**ANNEX 1 TO TENDER FILE BH8792/01 - TERMS OF REFERENCES**

**EVENT MANAGEMENT SERVICES**

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| **1 TRANSFERS ▼** |
| **A. Requirements expected by the Council ▼** |
| N/A |
| **2. MEETING ROOM PACKAGE ▼** |
| **A. Requirements expected by the Council ▼** |
| **Meeting Venues** should be in 1. Pristina (13 and 14 June 2022) – two groups (one group each day)
2. Prizren (15 and 20 June 2022) – two groups (one group each day)
3. Pejë/ Peč (21 and 22 June 2022) – two groups (one group each day)

The venue/hotel should be in compliance with Council of Europe standards on event organizing, meeting room, security and safety and Covid 19 hygienic and distance rules. The heating/cooling system of the venue should be **appropriate** for the season. Offers shall be limited to a maximum of **two offers** in total. There should be **1 meeting room for up to 30** **participants for each day of activity in theatre style and a registration table, preferably in front of the meeting room**The room should be large enough to fit two interpretation booths with measurements 1,7m width, 1,7m length, 2 m height. The Service provider shall install and handle visibility materials (branded folders, pens, notebooks, roll-up banners, list of participants) provided by the Project at the latest one hour before registration. **Photos and dimensions of the meeting room** should be added to the offer possible in the arrangement required**.**Ensuring that all Covid-19 restrictions measures are respected, as follows:* Room must be sufficiently large for up to 50 participants and ensure a 2-meter distance between participants is respected,
* Hand sanitizers are mandatory in the meeting room and must be located close to each participant.
* All service provider’s staff is required to wear surgical masks throughout the whole duration of the activity.
* The meeting room must be disinfected before the meeting and during the coffee breaks.
* Catering services must be provided with a strict observation of the relevant rules of the local authorities.
* Coffee break must be served individually to participants at the table in the meeting room.
* Lunch and drinks must be served to each participant at the table and shared food/drinks must be avoided. Buffet or buffet-style lunches are not acceptable.
* All other government Covid-19 measures related to Gastronomy and organization of seminars must be respected.

**Please indicate the cancelation policy in your offer (Page 4 of Act of Engagement)**There must be **two coffee breaks** during the events for **up to 30 participants for each day of activity.** Coffee break should include a variety of condiments, filtered coffee, sweets, pastries, and a variety of tea, milk, biscuits, cookies, fresh fruit juices.There is going to be **lunch of top quality for each day of activity, including one non-alcoholic beverage** respecting the safety and hygiene standards and distance rules of Covid 19. Lunch should be provided for up to 30 participants for each day respecting physical distance and rules related to organization of seminars as per Government instructions. The provider should suggest two menus for coffee break and two menus for lunch. Lunch should be provided in the same venue where the meeting venue is. Please keep in mind the **basic nutrition standards** when suggesting menus such as:1. Include vegetables and/or green salad in the menu
2. Offer whole grain bread as alternative to white bread
3. Offer a choice of fish or poultry additional to red meat or processed meat.

Two small (0.25 or 0.33 ml) water bottles per participant should be served on the table and must be in **glass bottles.****Comment: Please note that for each option of menus/venues, an Act of Engagement should be sent along with all supporting documents.** |

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| **3. TECHNICAL EQUIPMENT AND SERVICES ▼** |
| **A. Requirements expected by the Council ▼** |
| N/A |
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| **4. VISIBILITY MATERIALS ▼** |
| **A. Requirements expected by the Council ▼** |
| 1. **Professional photographic service** including retouch adjustments for one full day and photos must be of ratio 16x9 with a resolution 1170 x 658 (minimum). The Photographer must follow the instructions provided by the Project prior and during the event and deliver photos the same day.

The photographer should be carefully to take good pictures of”:1. Action`s visibility items such as banners, logo etc.
2. High-level speakers and partners – capture them in action
3. Participants and beneficiaries (main session and working groups)

Photos taken during the event should be sent to the Project **within the same day**.Please state the name of the suggested photographer in your offer and **send his/her CV.**Photographic service will be provided for each day of activity. |
| **5. ADDITIONAL SERVICES ▼** |
| **A. Requirements expected by the Council ▼** |
| **Event organiser/coordinator and a registration desk** for a full day for registration of the participants, preferably on the entrance of the event room andto assist the Project Staff during the whole event. Printing:* **High quality printed materials (Black and White) for each activity** (agendas and training material), up to 9,000 pages in slides format or A4
* **Name Tags** as per the project requests (For each participants, up to 180 nametags)

**30 disposable surgical masks for participants per day****15 hand sanitizers should be available on the table for each group.**The internet connection at the venue should be stable.**Please note that only offers including financial as well as technical offers will be evaluated.** **Please clearly indicate the name of the hotel/venue as well as meeting room name (if applicable).****Please include all the supporting documents and pictures/dimensions of the meeting room in the same attachment.****Therefore, the size of room has to be in line with Article 19 of the Decision for General and Specific Measures to Control, Prevent and Combat COVID-19 Pandemic (No. 01/66; Date: 01.03.2022), which indicates that indoor gatherings of up to 50% of capacities (workshops, meetings, seminars, trainings or other gatherings) are allowed** |