



## TERMS OF REFERENCE

### Venue provider

**Location:** Lebanon – Bekaa Region  
**Project Title:** Permasoil  
**Coordinates with:** Vincent Bou nader  
**Activity start date:** 14 October 2024  
**Activity end date:** 17 January 2025  
**Contact:** [procurement@fairtradelebanon.org](mailto:procurement@fairtradelebanon.org)

### SCOPE OF WORK

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#### 1- Objective

The project aims to enhance agricultural sustainability in vulnerable communities using permaculture for climate resilience. It involves young people, runs community awareness campaigns, and utilizes permaculture techniques for effective water management. Additionally, it engages local stakeholders to tailor project technologies to their specific needs and conducts educational programs about climate change and sustainable farming.

FTL is seeking a venue in Zahle Bekaa area that accommodates up to 30 participants to conduct 35 training sessions of 4h each. The goal of this activity is to provide capacity building training sessions to young farmers in Zahle area.

#### 2- Outcomes

Provide a venue that accommodates up to 30 participants for 4-hours sessions from October 14 till January 17.

#### 3- Requirements

- U-shaped table setup and/or round tables depending on training.
- Chairs.
- Projector.
- Screen.
- Welcome coffee at the start of the event
- Sweet and salt mini-bites at the end of the event.
- Good Internet connection.
- Accessible facilities for people with disabilities.
- Good ventilation system.
- Free parking for project participants.
- Flipcharts and pens.

#### **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 including all the abovementioned requirements.
- Please submit documents related to legal qualifications.
- Please submit Acknowledgement letter of payment modality
- **Please provide pictures of the space.**

to: [procurement@fairtradelebanon.org](mailto:procurement@fairtradelebanon.org)

Only selected venues will be contacted.