

## DETAILED TERMS OF REFERENCE

### Venue to host the Staff Training on Wellbeing and Psychosocial Support for WHO Sri Lanka

**24 -25 November 2023**

Number of participants	The estimated number of participants 45 pax <b>The exact number of pax to be informed by WHO close to the date</b>
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#### 1. Key requirements

The selected venue for the above programme is responsible for the following;

- To provide accommodation during the program (single occupancy) – the exact number of pax to be informed by WHO close to the dates
  - **24 November 2023:** Accommodation (**single occupancy**) for **45 pax** for **1 night**
- To provide a conference hall and include meals for 45 pax from 8.00 am to 5.00 pm – the exact number of pax to be informed by WHO close to the dates.
- The conference venue should be backed up by a power generator in case of a power outage.
- Main conference room large enough to accommodate 45 pax.
- The venue of the conference is to be set up with natural lighting, good ventilation, and no external disturbances such as loud noise.
- Seating arrangement – cluster style (5 persons per table) with adequate distancing.
- Notepads, pens/pencils, glass water bottles, drinking glasses and mints to be placed for each table on all days
- To provide the following on each day;
  - Steady internet connection + WiFi
  - Podium
  - Main screen and multimedia projector
  - Microphones (x5)
  - Audio system
  - Extension cords for setup of the above audio-visual system
  - Flipcharts (x5) with stand and paper
- A technician and a banquet steward should be available throughout the sessions.
- Provide safe and hygienic food at all times according to standard food safety practices.
- To comply with any other arrangements that may be requested time to time by the organizers.



- Refreshments for the conference to be provided as follows;

Date	Time	Details	Estimated cost (In LKR)
Day 1 24 November 2023	10.30 a.m.	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 5 pax)	
	12.30 p.m.	Lunch	
	03.30 p.m.	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 5 pax)	
	08.00 p.m.	Dinner	
Day 2 25 November 2023	07.30 a.m.	Breakfast	
	10.30 a.m.	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 5 pax)	
	12.30 p.m.	Lunch	
	03.00 p.m.	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 5 pax)	

## 2. How to apply

To apply please send your quotation via email to: [sesr|procurement@who.int](mailto:sesr|procurement@who.int)

Email subject heading: Please quote the e-mail subject line