



## Terms of Reference (ToRs) for Event Management/Catering Services

### Background and Context

The Pak Alliance for Maths and Science (PAMS) is a non-profit with a mandate to inform and advocate for a learning environment that keeps the interest of Pakistani students at the heart of policy and practice reform. PAMS has conducted research, piloted innovations, provided technical support to government entities, and advocated for education reform. The organization has a head office in Islamabad, with Policy Units based in Karachi, Lahore, and Peshawar.

As part of its community engagement and STEAM promotion activities, PAMS is organizing Provincial STEAM Competition Khyber Pakhtunkhwa in Peshawar. To support the smooth delivery of these events, PAMS requires professional event management, logistics and catering services.

### Scope of Work

The contracted service provider will be responsible for end-to-end event support, including but not limited to:

Sr#	Activity	Description	Quantity
1	Catering services and event set up	<ul style="list-style-type: none"> <li>● Provision of necessary furniture (chairs, tables, stage setup)</li> <li>● Arrangement of sound system (mics, speakers, podium)</li> <li>● Multimedia/projector setup with backup support</li> <li>● Provision of refreshments and lunch for participants (students, teachers, officials, and guests)</li> <li>● Menu to be pre-approved by PAMS</li> <li>● Complete tenting for the event. The event will be outdoors</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 250 foam chairs with cover</li> <li>- 8 district booths to be set up at the event, including tables and chair for student displays</li> <li>- 20 tables with cover (Size 4x6)</li> <li>- Complete Sound System, Mixture, speaker-at least 4 sets of Speakers/Mics</li> <li>- Stage 8*16 (exact measurement shared after location is finalised)</li> <li>- A food package must include one water bottle, one biscuit pack, and one bakery savory item (e.g., samosa).</li> <li>- Catering food for government official guests attending the event</li> <li>- Tenting for the outdoor event accommodating 250 individuals</li> </ul>

2	Logistical Support	<ul style="list-style-type: none"> <li>On-ground support staff for event execution</li> <li>Transportation/delivery of materials to the venue</li> <li>Power backup arrangements</li> </ul>	N/A
3	HR support	<ul style="list-style-type: none"> <li>Ensure availability of qualified individuals for on-day-management and pre-event engagement with participants, including submissions for the competition</li> </ul>	- Onboard 3-4 individuals for reviewing/ screening reports and submissions of competition entries; and coordination with the relevant stakeholders for the competition event (to be decided by PAMS team)
4	Travel arrangements for participants	<ul style="list-style-type: none"> <li>Appropriate travel stipend needs to be provided to participants (teachers and students) travelling for the event from 8 districts (Mansehra, Swabi, Shangla, Dera Ismail Khan, Buner, Battagram, Charsadda, and Peshawar) to Peshawar</li> <li>Appropriate accommodation and food stipend needs to be provided to participants (teachers and students) travelling for the event from 8 districts (Mansehra, Swabi, Shangla, Dera Ismail Khan, Buner, Battagram, Charsadda, and Peshawar) to Peshawar</li> </ul>	- Travel and accommodation stipends need to be provided to ~ 140 students and teachers (discussed and approved with PAMS team)

### Deliverables and Timeline

The service provider will be expected to deliver high-quality event management and catering services at each location within the agreed timeline.

Deliverable	Description	Timeline
Venue Setup	Setup completed before guest arrival, including equipment check	Tent placement and equipment set up on the night before the event; equipment checks by 8:00 AM on event day.

Catering	Provision of refreshments and meals to all participants	During event
Equipment Support	Mic and sound system throughout event	During event
HR support		Pre-event, and on the day
Travel Arrangements	Provide travel and accommodation stipends to participants	Pre-event

### Tentative Event Dates:

- Provincial Competition 01 –tentatively scheduled for 26<sup>th</sup> March 2026

### Quotation/Proposal requirements

Applicants must submit a formal proposal (soft copy in PDF format) that clearly includes:

- Company/Service provider profile with relevant experience in event management
- List of past events managed, preferably in the education/development sector
- Proposed package with cost breakdown (venue setup, equipment, catering, logistics)
- NTN Certificate, Registration certificate, and Filer/Non-filer status
- The service provider must submit a declaration that neither the firm nor the individual has ever been blacklisted or defaulted by any government department, agency, or organization
- The service provider must submit an undertaking that all the information provided in the proposal is true and correct. If any false or misleading information is found at any stage, during evaluation or after contract award, the proposal may be rejected, the contract may be terminated, or the firm may be blacklisted

### Application process

Please adhere to the following guidelines:

- Applications should be sent via email to [info@mathsandscience.pk](mailto:info@mathsandscience.pk) no later than 5 PM (Pakistan Standard Time), 6<sup>th</sup> March 2026.
- Saturdays will be included as a working day.
- Emails should be titled: Event Management Proposal – KP Provincial
- Any application received after this date/time will not be accepted.
- Applications must include an outline of the proposed activities with a budgetary breakdown.
- Incomplete or late submissions will not be considered.
- Any request for clarification must be sent to the same email by 2<sup>nd</sup> March 2026. PAMS will respond to all queries received till the said date.

### Terms & Conditions

The vendor must ensure timely setup and delivery of high-quality services throughout the events. All quoted charges will be considered inclusive of all applicable taxes, with no hidden or additional costs. Payments may be withheld if the quality of services provided is found unsatisfactory or inconsistent with agreed standards. Furthermore, the vendor is required to submit a judicial affidavit declaring that neither the firm nor any of its directors has ever been blacklisted by any government department, agency, or organization.