**TERMS OF REFERENCE**

1. **General Information**

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| Purpose | Event management & logistical support for Pravo-Justice project |
| Beneficiary | Expertise France |
| Country | Ukraine |
| Duration | Approximately 6 months  |

1. **Context**

Expertise France (EF) is seeking a Service provider to manage the organisation of events and activities within the Pravo-Justice project in Ukraine. It is expected that Service provider will work closely with the project permanent team in Kyiv to ensure the proper implementation of the tasks assigned.

1. **Objective and Desired Results**

The Service provider will have responsibility for preparation and management of all logistical issues and arrangements related to hosting of project events – seminars and trainings. The volume of events is estimated to be 3-4 per week.

1. **Description of Tasks**

The individual Requests for Proposals by Expertise France could include some or all of the following items:

* Management of the entire logistical and organisational aspects of events, from identification of venues, liaison with hotel/venue/travel agents/other suppliers and interpreters regarding all arrangements following the EF procurement rules;
* Management of all contractual and financial matters regarding the events, including the disbursements of payments to suppliers, contractors and reimbursements of participants’ costs under procedures set by EF;
* Reservation of rooms and sale of hotel services in Ukraine and abroad;
* Reservation and booking of flight tickets for domestic and international air flights;
* Sale of railway tickets for domestic and international trips;
* Organization of transport services (passenger traffic and luggage transportation by cars, minivans, buses);
* Delivery of documents and visibility materials;
* Other ad hoc tasks related to the smooth running of events as and when they arise.

Each Request for Proposal by Expertise France will including the following details:

* Context for the Request (e.g. a short description of the nature of the event);
* Exact items/services needed (per list above);
* Details regarding the quality or conditions of the requested item/service (e.g. hotel must be near to the train station, lunch must be served buffet-style, etc.);
* Quantities of each item/service needed;
* Location of the event or activity in question;
* A specific time frame for delivery of the items/services.
	1. **Coordination**

The service provider will designate a contact person for the implementation of the contract. Ms. Kristin KIROUAC, Project Manager, will be the contact person for the service provider in all contractual, financial and administrative matters.

Telephone: 0033 1 70 82 73 79

Email : kristin.kirouac@expertisefrance.fr

Close coordination with the Pravo-Justice permanent team in Kyiv must be ensured from the start of the contract and throughout its implementation. For all matters relating to the implementation of the contract, the contact person is Yuliya CHEPELYEVA, yuliya.chepelyeva@pravojustice.eu.

1. **Location, duration and modalities of execution**
	1. **Implementation period:** to be defined in each specific Request for Proposal sent to the service provider.
2. **Expertise and required profile(s)**

It is expected that the Service provider has proven experience in organizing and managing medium to large scale events with positive feedback from the Customer for the last 5 years. The Service provider should be based in Ukraine. The Service provider should be certified by the quality management system and meet the requirements of the international standard ISO 9001: 2008.

1. **Reporting**

The Service provider should provide informal reports to the Project Manager on request.