

Date: September 6, 2022

TERMS OF REFERENCE for a Business entity to provide logistic services

About REG

Regional Exert Group on Migration and Health in Eastern Europe and Central Asia was established by civil society activists and researchers to develop an expert position that would help improve the quality of life of international migrants in the countries of the region. The aim of the group is to provide expertise to ensure continuous access of mobile populations to health services along the entire route from countries of origin to countries of destination in the EECA region.

The goals of the Regional Expert Group on Migration and Health are the following:

- To conduct research to assess the health situation of migrants and access to healthcare services;
- To present research results to the public and discuss evidence-based arguments with decision-makers, representatives of civil society, the academic community, and international organizations;
- To initiate and support expert dialogue to foster cross-border cooperation between sending and receiving countries of migration, as well as creation of bilateral and multilateral agreements in the area of mobile populations health;
- To create a common information space for cross-border cooperation.

REG, registered in Georgia, is a public non-profit association consisting of individual expert members, an Advisory Council, country representatives, as well as an Executive Committee that coordinates the activities of the REG. For details, pls. follow <http://migrationhealth.group/en/>

The objective of the assignment

To provide logistical and administrative support in the organization of three events: International Round Table in Kazakhstan (October, 2022) and Tajikistan and Armenia (December, 2022).

Scope of work (services will include but not be limited to):

Event in Kazakhstan, Almaty (October, 2022)

- Booking and buying of air tickets for two international participants (Moscow-Almaty-Moscow)
- Booking and buying of air tickets for 4 local participants in Kazakhstan
- Taxi for 4 national participants airport-hotel-airport in Almaty
- Accommodation for 6 participants (6 participants for 2 nights)
- Venue for the meeting in a Round Table format for 30 participants (highly preferable in the same hotel where participants are staying)
- Lunch and 2 coffee-breaks for 30 participants

Event in Tajikistan, Dushanbe (December, 2022)

- Booking and buying of air tickets for one international participant Moscow-Dushanbe-Moscow
- Medical travel insurance for 1 participant
- Booking and buying of bus/train/air tickets for 4 local participants
- Taxi for all participants (5) train station\airport-hotel-train station/airport in Dushanbe
- Accommodation for 5 participants: 4 participants for 1 night, 1 participant for 2 nights
- Venue for the meeting in a Round Table format for 25 participants (highly preferable in the same hotel were participants are staying)
- Lunch and 2 coffee-breaks for 25 participants

Event in Armenia, Yerevan (December, 2022)

- Booking and buying of air tickets for one international 2 participants Moscow-Yerevan-Moscow
- Medical travel insurance for 2 participants
- Taxi for 2 participants airport-hotel-airport in Yerevan
- Accommodation for 2 participants for 3 nights
- Venue for the meeting in a Round Table format for 25 participants
- Lunch and 2 coffee-breaks for 25 participants
- ***Please include in the costings rate the Agency fee.***

Duration of the assignment:

- The work is expected to start after the signature of the specific agreement with Service provider till the 31 December, 2022.

Requirements:

Legal requirements

- status of Business entity under the legislation of Georgia

(if the Business entity meets the eligibility criteria, then (s)he will be accepted to the qualifications and price offers evaluation):

Qualification requirements:

General qualifications (30%):

- Proven experience (2 years) in organizing and implementing of international business events;
- Work experience with projects financed by international organizations will be an asset. Relevant experience (60%):
- Experience in organizing and implementing of travels at international level will be an asset;
- In case the service provider is going to involve affiliated business entities (other Private Entrepreneurs) information about such entities should be provided. The affiliation of such parties must be confirmed by the official letter from the service provider;
- Availability of own resources needed to ensure the provision of services (managing and administrative personnel, etc.);
- Availability of the database with external resources to ensure the provision of services. (set agreements with hotels, airlines, logistic, and transport companies); Other qualifications (10%):
- Good communication and computer skills;
- Excellent knowledge of English and Russian languages.

The Business entity should be able to perform the entire assignment.

Application Process: Interested candidates are required to submit the following documentation:

- Estimate for requested services (3 Round-tables)
- Extract from Registry of Entrepreneurs Legal Entities
- Information about availability of own resources necessary for the provision of services
- The list of the largest customers during the 2021-2022;
- Letters of recommendation for 2021-2022 from companies/organizations (if applicable);

All documents should clearly describe qualifications, experience and skills and be submitted electronically to Zinaida Abrosimova, REG project Coordinator abrosimova@gmail.com;

The deadline for receipt of your expression of interest by indicated e-mail: September, 20 2022, 18:00 Tbilisi time.

Late proposals will be rejected.

Prior to submitting the application, please review the Code of conduct for suppliers: https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf

Deliverables and Documents:

The Provider will provide depending on the application the following deliverables:

- Financial documentation according to legislation

Payment: The payment will be made for **each particular event** on the basis of the Invoices. The payment will be made in national currency based on bank rate of actual conversation.

Force-Majeure:

The REG and Business entity shall not be liable for improper performance or nonfulfillment of the terms of the Contract in case that such improper performance or non-performance is caused by force majeure circumstances, which are beyond the reasonable control of the REG and Business entity and do not depend on their will. The following circumstances are considered as force majeure: hostilities in the country of holding the event; earthquakes, floods, tornadoes, hurricanes and other natural disasters that would prevent the implementation of the provisions of this Agreement by the Business entity.

In case of impossibility of carrying out the event due to force majeure circumstances, the Business entity undertakes to notify the REG in writing and reimburse the paid cost of the event, except for the actual expenses incurred by the Business entity, within a period no later than three banking days after such notice.

Termination of the Contract:

The REG and Business entity has the right to terminate the operation of the Contract ahead of schedule, having previously notified in writing to the other party one month in advance.