**Request for Quotations**

**TOR for procurement of venue**

**Peace and Development Advisors Induction Programme 3-6 March 2020**

The UNDP-DPPA Joint Programme Developed and conducted with the support of Sweden’s Folke Bernadotte Academy, the induction Programme aims to create a shared understanding of the Peace and Development Advisors function and of the key aspects of conflict prevention and peacebuilding work at the UN. The induction is built on peer-exchange with the support of UN technical experts to ensure PDAs become more efficient and better equipped to fulfil their mandate to build national capacities for peace. The induction will take place Tuesday 3 to Friday 6 March 2020 at an external venue.

The venue must have the following characteristics:

1. Conference Room

* One very large conference room for 4 days from 3 to 6 March 2020 (we will have approximately 25 participants but the room need to be big enough to allow break out discussions in 3 groups); alternatively it could also be a 25 people meeting room with at least one break out room for 7 to 10 people).
* The room should be available from 8:30 am to 5:30 pm. The conference with windows to either outdoor or indoor space is required. The conference room should have absolutely no pillars anywhere in the room.
* Easily accessible by public transport and a maximum 15-20 minutes walking distance from UNHQ to facilitate the participation of UN speakers and facilitators.
* Easy access to the venue’s in-house dining and lunch and beverage facilities.

Catering: for 25 participants

* Lunch Buffet, it should include soft drinks and the choice of food should cater for all needs (special diets, vegetarian, people with allergies, etc.)
* Morning coffee and light healthy snacks (Fruits, cookies, etc.) at 9 and 10:30 am
* Afternoon coffee and light snacks approx. 4 pm.
* Please reduce the single-use items to the minimum (bottle, sugar sachets, cups, etc.).

Equipment:

* LCD Projection
* Sound System
* Minimum 3 flipchart stands with flipchart paper, markers, scissors and masking tape
* A Remote Presentation USB Control PowerPoint PPT Clicker
* Charging stations on the tables

Room set-up:

* 25 chairs in a circle in front of the screen and 5 round sitting tables with chairs on the back (min. 5 seats each, cabaret style); possibility to add one more table if required. All seated guests should be able to see the screen with full line of sight;
* 1 table on the side of the room for documentations and secretariat with 2 chairs;
* Paper pads and pens to be provided for each participant;
* High-speed Internet connection accessible for participants and the Wi-Fi code (if any) visible for all participants;
* Drinking water and glasses for people (average 1 litre per person per day) in the conference room, with no single-use plastic.

Payment terms:

* Payment will be 100% upon complete delivery of service
* The supplier shall provide with invoice, the payment will be made with 30 days of the receipt of the invoice
* The quotation must be exclusive of VAT and other applicable indirect taxes