

## **ANNEX B - TERMS OF REFERENCE**

### **EVENT MANAGEMENT SERVICES**

Title of Assignment: Event Management Services - LTA

Section: Operations

Duration: 24 months with option to extend

Start date: mid-May 2023

#### **A. BACKGROUND**

The United Nations Children's Fund Country Office in Bulgaria (UNICEF) and United Nations High Commissioner for Refugees Representation (UNHCR) in Bulgaria, hereinafter referred to as UN Agencies would like to engage the services of one or more event management companies that will offer highly professional assistance to organizing of events of the UN Agencies.

The UN Agencies will award each Long-Term Agreements (LTAs) to the successful bidders under their own (UNICEF and UNHCR) *General Terms and Conditions for Institutional/Corporate Contracts*.

#### **B. SCOPE OF WORK AND RESPONSIBILITY**

UN Agencies are looking for a company(s), hereinafter referred to as Event Management Company, willing to provide event management services, as follows:

1. The Event Management Company will provide highly professional assistance in organizing:
  - workshops, seminars, trainings, conferences;
  - staff retreats and other meetings/events.

The above will require:

- hotel bookings;
- transportation within and outside the country;
- conference facilities including but not limited to venues, presentation equipment, translation/interpretation; printing and publishing materials, catering services.

2. Such events should be organized in an effective and efficient way to minimize the participation of the UN Agencies' staff concerned with the organization of the event.

3. The Event Management Company should offer to UN Agencies minimum 3 options for the venues of each event, grouped in a comparative table, and the response time to each request should be up to 2 working days.

4. The Event Management Company should secure one of its staff to be present and facilitate the event throughout its whole duration.

5. The Event Management Company should provide cancellation policy for each selected venue.

#### **B.2. Conditions for payment:**

Full payment terms are to be included in related contracts established through the long-term arrangement, including the following:

1. The Event Management Company will issue invoices within two working days for the services rendered.
2. The billing of events should be split into separate invoices for the cost of the event and for the event organizing fee charged.
3. The hotel accommodation (if any) should be on a separate invoice and should be accompanied by a list of the accommodated guests.
4. All prices/rates quoted must indicate if taxes are included or not.
5. The currency of invoicing and payment must be Bulgarian leva (VAT excluded, if applicable).
6. UN Agencies will make a bank transfer to the Event Management Company within 30 calendar days after receiving the invoices and acceptance of work.