Annex D – Terms of Reference (TOR)

**BACKGROUND**

Organization for Security and Co-operation in Europe (OSCE) – Conflict Prevention Center (CPC) will organise two back-to-back events on Youth Dialogue in Tbilisi are a joint initiative of CPC-PSS South Caucasus and Central Asia Desk. The events will gather students and young professionals from Caucasus and Central Asia. While the School strives to comprehensively introduce them to the work of the organization and catalyse their contribution, the Model Conference aims at providing dialogue and negotiation skills including through consensus. Both events will be organized from the OSCE Secretariat in Vienna. No implementing partners involved.

**SCOPE OF SERVICES**

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

1. **Hotel Accommodation**
* Four (4)-star hotel located in Tbilisi OR located within 1,5 hour drive from Tbilisi International Airport, Georgia
* Capacity to accommodate 35 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 5 days prior to event
* Possibility to cancel 5-10 rooms on short notice until the day before the conference.

**Total of 251 overnights:**

* 2 single rooms: 19 till 21 July 2025 (2 nights)
* 5 single rooms: 19 till 23 July 2025 (4 nights)
* 3 single rooms: 19 till 24 July 2025 (5 nights)
* 14 single rooms: 19 till 27 July 2025 (8 nights)
* 5 single rooms: 22 till 27 July 2025 (5 nights)
* 11 single rooms: 23 till 27 July 2025 (4 nights)
* 2 single rooms: 21 till 23 July (2 nights)
* 3 single rooms: 18 till 27 July 2025 (9 nights)
1. **Conference Facility**
* Spacious conference room for up to 35 persons, for 20-26 July, from 08:30 until 17:00 and 27 July from 8:30 till 14:00.
* Set up: possibility for flexible seating arrangements, including u-style and coffee table style.
* Conference room to be located in the same place where the participants are accommodated
* Air conditioner and day light in conference room (mandatory)
* Conference facilities have to be fully ready for the event at least one hour in advance (water/glasses in place, microphones/laptops ready to be used, Wi-Fi connection available for the duration of the whole event);
* The provider must ensure that the equipment is modern and in excellent technical condition.
1. **2 x Break out room;** for 15 persons each. At least one breakout room, ideally both, should have LCD projector and 1 screen to allow for presentations.

**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 event on 20 July 2025.

1. Multimedia LCD projector with a remote control and at least 1 screen that allows for presentation of content. The screen needs to be large enough to be well readable from the most remote end of the room;
2. Laptop - MS software Word and PowerPoint, USB port, as well as access to the internet, laptop should be connected to the multimedia projector
3. 1x Screen for presentation
4. 2 Wireless microphones
5. Headsets and Receivers
6. Printer/copy machine (can be 3 in 1 printer with possibility to scan and copy)
7. Sound equipment;sound amplification system; Sound system should be connected to the laptop.
8. Speaker podium
9. 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.
* Multiple socket outlets for the participants to charge their laptops/mobile phones.
* High-speed WIFI connection with easy access (temporary password) in the conference hall;

**Other Items**

1. 2 reams of A4 white printing paper
2. 5x Flipcharts
3. 20x Flipchart paper
4. 4x Flipchart markers set of 4 each (multiple colors)
5. Road – maps (to clearly mark the event room/s)

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 (0.5 l; 50% still, 50% carbonated) during the event. 50 bottles of water shall be provided in the conference room and changed once a day (0.5 l bottles = 400 bottles). Empty bottles to be replaced during break.
2. Coffee Break (total portions throughout the event: approx. 480.) coffee, tea, juice, milk & sugar, lemon, croissants / cookies / similar, fresh fruit, non-sweet option (finger food/sandwich)
3. Lunch (total portions throughout the event: approx.: 246) Lunch/preferably buffet style served with a **choice of regular, no pork, halal and vegetarian dishes**: Min. 2 warm dishes + soup, bread, 1 vegetarian dish, choice of salads, Choice of soft drinks (apple & orange juice), espresso coffee and tea, water (still and sparkling) and Choice desert or fresh fruits.
4. Dinner: (total portions throughout the event: approx.:150) Dinner will be needed for around 30 people between 19 and 26 July, except for 2 evenings with dinner outside the hotel.
5. Reception/dinner: The dinner of 23 July should be in the form of a reception with small standing tables (finger food (choice of regular, no pork, halal and vegetarian) and dessert options) to provide for participants of both events to interact, network and socialize. Up to 50 guests are expected.

Final numbers (TBC) at a later stage.

1. Any other cost (i.e. city tax).

**Note:**

* Coffee breaks (30min) should be provided in an area adjacent to / close to the meeting room;
* Lunch (1 hour) shall be provided in a dedicated area, different than the meeting room;
* Dinner (1 hour) shall be provided in a dedicated area, different than the meeting room
* Reception (2 hours) shall be provided in a dedicated area, different than the meeting room
* Coffee break, lunch and dinner area should be clearly marked as “reserved for OSCE”;
* Menu for lunches, dinners and coffee-breaks should be different for each day of the event;
* A sample of menu should be provided with price offer;
* Pictures of venue for the coffee breaks and lunches should be submitted with price offer;
* Meals should be labelled in English.

**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.