Elements: Hashtag volumetric letters: • Quantity: 08 units • Word: #ZISPERÚ • Material: MDF • Finish: White duco lacquer paint, with a smooth, uniformly glossy surface, durable for indoor use. • Mounting: Independent support base or concealed fixing, suitable for installation on stage or in the event reception area. • Dimensions: Height 80 cm / Approx. thickness 10–15 cm (depending on typographic design).			
Protocol & Materials • Signature folder (bioleather): one (1) executive folder in black, with one A3 signature sheet inside; single-color UVDTF engraving (up to five logos). • Prepare pens and signing surface; coordinate the final group photo.			
Production Management & Staffing • One (1) on-site Production Lead in charge of: • Venue liaison and day-of operations • Speaker/guest coordination and timing • Run-of-show execution and stage flow • Liaison with client's Event Coordinator			

and Press/Comms Coordinator • Pre-event coordination calls and a 30-minute on-site rehearsal on event day. • Registration desk support (badge check, guest assistance).			
<i>Total</i>			



Annex 1_STATEMENT OF CONFIRMATION

SECTION 1

On behalf of _____(hereafter referred to as “Declarant”¹), I hereby represent and warrant that Declarant:

Possesses the legal status and capacity to enter into legally binding contracts with UNIDO for the supply of equipment, supplies, services, or work.

Has not been involved in any situation that may appear as an actual or a potential conflict of interest, including, but not limited to, any of the following situations:

- i. None of Declarant’s key personnel is associated - financial, family, or employment wise - with concerned UNIDO personnel, including UNIDO experts/consultants recruited under the relevant project or with UNIDO’s counterpart;
- ii. No fees, gratuities, rebates, gifts, commissions, offers of employment, or any other payments, other than those shown in the offer, have been, directly or indirectly, given, received or promised in connection with the subject procurement process;
- iii. Declarant has not participated in the preparation of the concerned procurement process, its design or its bidding documents, including, but not limited to, the technical specifications, terms of reference, and/or scope of works, being subsequently used by UNIDO;
- iv. Declarant does not, directly or indirectly, control, is not controlled by or is not under common control with another bidder;
- v. Declarant does not receive or has not received any direct or indirect subsidy from another bidder;
- vi. Declarant does not have the same legal representative as another bidder;
- vii. Declarant does not have a relationship with another bidder, directly or indirectly (except declared sub-contractors), that puts it in a position to influence the bid of another bidder, or influence the decisions of UNIDO regarding this procurement process;
- viii. Declarant has not submitted more than one bid in the procurement process, for example, on its own and separately as a joint venture partner (except as declared sub-contractor) with another bidder (a bidder’s submission of more than one bid will result in the disqualification of all bids in which such bidder is involved); or
- ix. Declarant finds itself involved in any other situation that may appear as an actual or a potential conflict of interest, understood by UNIDO to be a situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a fraud and corruption under UNIDO’s Procurement Manual.

Accepts to abide by the terms of the UNIDO Policy on Exclusion from Funding (DGB/2021/15), available at https://www.unido.org/sites/default/files/files/2021-12/DGB_UNIDO_Policy_on_Exclusion_from_Funding_0.pdf (hereinafter referred to as the “Policy”, as may be amended from time to time) and represents and warrants that Declarant is not and has not been the subject of any of the exclusion criteria stated in the Policy. Further, Declarant covenants and agrees to notify UNIDO promptly in the event that Declarant becomes subject to any of the exclusion criteria stated in the Policy during the term of this procurement process and eventually, if applicable, during the term of the Declarant’s contract or agreement with UNIDO.

SECTION 2

[Please note that this section is to be completed only in case one or more of the statements under Section 1 above cannot be confirmed or attested to. After consideration of the information and documentation provided under this Section 2, UNIDO reserves the right to disqualify the bidder from any further participation in the procurement process and take any other pertinent action pursuant to the UNIDO Policy on Exclusion from Funding and to the specific procedures set out in UNIDO’s Procurement Manual.]

On behalf of Declarant, I hereby represent and warrant that Declarant:

[Indicate here below the statement that cannot be confirmed or attested to and provide the reasons and all detailed related information, e.g., date of conviction of a criminal offence, court, jurisdiction, etc., together with all related documentation. Moreover, if relevant, also indicate any mitigating measure(s) taken to remedy the statement that cannot be confirmed or attested to]

Name (print): _

Signature:

Title/Position: _

Place (City and Country): _

Date: