

Terms of Reference (TOR)

Webinar Management Service for the “Project for Enhancing the Recognition of GAP by Partnership with ASEAN”

I. Background

In ASEAN region, each government of member countries has formulated Good Agricultural Practice (GAP) for each country with reference to the ASEAN GAP and is trying to disseminate GAP activities to producers. There are still areas in ASEAN region, however, where the concept of GAP isn't recognized well among producers, processing / distributors, and consumers.

Taking this situation into account, the “Project for Enhancing the Recognition of GAP by partnership with ASEAN” aims to contribute to:

- Promoting sustainable agricultural production in ASEAN region, by disseminating the contents of GAP schemes.
- Developing a common recognition of the GAP by disseminating and utilizing international-level GAP schemes in ASEAN countries with the purpose to promote new export business by farmers, processors, distributors, and retailers in ASEAN countries.

GAP project has been commencing since 2019 to enhance the recognition of GAP among government officials and private sectors in the ASEAN region through exchanging information and opinions and conducting a survey on the needs of GAP certification.

For the final year of GAP project, an online seminar or Webinar will be hold in November to present case studies and lectures related to GAP by relevant speakers to the private companies and government officials in the ASEAN region. Therefore, GAP project is looking for a company to provide service for webinar management to support implementation of the activities.

II. Scope of Work

1) General Works

- a) GAP Project will provide the outline of webinar and the questionnaire for post-webinar survey.
- b) The selected vendor will organize and conduct the webinar: before, during, and after.
- c) The selected vendor shall coordinate and work closely with the Project Coordinator and Assistant Project Officer throughout all the process.

2) Detailed Works

• Pre-Webinar Planning

- a) Organizing webinar on video conferencing platform (hiring moderator, system administration).
- b) Publicity and promotion of the activities in ASEAN region.
- c) Handling the registration and confirmation process of the participants.
- d) Liaising with the speakers and moderator.

- Platform and flow of event management
- Speakers and moderator technical check
- Attendees' technical assistance
- Record and edit the video of webinar

- a) Collect and compile post-webinar questionnaire survey from all attendees.
- b) Prepare and deliver the deliverables (more details in VI. Expected Deliverables) to GAP Project within one month after the webinar.

Taking into consideration the scope of work and required activities, applicants shall meet the following criteria:

- ## IV. Requirements

- a) Company profile and list of previous clients for similar projects.
- b) Sample of previous work in conducting a webinar.
- c) Technical details related to organizing the webinar (optional).
- d) Quotation in USD exclude VAT 10%.
- e) Attach this TOR to your quotation with your signature below.

The below timeline is tentative and subjected to change according to the circumstances.

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VI. Expected Deliverables

The selected vendor shall deliver:

- a) Participants’ registration information.
- b) Result and summary of post-webinar questionnaire survey.
- c) Webinar’s completion report (about 10 pages with photos).
- d) Recording of the webinar.
- e) All the above request within one month after the webinar at the latest.

VII. Terms of Payment

The payment of the Service Fee shall be made in the following Payment Schedule:

- 1. First payment of service fee for 30% from the total amount of cost shall be paid to the selected vendor three weeks after the issuance of Purchase Order (PO).
- 2. Second payment of service fee for 20% from the total amount of cost shall be paid to the selected vendor three weeks after the Webinar.
- 3. Final payment of service fee for 50% from the total amount of cost shall be paid to the selected vendor three weeks after the delivery of Expected Deliverables.

VIII. Condition

The applicants shall agree to be bound and sign the Terms of Reference (TOR) with all requirements provided therein.

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Vendor:
Date: