

Terms of Reference

Title of Activity:	Meeting logistics for the Resource Mapping for National Action Plan for Health Security Sri Lanka
Dates:	19 - 22 May 2024 (19 May Pre workshop session)

WHO Sri Lanka is requesting for proposals from interested entities in the hospitality industry to arrange workshop logistics for the Resource Mapping exercise of the National Action Plan for Health Security in Colombo, Sri Lanka.

Please respond to the request by filling the template in Annex A below together with Annex 2 (Confidentiality undertaking) and Annex 3 (Vendor Information Form) in the Request for Proposal document.

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

Pre-workshop session: 19 May 2024

- Large enough to accommodate **20 pax**.
- To provide conference hall and facilities for 20 pax from 8.00 am to 5.00 pm on **19 May 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- To provide conference package including lunch and tea with snacks on **19 May 2024** – *the exact number of pax to be informed by WHO close to the dates.*

Main session(20-22 May 2024)

- Large enough to accommodate 100 pax.
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noises.
- To provide conference hall and facilities for 100 pax from 8.00 am to 5.00 pm on **20 - 22 May 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- To provide conference package including lunch and tea with snacks on **20 - 22 May 2024** – *the exact number of pax to be informed by WHO close to the dates.*
- Conference venue should be backed up by a power generator in case of power outage.
- Seating arrangement – Round table cluster 8 persons per table
- Notepads, pens/pencils, glass water bottles, drinking glasses and mints to be placed for each table on all days
- To comply with any other arrangements that may be requested time to time by the organizers.

Accommodation

To provide accommodation during the program

- **19 - 21 February 2024:** Accommodation (single occupancy, half board basis) for 10 pax for **3** nights – *the exact number of pax to be informed by WHO close to the dates*

- Cost for extra breakfast, lunch to be quoted per pax.

Audio-visual

- To provide the following on each day;
 - Podium with microphone
 - FM Microphones (x6)
 - 2 screens and 2 multimedia projectors
 - Power outlets for each table
 - Flip-charts (x5) with stand and paper
 - An IT technician to be present on all days

Meals and refreshments

- Provide safe and hygienic food at all times according to standard food safety practices.
- Lunch to be provided at 12.30 pm on each day
- Lunch should be provided at a restaurant/ venue outside the conference room
- Tea with snacks (two savory, one sweet) to be provided on all days (morning tea – 10.30am and evening tea 3.00pm) with vegetarian options
- A banquet steward should be available throughout the sessions.

Venue location: within Colombo city limits