

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

Event Management Service for Peacebuilding Activities as part of GIZ programme "Strengthening resilience in dealing with crisis and conflicts in Ninewa (SRN), Iraq	Project number/ cost centre: 2020.1800.0-001.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
SRN	Strengthening resilience in dealing with crises and conflicts in Ninewa, Iraq
PB	Peacebuilding Component
ToRs	Terms of reference

1. Context

Background information

In the Ninewa Governorate, the GIZ project “Strengthening resilience in dealing with crises and conflicts in Ninewa, Iraq (SRN)” aims to strengthen the resilience of vulnerable populations through the construction and rehabilitation of basic public social infrastructure, livelihood activities, as well as peacebuilding measures. Furthermore, the project adopts a context and conflict-sensitive approach in all fields of action. Thereby, the project aims at conceptualizing the relevant connection between so called “hard components” e.g., construction and “soft components” including programming in conflict transformation, promoting peaceful coexistence, and strengthening social cohesion in Ninewa, particularly on a local level.

As part of the SRN project’s objectives, there is an aim to enhance the effectiveness and sustainability of the SRN-supported District Working Groups (DWGs), Dialogue Committees (DCs), young enumerators (YEM activity) and young media professionals (media for peace). This involves ensuring that the impact is lasting and can be built upon in the future. To facilitate this, the Peacebuilding component will organize a series of collaborative events aimed at enhancing networks and organizational capacities.

Additionally, these collaborative events will serve as a platform for strengthening the relations between the beneficiaries of all peacebuilding activities and opportunities for the young enumerators (YEM activity) and young media professionals (media for peace) by fostering greater collaboration and cooperation among the all the stakeholders, the project aims to create a more interconnected and supportive community.

2. Tasks to be performed by the contractor

In close coordination with GIZ SRN’s Peacebuilding team, the contractor is responsible for the logistical planning, preparation, and management of up to 29 events across Ninewa province. This includes taking care of (list all technical themes we identified), as further elaborated in the section ‘scope of tasks’ below.

The event plan below lists indicative dates and locations that will be clarified by GIZ at least 7 days prior to a small-scale event (20-40 attendees) and at least 14 days prior to a large-scale event (100-150 attendees). Thereby, GIZ SRN reserves its right to reschedule events due to security reasons, higher force, and other unforeseen operational circumstances in close coordination with the contractor. Further standard operating procedures concerning notification and information sharing prior to events will be clarified between the Contractor and GIZ upon inception of the contract.

Time Frame of the assignment

The period of assignment: from August 15th, 2024, until Feb 28, 2025

Indicative Event Plan

Including maximum amounts with no entitlement to actual performance through the contractor.

Timing	Number of Events	Type	Participants per day	Duration in Days	Location
August and September 2024	12	Training	35	2	Telkeif
					Hamdaniyah
					Telafer
					Sinjar
					Mosul East
					Mosul West
August and October	1	Workshop	40	1	Mosul
September 24 to February 2025	1	Closing Events	100	1	Mosul
			150	1	Erbil (excluding 2 nights' accommodation, food, + venue costs)
September 2024 to November 2024	Up to 3	Public Events (Movie Screenings)	75	1	Sinjar
				1	Erbil
				1	Mosul

Scope of Tasks

In respect of GIZ guidelines for communication, visibility, data protection, finance, and administration, the contractor shall provide the following services:

- **Package 1: Identifying, booking, and organising the set-up of event venues**
 - In accordance with GIZ expectations and regulations, the supplier coordinates with suppliers to ensure the availability of all service requirements for the events
 - The service provider must propose a suitable venue for the number of overall participants for each event. The service provider must equip the venues with:
 - Lighting system
 - Sound system
 - Flipchart stands
 - Projector
 - Whiteboard
 - Seats and tables

- **Additional Equipment for the Public Screening:** The supplier ensures equipment for the public screening including the transfer and set-up, The venue for the screening must be equipped with:
 - LED-Screen
 - Speakers
 - Sound mixer
 - Podium
 - Microphones
- Organize a venue hall including:
 - 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 contacts with all service providers and vendors.
- Lease with the venue in order to ensure on-the ground preparations: room setup, coffee break preparation and timing, lunch and dinner preparation and timing, and checkout the technical equipment of the venue.
- On-Site check-in & badging, including a quick check/in process and badge checking.
- Check the badges of those who eat lunch at the food hall.
- Make sure that the training halls are clean and sterile every day before and after the events.
- 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 manager**” who will act as a main focal point for the GIZ team and will be available during the event/training to provide the following services:
 - Make sure the attendance sheet is signed by all the trainers and participants every day.
 - 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 Peacebuilding team.

Estimated Venues: 2 days x 12 Trainings / + 1 day x 1 Workshop/ + 1 day x 1 Conference / + 1 day x 3 Public screening/ = 29 venues

Venue estimated quantities: 29 days

Package 2: Catering and food management

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 SRN PB team.
 - The coffee break must be calculated per person despite the serving method.
 - There should be 2 coffee breaks per full event day and 1 coffee break per half day
 - The coffee break per person must contain the at least following per break:
 - Water (1l)
 - Tea (equivalent to two tea bags)
 - Coffee (equivalent to 300 ml cup) and creamer
 - 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 Trainings and conference: /2-day x 12 training x 35 participants x 2 coffee break/ + /1 day x 1 conference x 100 participants x 2 coffee breaks/ + /1 day x 1 Workshop x 40 participants x 2 coffee break/ = 1960 servings

Coffee break estimated quantities: 1960 servings

▪ **Extra Coffee break for public offline screening**

- The extra coffee break can be served per person or as an open buffet, this will be decided during event planning in consultation with the SRN PB team.
- The extra coffee break must be calculated per person despite the serving method.
- The extra coffee break is for public events and inaugurations where no lunch will be served
- The extra coffee break per person must contain the following per break:
 - Water (1l)
 - Tea (equivalent to two tea bags)
 - Coffee (equivalent to 300 ml cup) and creamer
 - Fruits and cake
- The service provider must provide hot water for preparing tea or coffee.

Estimated extra coffee break for public events: 1 day x 3 public events x 75 participants x1 coffee break = 225 servings

Coffee break extra estimated quantities: 225 servings

▪ **Lunch**

- Lunch can be served per person or as an open buffet; this will be decided during event planning in consultation with the SRN PB team.
- The lunch must be calculated per person despite the serving method.
- 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.
- The catering must be served following the world health organization regulations regarding (temperature, preservation, food safety ...etc.

Estimated lunch for training and conference: /2 days x 12 Training x 35 participants x 1 lunch/ + 1 day x 1 conference x 100 participants x 1 lunch/+ 1 day x 1 Workshop x 40 participants x 1 lunch /= 980 servings

Lunch estimated quantities: 980 servings

Package 3: Printouts and visibility materials

- The service provider must provide printing services for the event materials, this includes printing participants' attendance sheets, event agenda, badge holder, and other documents that might be needed for the event per GIZ 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: 1 page per event day per participant

- Attendance Sheet: 1 page per event
- Conference visibility materials (copybook, pen) to be designed and prepared

Colour and single-sided A4 pages should be used for printing.

Estimated total printing material for: 2-page x 12 trainings x 35 participants + 1 page x conference x 250 participants + /4 page (attendees sheet) x 2 conference/ + /2 pages x 1 Workshop x 40 participants= 1178 pages

Prints estimated quantities = 1178 pages

Visibility Materials for Conference attendees = 150 Items

Package 4: Photography

- The service provider should assign a professional photographer (including equipment) to facilitate each event's photography.
- The photographer must understand the project's purpose, to capture all the events objectives and aims into a clear shot list.
- The photos need to be taken according to the instructions given by GIZ, SRN Peacebuilding team.
- The Photographer must ensure all people appearing on the photos, who are clearly identifiable, are aware of and give their consent to the filming and the use of the footage.
- The minimum size of the photos must be 4928x3280 pixels and 300 dpi resolution.
- The metadata of all images shall be completed by the photographer and include at least the following information: Name of the Photographer, date of shooting, location of the shooting. It is not necessary to mention the names of all persons, but it is essential to mention locations and activities.

Estimated total Photos for: /12 trainings/ + /1 day Mosul Conference /+ /1 days Erbil Conference/ + / 3 public events / + 1 day Workshop/ x 50 = **900 Photos**

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

3.1 Strategy (1.1 of the assessment grid):

The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) **(1.1.1)**. Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) **(1.1.2)**.

3.2 Cooperation (1.2 of the assessment grid)

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the cooperation with them **(1.2.1)**.

3.3 Steering structure (1.3 of the assessment grid)

The tenderer is required to outline the steering of the demanded tasks, such as planning, organisation, invitation management, procurement of goods etc **(1.3.1)**.

3.4 Processes (1.4 of the assessment grid)

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule **(1.4.1)** that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

3.5 Project management of the contractor (1.6 of the assessment grid)

The bidder is required to explain its approach for coordination with the GIZ project **(1.6.1)**.

- The contractor is responsible for selecting, preparing, and steering the national experts assigned to perform the tasks.
- The contractor manages costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the General terms and conditions of contracts of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2020.

The bidder is required to draw up a personnel assignment plan **(1.6.2)** with explanatory notes that list all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to provide its backstopping concept **(1.6.3)**. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Event Manager (Team Leader)

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)

- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments.
- Ensure smooth execution of each event.
- Regular reporting in accordance with deadlines.

Qualifications of the team leader

- Education/training **(2.1.1)**: Bachelor's degree in Media, Business, Economics, Informatics, Law, or a similar degree
- Language **(2.1.2)**: Arabic C2, English C1
- General professional experience **(2.1.3)**: 8 years of professional experience in event management
- Leadership/management experience **(2.1.5)**: 4 years of experience as manager/team leader for events
- Regional experience **(2.1.6)**: 4 years of experience in projects in Nineveh

Key expert 1: Event Coordinators West Nineveh (Mosul, Talafer, Sinjar)

Tasks of key expert 1

- Be able to deputize the Team Leader
- Assisting the team leader in planning and execution
- Coordinate logistics, including venue booking, catering, equipment, set up, and transportation

Qualifications of key expert 1

- Education/training **(2.2.1)**: Bachelor's degree in Media, Business, Economics, Informatics, Law or a similar degree
- Language **(2.2.2)**: C2 Arabic, English A2
- General professional experience **(2.2.3)**: 4 years of experience working with vendors and subcontractors in the field of "event management" preferred experience working with an implemented project by I/NGOs or international organisations.
- Specific professional experience **(2.2.4)**: 2 years of experience related to cooperation and coordination of different vendors.
- Regional experience **(2.2.6)**: 3 years working experience in central region of Iraq, preferred in Nineveh

Key expert 2: Event Coordinators East Nineveh (Hamdaniya, Telkeif)

Tasks of key expert 2

- Be able to deputize the Team Leader
- Assisting the team leader in planning and execution
- Coordinate logistics, including venue booking, catering, equipment, set up, and transportation

Qualifications of key expert 2

- Education/training **(2.2.1)**: Bachelor's in Media, Business, Economics, Informatics, Law or a similar degree
- Language **(2.2.2)**: C2 -level language proficiency in Arabic, A2 English
- General professional experience **(2.2.3)**: 4 years of experience working with vendors and subcontractors in the field of "event management" preferred experience working with an implemented project by I/NGOs or international organisations.
- Specific professional experience **(2.2.4)**: 2 years of experience related to cooperation and coordination of different vendors.

- Regional experience **(2.2.6)**: 3 years working experience in central Region of Iraq, preferred in Nineveh

The contractor is requested to calculate for 9 additional local administrative and event management team who will fulfil the role of the operational team:

Event Management and Administration Staff:

- 4 Event Assistants (2- 3 present at each event) for 41 days in total
- 1 Technician for 10 days in total
- 2 Photographers for 48 days in total
- 2 Drivers for 41 days in total

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader - Event Manager	1	45	45	
Expert 1 – Event Coordinator WN	1	58	58	Event in West Ninewa
Expert 2 – Event Coordinator EN	1	55	55	Events in East Ninewa and Erbil
Event Management and Administration Staff		Number of working days	Total	Comments
Event Assistants		41	41	2-4 Event assistants depending on the number of attendees
Technicians		10	10	Offline Screening + 1 Conference
Photographer		48	48	2 photographers for 48 days in total.
Drivers		41	41	2 Drivers for 41 days in total.

Other costs	Quantity	Number of days	Total	Comments
Venue		29	29	The cost of providing 29 venues in Nineveh. (Mosul, Hamdaniyah, Talaaf, Telkeif, Sinjar) Payment against evidence
Equipment for public screening	1	3	3	The cost for providing additional equipment for the screening event (Screen + Speaker + Sound Mixer) Incl. Transportation and Setup
Coffee break	1960 servings	1	1960	The cost of providing refreshments for 1960 people for Training and 1 conference and 1 Workshop in Mosul. 26 events in total. Payment against evidence
Coffee break extra	225 servings	1	225	The cost of providing refreshments for 225 people for 3 public screening in total Payment against evidence
Lunch	980	1	980	The cost of providing the lunch for 980 people at the training, Workshop, and the conference in Mosul. 26 events in total. Payment against evidence
Printing	1178	1	1178	The cost is for printing 1178 pages the attendance sheet per event, and agenda per participant. Payment against evidence
Conference visibility materials	150	1	150	The cost is for designing and delivering 150 items for the participants at the conference. Payment against evidence
Flexible Remuneration	1			A fixed budget of 21,000,000 IQD is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. 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.
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6. Inputs of GIZ or other actors

If restrictions are introduced by GIZ's security risk management system or *force majeure*, such as weather (heat, sand storms, heavy rain) or pandemics (e.g. CORONA), 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.

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 event GIZ, SRN Peacebuilding team will be confirmed at last 7 days in advance.
- GIZ SRN Peacebuilding 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.
- GIZ SRN Peacebuilding team will inform the selected bidder of the event participants' numbers to prepare for catering, printouts, logistics and transportation.
- GIZ SRN Peacebuilding team will send any relevant information to the event organizer to facilitate the event (e.g., PDFs of the document need printing, detailed information about the coffee break and lunchtime, ...etc.)

Proof of evidence required from the selected bidder

1. Timesheet of the event manager and coordinators 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.
3. Invoice in English stating all the relevant details of the provided service.

7. Requirements on the format of the tender

Technical Offer

Structure and Content: The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (those did not assign a 'zero'). Therein, the tenderer is required to include references to relevant previous event management experiences, including photos, links to (social) media materials, and names of contracting parties.

Format: The tender must be legible (font size 11 or larger) and formulated in grammatically understandable English (language).

Length: The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be

included in the assessment. External content (e.g., links to websites) will also not be considered.

Annex: The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English or Arabic (language).

Financial Offer

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, workshops, or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.