



TERMS OF REFERENCE

Venue provider

Location: Coastal Akkar, Lebanon
Project Title: AFDAL phase IV
Coordinates with: Paty Nakhle

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Objective

AFDAL phase IV financed by WFP and implemented by Care International Lebanon and Fair Trade Lebanon, aims to enhance resilience to climate change/shocks, increase productivity, access to market, and overall improve employability and income generation opportunities within the food system in Akkar Lebanon.

FTL is seeking a venue in coastal Akkar (between Minieh and Tal Abbas) that accommodates up to 100 participants for a 4-hours event on the 1st week of October 2024. The goal of this activity is to organize a matchmaking/market linkage event aiming to bring together farmers, cooperatives, restaurants, identified businesses, and potential buyers to showcase products, network, and establish business connections.

2- Outcomes

Provide a venue that accommodates up to 100 participants for a 4-hours event during the 1st week of October (30/09-4/10). The exact dates will be confirmed later.

3- Requirements

- Round tables to fit up to 10 people per table.
- Chairs.
- Projector.
- Screen.
- Microphones for speakers
- Stage or podium
- Flipcharts and pens.
- Material and stationary for participants
- Welcome coffee at the start of the event (water, tea, soft drinks, coffee)
- Sweet and salty mini-bites at the end of the event.
- Good Internet connection.

- Accessible facilities for people with disabilities. (elevators and access ramps)
- Good ventilation system.
- Free parking for project participants.

4- Legal qualifications

- Commercial Circular
- Fiscal Certificate of Incorporation at the Ministry of Finance
- VAT Certificate of Registration (if applicable)
- ID of company's authorized representative(s)

5- Payment Terms

- Payments will be made through bank cheques.
- Payment will be made within 15 to 20 business days after the last delivery and submission of the final invoice.
- The cheque amount will be subject to applicable bank fees.

6- How to apply

- Please submit the offer to include all the abovementioned requirements.
- Please submit documents related to legal qualifications.
- **Please provide pictures of the space.**

to: procurement@fairtradelebanon.org

Only selected venues will be contacted.