Annex D – Terms of Reference (TOR)

**BACKGROUND**

Organization for Security and Co-operation in Europe (OSCE) - Trans National Threats Department (TNTD) is organizing an event in Helsinki, Finland, 23-27 June 2025. The location was selected due to the fact that the workshop is envisioned to be a regional workshop for Nordic and other participating states. In the framework of ExB Project (#1102354) “Combating Illicit cross-border Trafficking in Cultural Property in the OSCE Area”, TNTD is developing a sub-activity to assist participating States in addressing the deliberate destruction of cultural heritage in Ukraine, the looting of archaeological and cultural heritage sites, and the illicit cross-border trafficking of cultural property. In order to realize the rapid implementation of this planned activity, given the urgency of the current situation, TNTD is facilitating a five-day workshop for law enforcement representatives.

**SCOPE OF SERVICES**

The workshop will be conducted in a well-functioning, easily accessible environment. Coffee / tea will be served according to the agreed agenda and in coordination with the OSCE staff. The necessary technical assistance will be provided upon request by the OSCE staff. Technical issues, should they arise, will be solved with a designated English-speaking focal point in a way that allows the continuous and smooth operation of the workshop. A technical support person should conduct a functionality check prior to the beginning of the workshop and provide support during the event. A registration desk is required in front of the conference room.

**Specific Requirements** (reflecting the Price Schedule):

1. **Hotel Accommodation**

* Four (4)-star hotel, located in the city centre of Helsinki, Finland.
* Dates: 22-27 June 2025 (5 nights)
* Capacity to accommodate 45-50 persons single (occupancy) room including buffet breakfast
* Accommodation to be provided in the same place where the event will be held
* Flexibility, as the exact number of participants will be confirmed by latest 15 June 2025.
* Possibility to cancel 5-10 rooms on short notice until the day before the conference.

1. **Conference Facility**

Spacious conference room, Classroom style to seat max. 50 participants from 23 to 27 June 2025 from 09:00hr to 17:00hr. on the last day closing at 14hr:

* Capacity to accommodate two interpreters and provide necessary equipment to ensure simultaneous interpretation throughout the entire event (interpretation booth(s), table/remote microphones, earphones and receivers)
* Conference room to be located in the same place where the participants are accommodated
* Air conditioned and day light in conference room (mandatory)
* Conference facilities have to be fully ready for the event at least one hour in advance.

**Technical Equipment**

Technical equipment shall be provided in the conference hall. It must be modern, reliable and up to international standards. It has to be set-up and tested before the start of the workshop on 23 June 2025.

1. LCD Multimedia Projector with a remote control (connected to laptop).
2. Laptop - MS software Word and PowerPoint, USB port, as well as access to the internet), laptop should be connected to the multimedia projector

High-speed Wi-Fi

1. 1x Screen for presentation
2. 2 wireless microphones
3. Sound system (to connect all necessary equipment and sound)
4. Speaker podium
5. 1x technician needed to conduct a functionality check prior the beginning of the workshop and to provide support during the event. Technical issues, should they arise, need to be solved in a way that allows the continuous and smooth operation of the workshop.

**Other Items**

1. Flipcharts
2. Flipchart paper
3. Flipchart markers set

The technical equipment can be outsourced from a third-party provider, but the Purchase Order and payment will be with the main service provider.

**Catering Services**

1. Water during the event - Still and sparkling water (0.75l bottles 50/50) during the event should be provided for participants each day (100 bottles per day). Empty bottles to be replaced during break.
2. Two coffee breaks on 3 days, 2 coffee breaks on Friday (one day will be field trip). Total seven (7). For max. 50 participants (exact number TBC). Coffee, tea, milk, cookies, sandwiches, croissants.
3. 1 lunch per person for four (4) days (one will be a field trip), for max, 50 persons (exact number TBC). Lunch should include a vegetarian option each day. Please provide menu options. Note: ideally lunch should be quoted price per person including one soft drink and water.
4. A Reception will be held on the first evening, 23 June 2025 (evening, for three hours). Beverages (wine, beer, soft drinks, water) and selection and finger food.
5. Any other cost (i.e. city tax).

**Liaison Arrangements**

The OSCE project team will support and supervise the work of the successful Bidder by means of telephone, video conferencing and e-mail communication.

**Required Inputs**

The OSCE project team will provide the successful Bidder with relevant documents, agenda and list of participants. The successful Bidder shall provide staff, equipment, creative and professional tools for implementing the outlined TOR.