

Terms of Reference

Title of Activity:	Joint External Evaluation Phase 1 Self Evaluation Workshop (2-day residential program)
Dates:	02 - 03 August 2023

The selected venue for the above programmes 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
 - 01-02 August 2023: Accommodation (single occupancy, full board basis) for 45 pax for 1 night
 - 02-03 August 2023: Accommodation (single occupancy, half board basis) for 90 pax for 1 nights
- To provide conference hall and facilities (conference package including lunch and 2 tea servings) for 80 pax from 8.00 am to 5.00 pm – the exact number of pax to be informed by WHO close to the dates.
- Cost for extra breakfast, lunch, dinner to be quoted per pax
- Conference venue should be backed up by a power generator in case of power outage.
- Provide a small room for conference secretariat during 01-03 August 2023.
- Main conference room large enough to accommodate 90 pax.
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noise.
- Seating arrangement – round table (6 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
 - Printer
 - Flip-charts (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.
- Meals and refreshments for the conference to be provided as follows;

Date	Time	Details
Conference sessions	80 pax	
02 August 2023	10.30 a.m.	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 10 pax)
	12.30	Lunch
	3.00p.m	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 10 pax)
03 August 2023	10.30 a.m.	Morning tea/ coffee with 3 snacks (2 Savoury & 1 sweet) (with veg 10 pax)
	12.30	Lunch
	3.00p.m	Evening tea/ coffee with 3 snacks (1 savory and 1 sweet) (with veg 10 pax)