November 4, 2024.

**Terms of reference for the procurement of services an event agency or service provider to organize the holding of 3-day reboost camp for CSOs "EMPOWER: a partnership for development"**

The Charitable Organization "Charitable Foundation "RIGHT TO PROTECT" (hereinafter referred to as the Foundation) **is implementing the project "Capacity Building and Networking of Local Civil Society Organizations (hereinafter referred to as CSOs) in Zaporizhzhia, Mykolaiv and Kherson Regions"**, which is being implemented within the framework of the multi-donor project **"Enhancing the Capacity of Communities in Southern and Eastern Ukraine through Local Initiatives (EMPOWER)**", funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Directorate-General for European Civil Defense and Humanitarian Aid and implemented by Deutsche Gesellschaft für Internationale (Zusammenarbeit (GIZ) GmbH.

**Position:** Event agency or service provider (hereinafter referred to as the Contractor)

**Location**: Kyiv and Kyiv region within 20 minutes from Kyiv (priority locations are accessible by public transport)

**Service delivery format**: offline

**Date of the event:** December 18-20

**Period of service provision:** December 2024

**Number of service providers:** 1 winner will be selected under this tender.

**Technical requirements for the event:** Annex 1

1. **Terms of reference for the winner to choose from.**

|  | **Objectives.**  | **The result.** | **Period of service provision** |
| --- | --- | --- | --- |
| **1** | Select and book conference rooms for the event according to the organizers' request | Provided an offer of conference halls for the event, including a photo of the hall and a detailed description of the premises and equipment in accordance with the Foundation's request | November 2024 |
| **2** | Select and book a hotel for the participants. Make the necessary payments to the hotel. Provide supporting documents in accordance with the rules of the Fund | The offer must contain photos of the rooms, the number of rooms available for booking in accordance with the Foundation's request. It is also important to indicate penalties and other conditions of the hotel regarding the addition/cancellation of room reservations. | November-December 2024 |
| **3** | Pick up and provide transfer of participants to/from the event venue if the location is difficult to reach by public transport. | Support was provided for the provision of services by the contractor. | on the day the event starts and on the day the event ends |
| **4** | Photography services | provide photography services for 3 hours on the first and second days of the event, and 2 hours on the third day | during the event  |
| **5** | Provide a report containing supporting documents of interaction with counterparties. The menu should be provided in Ukrainian and English, or bilingual at once | A report containing supporting documents of interaction with counterparties in accordance with the Fund's rules was provided. | Within no more than 14 days from the date of the event.  |

**2. Reporting**

Certificate of completion, specification

Lunch menu and coffee breaks.

Reporting documents are provided in Ukrainian and English

***Annex 1 Technical requirements for the event***

**Date of the event: December 18-20**

**Number of participants:** up to 90 participants

**Rent a conference hall from 200 sq.m. for 90 people:**

18.12.24 - 11:00-18:00

19.12.24 - 10:00-18:00

20.12.24 - 10:00-16:00

**Rent a conference room from 80 sq.m. for 40 people:**

18.12.24 - 11:00-18:00

19.12.24 - 10:00-18:00

20.12.24 - 10:00-16:00

**Schedule:**

11.00 - 11.20 coffee break

13.00 - 14.00 lunch

16.00 - 16.20 coffee break

19.00 - dinner

**Safety rules when selecting a building in which the proposed conference hall is located:**

* When choosing a venue, preference should be given to hotels and conference halls that are located as far as possible from facilities that could be targeted by an enemy missile attack, such as airports, industrial zones and factories, bridges, railway stations and cargo transshipment points, warehouses, military facilities and facilities that could potentially house military personnel, and critical infrastructure facilities (at least/closer than 1 km). To ensure the continuity of the event, it is necessary to choose rooms and conference halls that are located in shelters, basements, or on the ground floors of hotels.
* A first aid kit containing the necessary medicines and bandages to provide first aid in case of injuries or wounds should be available in the premises where the event is held.
* The floors and premises where events are held must have at least two evacuation exits marked with the inscription "Exit", be equipped with primary fire extinguishing means (at least two fire extinguishers VP-5 or BB-5), and be equipped with an automatic fire alarm system and supply and exhaust ventilation.
* All evacuation exits during a mass event should be closed with easy-to-open locks that can be easily opened, and the existing "Exit" light signs should be switched on and in working order.
* During events, corridors, passages and exits from the premises intended for evacuation of people should be free.
* Doors of the premises during events are prohibited to be locked with a key or locks that are difficult to open. The number of participants may not exceed the number of seats.

**Requirements for the building in which the proposed conference hall is located,
according to security level 2:**

| Security level 2 | Security level 3 | Security level 4 |
| --- | --- | --- |
| Availability of a shelter in the building where the event is planned or within a 5-minute walk from the venue. The shelter should include the ability to accommodate all persons planning to participate in the event;  | Availability of a shelter in the building where the event is planned. The shelter should include the ability to accommodate all persons planning to participate in the event; | The event is not recommended; |
| Availability of at least 3 floors above the floor on which the event is held in the selected building, or holding the event on the 0th or underground floor; | Availability of at least 3 floors above the floor on which the event is held, or holding the event in a shelter; | The event can only be held in a shelter and with the approval of the security department; |
| Locating objects that may be targeted for an enemy missile attack, namely: airports, industrial zones and factories, bridges, railway stations and cargo transshipment points, warehouses, military facilities and facilities with potentially deployed military personnel, as well as critical infrastructure facilities (at least/closer than 1 km) | Locating objects that may be targeted for an enemy missile attack, namely: airports, industrial zones and factories, bridges, railway stations and cargo transshipment points, warehouses, military facilities and facilities with potentially deployed military personnel, as well as critical infrastructure facilities (at least/closer than 1 km) | Locating objects that may be targeted for an enemy missile attack, namely: airports, industrial zones and factories, bridges, railway stations and cargo transshipment points, warehouses, military facilities and facilities with potentially deployed military personnel, as well as critical infrastructure facilities (at least/closer than 1 km) |

**Requirements for the conference room 1:**

* a large conference room (with tables and chairs) for 90 participants. Preferably in the basement/semi-basement or on the ground floor. The format of the tables and chairs (in a circle, amphitheater, in groups, etc.) will be announced before the event, possibility of free movement of participants in the conference hall, area from 200 sq.m;
* air conditioning; wireless Internet connection; equipping a flipchart with accessories (paper, markers); equipment with a projector, screen, microphone, and speakers;
* accessibility for people with disabilities

**Requirements for the conference room 2:**

* a large conference room (with tables and chairs) for 40 participants. Preferably in the basement/semi-basement. The format of the tables and chairs (in a circle, amphitheater, in groups, etc.) will be announced before the event, the possibility of free movement of participants in the conference room, area from 80 sq.m;
* air conditioning; wireless Internet connection; equipping a flipchart with accessories (paper, markers); equipment with a projector, screen, microphone, and speakers;
* accessibility for people with disabilities

**Nutrition:**

* 2 coffee breaks should at least include: tea (black and green), coffee (natural), sugar, cream/milk, cookies (assorted), buns/croissants/sandwiches;
* Lunches should at least include: first course (e.g. soup/borscht) second course (e.g. potatoes + chop + salad), juice/compote/jam, assorted bread;
* Dinners should at least include: starter + main course (e.g. potatoes + chop + salad), juice/compote/combination, dessert, assorted bread
* provide vegetarian portions, or in accordance with the diet;
* water in portions for the participants of the event, which will be placed in the conference hall at the rate of 2 bottles of 0.5 liters per person.

**Residence requirements**

**Hotel:** with a modern design or recently renovated.

The availability of recreational infrastructure (fitness center, game sports hall, swimming pool, spa complex, etc.) will be an advantage.

The hotel must be located on the territory (or near) a park or recreation area. The territory must be landscaped and suitable for outdoor recreation.

**Registration and recreation area:** A registration area for conference participants with workstations for organizers, as well as a lounge area or places for informal communication

**Rooms:** The estimated number of participants to be accommodated is up to 75 people. The hotel must guarantee the exact possibility of accommodating this number of participants. An accurate list will be provided 5 days before the event. There may be a slight adjustment in the number of people to be accommodated.

Accommodation in 2-bed rooms.

However, if it is not possible to maintain the balance of female/male participants, it is possible to accommodate several people in single rooms. Therefore, please provide information about the possibility of accommodation in single rooms.

**3. Requirements to the Contractor:**

* Over 3 years of experience in organizing such events.
* Confirmation of successfully held events (customer feedback, portfolio) at least 3 events.

**4. Requirements for submitting proposals:**

**The Technical** Proposal shall be written **in Ukrainian** and shall consist of:

* Descriptions of at least 3 proposals, including names of hotels and conference halls, menus, whether a shuttle service is provided for this location, whether the proposed conference hall meets the security requirements (level 2);
* photo of the conference room;
* description of the conference room: size, location, number of seats, availability of the specified equipment and accessories;
* photos of the rooms, their description;
* information about the hotel's location (including distance from military facilities and critical infrastructure facilities);
* information about the availability of a shelter, fire system, evacuation plan, emergency exits, ventilation in the shelter;
* information about the recreation infrastructure, photos;
* information about the hotel's private park area;
* contact information of the Contractor;
* penalties and other terms and conditions of each of the proposed hotels regarding the addition/cancellation of room reservations;
* Letters of recommendation, letters of gratitude from CSOs, businesses, or government agencies;
* a resume of the manager who will be offered to support this event, describing his/her work experience in general and in this company (for the last 5 years);
* At least 3 proposals for catering the event, including 2 coffee/tea breaks and 1 lunch as requested by the Foundation. The proposal should include a menu with weight. **The cost should not be specified in the technical proposal, the proposed options should be equivalent in cost.**

**Commercial** offer

Please provide **3 proposals** for a service package that includes:

* Rental of a conference room, including the provided equipment (see **Requirements for a conference room)**
* Accommodation for up to 75 people with the cost of early check-in/late check-out (separate line) and the cost of double and single rooms.
* Coffee breaks for 90 people
* Lunches for 90 people
* Dinner for 90 people

The food offer should include a menu with weight and cost.

* Transfer cost from the nearest metro station or public transport stop.

Please provide a commercial offer that takes into account the cost of the Contractor's service. If the service fee is separated into a separate item in the proposal, the Contractor shall provide now, and, in case of awarding the contract, additionally provide all contracts with all contractors involved in the organization of this event to verify the correctness of the service fee.

| **SCALE OF EVALUATION OF TECHNICAL REQUIREMENTS**  |
| --- |
|  | Compliance with technical requirements | ASSESSMENT METHODOLOGY | Maximum number of points on request |
| 1 | Safety criterion  | 15 points: distance from military facilities and critical infrastructure, availability of a shelter, fire system, evacuation plan, emergency exits, and ventilation in the shelter,10 points: at least two of the listed requirements for the building in accordance with security level 2 0 points: no fire alarm systems | 15 |
| 2 | The size of the conference rooms meets the technical requirements in Annex 1 | 5 points: complies 0 points: does not comply | 5 |
| 3 | Availability of infrastructure for recreation (fitness center, hall for game sports, swimming pool, SPA complex) | 10 points: available infrastructure for recreation, the use of which is included in the price of accommodation 5 points: available infrastructure for recreation for an additional fee0 points: lack of infrastructure for recreation  | 10 |
| 4 | The premises have a modern design or have been renovated in the last 5 years | 15 points: modern design or renovated no later than in the last 5 years10 points: modern design without repair for more than 5 years0 points: lack of modern design and renovation | 15 |
| 5 | Private hotel area for relaxation  | 5 points: has a private area for relaxation0 points: no private hotel recreation area | 5 |
| 6 | Experience of the manager who will be offered to support this event. Confirmation of successfully held events (customer reviews, portfolio) of at least 3 events | 10 points: 5 or more years of experience and confirmed delivery of at least 3 events (client feedback, portfolio)5 points: 3-4 years or no confirmation of the events held0 points: up to 2 years of experience | 10 |
| 7 | Penalties and other conditions of each of the proposed hotels for adding/canceling room reservations | 10 points: no penalty if you change your reservation no later than 5 days before the event5 points: payment of 50% of the cost of the booked rooms in case of cancellation no later than 5 days before the event0 points: payment of 100% of the cost of the booked rooms in case of cancellation no later than 5 days before the event | 10 |