

***INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE***

***ANNEX B***

***to the Contract no. 2021-06-008***

***Terms of Reference***

***Hospitality, venue and event services in Tunisia***

***Project : “Supporting the application of Article 49 and proportionality in Tunisia”***

1. ***Background***

*The International Institute for Democracy and Electoral Assistance (International IDEA) is an international inter-governmental organization with 33-member states, including the Federal Republic of Germany, and over 25 years of experience of supporting sustainable democracy worldwide. Based in Stockholm, International IDEA has offices in the EU, Africa, Asia and the Pacific and Latin America and the Caribbean. IDEA has been active in Tunisia since 2008, when it implemented a number of activities within the context of a project entitled 'Women and Politics in the Arab World'. Since 2011, IDEA provided technical support to the Tunisian transition, including to the Constituent Assembly. IDEA's technical support was mainly delivered directly, but was also sometimes delivered in cooperation with the United Nations and with other organisations. IDEA was formally established in Tunisia in 2013 through the signature of a host-country agreement with the Tunisian state.*

*In 2014, Tunisia incorporated a limitation clause in its new constitution. The clause imposes a number of requirements that must be followed by state institutions when they seek to limit basic rights and freedoms, including that all limitations on rights should respect the principle of proportionality. The limitation clause should have led to sweeping changes in the work of key state institutions, including the courts, government ministries and others.*

*Starting in March 2019, International IDEA has intensified its efforts in that regard by implementing a two-year project, funded by the Germany’s Federal Foreign Office, that is specifically dedicated to promoting a deeper awareness of how the 2014 Constitution in general and Article 49 in particular change the framework for the protection of fundamental rights. Eight practical manuals were produced for this purpose and were dedicated to professionals and representatives of the legislative, executive, judicial and local powers, to Independent Public Bodies and civil society actors. IDEA has been able to achieve progress in raising awareness and providing support to various stakeholders in the field of rights and freedoms.*

*To capitalise on these achievements and provide further assistance to different institutions, IDEA has initiated a new two-year project (the project) which aims to better enable these institutions to fully understand and implement the principle of proportionality.*

*In order to achieve that aim, International IDEA-Tunis Office* will hold several events and activities in hotels, conferences centres, public halls and various event centres on regular basis which require high level coordination and planning for success and cost optimisation.

International IDEA having observed the opportunity to leverage on available expertise and facilities available has decided to pool resources together and establish Long Term Framework contracts to facilitate the efficiently handling of events and conference and obtain best rates and quality services from the hospitality and event providers. This Long-Term Framework contract will achieve cost efficiency from economies of scale, timeliness, and outstanding quality of service. Providers chosen under this Long-Term Framework contract will provide accommodation and event management requirements for the different planned activities, meetings and workshops.

1. ***Objectives of the Assignment***

This arrangement will facilitate the implementation of Project Article 49 activities by ensuring the timely engagement of providers and provision of quality services. Long-Term Framework contract with qualified providers (Company/Hotels) would cover the provision of accommodation (reservationswith breakfast), venue (conference room rental) and catering services (coffee breaks, lunches and dinner) hereafter referred to as “Event Services”.

The institution(s) which will be engaged through a competitive process shall provide the services for two years on a fixed price basis. The Long-Term Framework contract for the various categories of services, when agreed on by the International IDEA shall be fixed for 24 months from the date of the Long-Term Framework contract signature.

1. **Description of the assignment**

The successful tenderer shall provide full, prompt, accurate and safe Event Services to International IDEA, in accordance with the International IDEA policies, procedures and guidelines.

Event Services, as referred to in this TOR, shall apply to all the events, meetings and arrangements to be organized by International IDEA in the different governorates of Tunisia for official purposes which include, but not limited, to the following:

* Rental of conference halls and meeting rooms
* Rental of equipment (like LCD projector, Screen, Laptop, Flipchart, wireless microphones..)
* Accommodation in standard single rooms with breakfast included
* Catering services (coffee breaks, cocktails, lunches in buffet, dinner)
* Providing mineral water during the event
* Indicating any relevant gratuities

1. **Qualification and requirements**
2. A brief description of the company / organization : Company's profile and portfolio;
3. Administrative file: Effective registration reference in Tunisia, Current VAT and tax clearance certificates;
4. An outline of 5-year experience in the field of hospitality and event management;
5. The list and photos of facilities, commodities and equipment offered by the service provider for performing the assignment, along with any comments or suggestions on the TOR;
6. The surface of the available conference rooms;
7. The full list of hotels or event complex across Tunisia (addresses, contact person, title, email, web site)
8. Financial proposal specifying the daily unit fees in TND including all taxes.
9. ***Submission and deadline***

*Please refer to the Tender Notice -* Reference No: ***2021-06-008***