# **TERMS OF REFERENCE**

**for a framework contract with a qualified event management company to provide logistical and administrative support for two events to be organised within the project “Transnistrian dialogues II”**

1. **BACKGROUND**

The Institute for Strategic Initiatives (IPIS) is a Moldovan NGO established in 2017, uniting professionals with diverse views. IPIS works to address Moldova’s strategic development challenges from a non-political, non-partisan perspective. IPIS expertise covers five areas: good governance; conflict settlement and inter-ethnic consolidation; public involvement and participatory government; communications; foresight and digital transformation.

IPIS is currently implementing the United Nations Development Program - “Transnistrian dialogues II”. The purpose of the project is to foster a constructive engagement between experts, young activists, civil society and opinion leaders from Moldova and its Transnistrian region and the autonomous region of Gagauzia, to reduce tensions, increase mutual trust and undestanding by setting up a permanent platform, thus laying the ground for a more consensus-based settlement process of the confict and exercising upward influence.

Implementation period – July 2021 – January 2022.

1. **OBJECTIVE OF WORK**

IPIS is seeking a qualified event management company to provide logistical and administrative support in the organization of four national events and one study visit abroad.

1. **SCOPE OF WORK**

The scope of work includes the following:

* Full organization of four events in the country;
* Select and negotiate with event venues;
* Assure local transportation from Chisinau and Transnistria to the venue;
* Select hotels for accommodation in the country;
* Full organization of one study visit to Brussels;
* Select hotels for accommodation in Brussels;
* Assure meals for all participants;
* Assure each participant with materials;
* Assure the needs in IT equipment necessary to realize the events;

The applicants should provide a tentative quote in MDL (VAT 0 (zero)%) for the services listed in FINANCIAL PROPOSAL SUBMISSION FORM.

1. **DURATION OF SERVICES**

Services are required for the period September 2021 – January 2022.

1. **REQUIRED QUALIFICATIONS**

The selected company should have experience in organizing and delivering trainings, seminars / workshops, conferences in Moldova and abroad. The company will be selected on the basis of its qualifications for the assignment to be implemented:

1. General experience:

* At least five years of experience in the organization of events in Moldova and abroad;Proof of working experience with international organizations.

1. Specific experience:

* Experience in offering logistical and consulting support for the organization of trainings, seminars/workshops, conferences in Moldova and abroad involving large numbers of participants at the national and international level

1. Financial proposal:

* Financial proposal for the Transnistrian dialogues project. The lowest price will serve as the baseline and will be awarded the maximum points; others will be awarded points in a descending order on the basis of a percentage formula

Interested organisations can access the full tender document issued on July 12, 2021 on the following website: www.ipis.md (the documents are attached). These documents can also be received by sending a request to Victoria Olari at the following e-mail: victoria.olari@ipis.md

The deadline for the submission of complete offers is August 6, 2021, 18:00.

Upon expiration of the deadline, an evaluation committee will verify whether the Application Form is properly filled in, the package is complete and the stated criteria are met. Then, proposals will be evaluated according to the criteria mentioned in instructions to tenderers.