

Terms of reference (ToRs) for the procurement of services below the EU threshold

Event management support for project activities in Nineveh and Diyala	Project number/ cost centre: 17.2029.1-008.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2020
ToRs	Terms of reference
PSD	Private Sector Development & Employment Promotion
KRI	Kurdistan Region of Iraq
EU	European Union
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
DCC	Diyala Chamber of Commerce
DCI	Diyala Chamber of Industry
MSME	Micro, Small and Medium-sized Enterprises
WP	Work Package

1. Context

The Private Sector Development & Employment Promotion (PSD) Project in Iraq is a multi-donor action commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), co-funded by the European Union (EU) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The PSD Project supports governmental efforts in creating conditions for a growth-oriented business and investment climate in Central and Southern Iraq as well as the Kurdistan Region of Iraq (KRI). It provides advisory services for economic reforms to government partners and supports fact-based policymaking by promoting the inclusion of private sector representations, academic institutions, and civil society organisations in policy-making processes.

In addition, the PSD Project supports the creation of employment prospects in the private sector for young Iraqis, especially women and returnees, following an integrated approach that combines labour market-driven skills development and job placement measures as well as entrepreneurship development, and advisory services for MSMEs.

Overall, this multi-donor action puts emphasis on developing the long-term abilities of its partners including ministries, chambers, and business associations. Special attention is given to sectors with a strong potential for growth, with a regional focus on Baghdad, Basra, Diwaniyah, Diyala, Erbil and Mosul.

General objective of the assignment

Private Sector Development & Employment Promotion (PSD) project is looking for an event management service provider to facilitate events management services for several events (training and workshops) that will be conducted in Nineveh (Mosul) and Diyala (Baquba). The event organiser will be working closely with project staff to implement the planned activities and provide logistics support, such that booking of appropriate venues with the direct support of adequate staff on site for all services required which also includes catering, stationaries, and printing out services and among other items as described in chapter 2.

The GIZ-PSD team will share a detailed plan with the selected bidder for the events' exact dates, durations, and requirements seven days prior to the event.

This ToR will only indicate the maximum possible events planned to be implemented during the lifetime of the awarded contract per the GIZ-PSD approved operational plan. The payment method will be against the actual quantities of service requested.

Expected events:

Nineveh:

#	Activity Name	Duration	Expected participants/day	Venue Required
1	Food products quality development-Round 1	10 days	20	7 days
2	Food products quality development- Round 2	10 days	20	7 days
3	Roll-out session 1	3 days	20	3 days

4	Roll-out session 2	3 days	20	3 days
5	Roll-out session 3	4 days	20	3 days

Diyala:

#	Activity Name	Duration	Expected participants	Venue
1	Organizational Development for Chambers and Business Associations 1	5 days	20	5 days
2	Organizational Development for Chambers and Business Associations 2	5 days	20	5 days

2. Tasks to be performed by the contractor:

The service provider will have responsibility for the planning, preparation and management of GIZ-PSD project activities related to hosting a successful and professional workshop and training events. Working closely with the PSD team, the vendor will identify suitable venues, and catering requirements, as needed, and liaise with suppliers and the PSD team. The selected vendor will oversee the events management process and coordinate all logistics in both regions (Diyala – Baquba, and Nineveh – Mosul)

The contractor is responsible for providing the following services:

Work Package (WP) 1: Coordinating, and organizing events

- Coordinate with the GIZ-PSD team and suppliers to ensure the availability of all service requirements before the event.
- Organize a venue hall including:
 - Organizing the seating arrangement.
 - Placement of GIZ project banners for each training and necessary equipment such as projector, flip chart, screen, chairs, and tables
 - Coordinate and act as the main point of contracts with all service providers and vendors.
- Make sure that the training halls are clean and sterile every day before and after the training
- Make sure that existing COVID procedures (as per GIZ requirements) are followed, and social distancing measures are implemented per GIZ health and safety procedures.
- Responsible for making sure the electricity is fully provided at the venue without interruptions.
- The contractor will be responsible for logistical management, and must have an “event coordinator” per region who will act as a main focal point for the PSD project and will be available during the event/training to provide the following services:
 - Distribute evaluation forms to participants while also maintaining the complete completion of them correctly (based on the guidance of the GIZ project Advisor, where GIZ will provide orientation and the template of documents).
 - Make sure the attendance sheet is signed by all the trainers and participants every day.

- Make sure that all participants comply with current GIZ COVID regulations (e.g., wearing masks and using COVID prevention materials).
- Oversee the preparation and cleaning up of lunch and coffee breaks daily.
- Deliver any other tasks related to the event activities delegated by the GIZ PSD

The event Coordinator required expert days per region:

Nineveh: 30 expert days

Diyala: 10 expert days

Total: 40 expert days

Work Package (WP) 2: Booking and securing the venue

- The service provider must explore the availability of venues per designated region.
- The service provider must obtain the GIZ-PSD team prior written approval for the booking of the venue based on the GIZ security policy
- The service provider must propose a suitable venue for the number of overall participants (expected average capacity of 25 people).
- The venue reservation should be from 8:00 to 16:00.
- The service provider must equip the venues with:
 - Flipchart stands
 - Projector
 - Whiteboard

Venue requirements per region

1) **Nineveh – Mosul:** 24 days of venue reservation

2) **Diyala – Baquba:** 10 days of venue reservation

Work Package (WP) 3: Catering and food management

The service provider must provide catering services to support PSD project events implementation, which includes securing relevant local suppliers in the designated region, purchasing catering materials and items, transporting catering to the rented venue, organising catering and its supplies (disposable plates, forks, spoons, cups, ...etc.), distribute catering to the event participants and clean-up venue to resume activities after break or lunch.

The service provider must provide the following catering services:

- **Coffee break**
 - A coffee break can be served per person or as an open buffet, this will be decided during event planning in consultation with the PSD team.
 - The coffee break must be calculated per person despite the serving method.
 - The coffee break per person must contain the at least following per break:
 - Water (500 ml)
 - Tea (equivalent to two tea bags)
 - Coffee (equivalent to 300 ml cup)
 - Light snacks (150g of specific or mixed snacks such as biscuits, croissants, etc.)

- The service provider must provide hot water for preparing tea or coffee.

Estimated coffee break for Nineveh: (30 days × 20 participants) = 600 servings

Estimated coffee break for Diyala: (10 days × 20 participants) = 200 servings

Coffee break estimated quantities: 800 servings

▪ **Lunch**

- Lunch can be served per person or as an open buffet; this will be decided during event planning in consultation with the PSD team.
- The lunch must be calculated per person despite the serving method.
- The service provider must provide a menu for a lunch meal, for the PSD team to obtain approval before the event, the menu options and prices must be included in the proposal
- The lunch per person must contain the at least following:
 - Water
 - lunch should at least contain vegetable dish and meat dish (chicken/ beef), rice, soup, dessert, or equivalent.
 - Light snacks (specific or mixed snacks such as biscuits, croissants)
- The catering must be served following the world health organization regulations regarding (temperature, preservation, food safety ...etc.)

Estimated Lunch meal for Nineveh: (30 days × 20 participants) = 600 meals

Estimated Lunch meal for Diyala: (10 days × 20 participants) = 200 meals

Coffee break estimated quantities: 800 meals

Work Package (WP) 4: Printouts

- The service provider must provide printing services for the event materials, this includes printing participants' attendance sheets, event agenda, training evaluation forms, and other documents that might be needed for the event per PSD staff request and approval.
- All printing materials will be coloured single-sided A4 paper.
- An event will have the following pages quantities per participant:
 - Agenda: 3 pages
 - Evaluation form: 8 pages
 - Total: 11 coloured single-sided paper per participant per event, pulse Attendance Sheet: 5 pages per event

Estimated total printing material for Nineveh: 5 events × 20 participants × 11 pages: 1,100 pages + (5 events × 5 pages attendance sheet) = 1,125 pages

Estimated total printing material for Diyala: 2 event × 20 participants × 11 page = 440 pages + (2 events × 5 pages attendance sheet) = 450 pages

Estimated total printing materials: 1,575 pages

Work Package (WP)5: Logistics and Transportation

- The service provider is responsible for transporting all events-related material from the supplier to the event venue.
- The contractor must provide transportation services to participants who might need such services within the designated region from and to the event location.
- The events' participants who will need transportation services will request the selected bidder to arrange their transportation from their place of residence to the event location and/or vice versa before each event.
- The selected bidder is obliged to follow GIZ-PSD approved rate of transportation.
- Payment for transportation services will be against proof.

The maximum anticipated single trips within the province per person per day:

20 participants × 30 days × 2 trips = 1,200 single trips

20 participants × 10 days × 2 trips = 400 single trips

Work Package (WP) 6: Providing Personal protection equipment (PPE)

- The contractor will be responsible for providing each participant with Covid face masks (FFP2 or N95 type) to all training participants per day.
Total estimated face mask: 40 days × 20 participants = 800 units
- Provide two hand sanitisers (500 ml) each day for 40 days during each training.
Total estimated hand sanitiser: 80 units

Service Locations

- Their service provider must be able to operate in both Diyala (Baquba) and Nineveh (Mosul) regions.
- The service provider must have the ability to organize two events in each region simultaneously without delays or loss in quality of service.

The period of assignment: from **January 02, 2023**, until **December 31, 2023**.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept) and (proposed staff) and detailed in section 4.1 Selection Criteria

Technical-methodological concept

1.1 Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter **Error! Reference source not found.**). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

- **Interpretation of the objectives in the ToR (Weighting 10%):** The bidders understanding of what the ToR required from them.

1.2. Cooperation: The bidder is required to present the actors relevant to the services for which it is responsible and describe the cooperation with them.

- **1.2.1 Presentation and interaction between the relevant actors in the contractor's area of responsibility (Weighting 5%):** The applied bidders must explain how they will facilitate their services in the designated governorates between different actors such as local vendors, GIZ staff, and partners.
- **1.2.2 Strategy for establishing cooperation and then cooperating with the relevant actors (Weighting 5%):** The applied bidders must explain the communication strategy to ensure smooth operations and ensure quality and timely delivery of service in coordination with GIZ, partners and the event's participants (e.g., how would the selected bidder coordinate transportation and other required services).

1.3. Steering Structure: The bidder is required to present and explain its approach to steering the measures with the project partners

- **1.3.2 Description of contractor's contribution to results monitoring and the associated challenges (Weighting 10%):** The applied bidders must explain how they would identify urgent issues that may impact event implementation and how would they solve any issue if occurred, and explain any contingency plan (e.g., in case of venue unavailability, sudden shortage in catering supplies, etc.).

1.4. Processes: The bidder is required to describe the key processes for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps.

- **1.4.1 Presentation and explanation of the implementation plan: work steps, milestones, schedule (Weighting 20%):** The applied bidders must explain their implementation process including their pre-event planning, and implementation of an event to secure its requirement, and how would they arrange the needs in coordination with GIZ staff, partners, and participants. In reflection on Chapter 2 of this ToR

Other specific requirements

- The bidder must be legally registered in Federal Iraq and can legally operate in the designated regions (Nineveh & Diyala).
- The selected bidder must have a bank account matching the registered business name.

1.6 Project management of the contractor

1.6.1 Approach and procedure for coordination with/in the GIZ project (**Weighting 5%**):

The applied bidders must explain their management approach in response to chapter 2 of this ToR

1.6.2 Personal assignment plan (Weighting 5%**):** Explain (who, when, what work steps) including explanation and specification of expert assignment and tasks as required in chapter 2 of this ToR

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The below-specified qualifications represent the requirements to reach the maximum number of points.

Expert 1: Event Coordinator (Nineveh)

Tasks of Event Coordinator (Nineveh)

- Arranging the venue
- Catering delivery and distribution
- Arrangement of provided stationery by GIZ-PSD
- Assisting GIZ-PSD staff in managing the event.
- Event rented equipment installation.
- Administration assisting (e.g., printout distribution, collecting timesheet, assisting GIZ-PSD staff in collecting participants' info.)

2.2.1 Qualifications of expert 1 (**Weighting 3%**)

- Education/training college diploma in hospitality, linguistics, administration, trade or any similar fields.

2.2.2 Language: Arabic mother tongue (native level in speaking, excellent in writing and reading) (**Weighting 2%**)

2.2.3 General professional experience (Weighting 5%**):** 2 years' experience working with vendors and subcontractors in the field of "event management", experience working with an implemented project by I/NGOs or international organisations.

2.2.4 Professional Experience (Weighting 5%**):** 2 years minimum of proven experience related to cooperation and coordination of different vendors

2.2.6 Regional experience (Weighting 5%**):** 5 years' experience in Iraq's northern region, preferred in Nineveh

Expert 2: Event Coordinator (Diyala)

Tasks of Event Coordinator (Diyala)

- Arranging the venue furniture (if needed)
- Catering delivery and distribution
- Stationery availability and arrangement.
- Assisting GIZ-PSD staff in managing the event.
- Event rented equipment installation.
- Administration assisting (e.g., printout distribution, collecting timesheet, assisting GIZ-PSD staff in collecting participants' info.)

2.3.1 Qualifications of expert 2 (Weighting 3%)

- Education/training: college diploma in hospitality, linguistics, administration, trade, or any similar fields

2.3.2 Language: Arabic mother tongue (native fluent in reading, excellent in writing and speaking) (Weighting 2%)

2.3.3 General professional experience (Weighting 5%): 2 years' experience working with vendors and subcontractors in the field of "event management", experience working with an implemented project by I/NGOs or international organisations.

2.3.4 Professional Experience (Weighting 5%): 2 years minimum of proven experience related to cooperation and coordination of different vendors

2.3.6 Regional experience (Weighting 5%): 5 years' experience in Central Region of Iraq, preferred in Diyala

5. Costing requirements

Fee days	Number of experts	Number of days per expert	Comments
Expert 1 - Event coordinator (Nineveh)	1	30	
Expert 2 - Event coordinator (Diyala)	1	10	

Other costs	Quantity (Unit)	Number of Days	NOTE
Venue (Nineveh)	1 hall	24 Days	Cost of providing a venue for 24 days Nineveh
Venue (Diyala)	1 hall	10 Days	Cost of providing a venue for 10 days in Diyala
Coffee break	20 people	40 Days	This cost of providing refreshments for 20 people per day. 30 days for Mosul and 10 for Diyala Payment against proof
Lunch	20 people	40 Days	This cost of providing lunch for 40 days, and 20 people per day. 30 days for Mosul and 10 for Diyala

			Payment against proof
COVID-19 protective equipment - Masks FFP2 or N95	20 pieces	40 Days	This cost of providing Masks type (FFP2 or N95) for 20 people each day for 40 days. Payment against proof
COVID-19 protective equipment - hand sanitisers (500 ml)	2 unit	40 days	This cost of providing hand sanitisers. 80 pieces will be used over 40 days. Payment against proof
Printing (Nineveh)	1,125 pages	1	This cost is for printing the attendance sheet, evaluation forms and agenda. Payment against proof
Printing (Diyala)	450 pages	1	This cost is for printing the attendance sheet, evaluation form and agenda. Payment against proof
Transportation (Nineveh)	20 people	30 days	This cost for providing transportation for participants from their places to the venue of training and vice versa. The transportation will be provided based on the confirmation of participants. The contracted company will receive an onboarding session from GIZ about the evidence required for reimbursement of the transportation amount and the maximum transportation amount that will be approved by GIZ.
Transportation (Diyala)	20 people	10 days	This cost for providing transportation for participants from their places to the venue of training and vice versa. The transportation will be provided based on the confirmation of participants. The contracted company will receive an onboarding session from GIZ about the evidence required for reimbursement of the transportation amount and the maximum transportation amount that will be approved by GIZ.

Flexible remuneration item

- In case of the increase in individual items in the specification of inputs needed for the successful implementation of the assignment, flexible remuneration items are introduced for up to 10% of the contract value. The flexible item is introduced in connection with all costs related to the activities listed under chapter one and detailed in chapter two of this ToR. Use of the flexible remuneration item must be approved in text form by GIZ before the cost in question is incurred.

6. Inputs of GIZ or other actors

The awarded contract will be paid based on proof of evidence, therefore, only actual provided quantities per task are approved for payment.

- The dates for each GIZ PSD event will be confirmed at last 7 days in advance
- PSD team will provide the selected bidder, the date, location, and duration of the event to the designated event coordinator, to prepare for the venue if needed.
- PSD team will inform the selected bidder of the event participants' numbers to prepare for catering, printouts, logistics and transportation, and PPE.
- PSD team will send any relevant information to the event organizer to facilitate the event (e.g., PDFs of the document need printing, participants' location or contact details for transportation, and detailed information about the coffee break and lunchtime, ...etc.)
- Proof of evidence required from the selected bidder
 1. Timesheet of the event coordinator detailing the dates of service and for which event is considered evidence of labour.
 2. A signed attendance sheet for participants for each day with photos is considered evidence for catering, printouts, and PPEs.
 3. Signed sheet for transportation service.
 4. Invoice in English stating all the relevant details of the provided service

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 25 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter **Error! Reference source not found.** of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should also be submitted in English (language).

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract, the contractor has no claim to fully exhaust the days/travel/workshops/budgets. The number of days/travel/workshops and the budget amount shall be agreed upon in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances based on good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.