



TERMS OF REFERENCE

Venue Rental and Refreshment Services for Training Sessions in Akkar

Date 11 February 2026

Location: Akkar, North Lebanon

Project Title: Sustainable and Inclusive Livelihoods in Agriculture SILA

Contact: procurement@fairtradelebanon.org

Date of Posting, if applicable: 20 February 2026

Deadline for Submission: 28 February 2026

SCOPE OF WORK

Project Background

The Sustainable and Inclusive Livelihoods in Agriculture (SILA) project funded by Swisscontact and implemented by Fair Trade Lebanon (FTL) is a 1-year project that aims to improve livelihoods in Akkar by strengthening the capacities of smallholder farmers, livestock and poultry producers, Agri producers, and post-harvest facilities, while improving their access to sustainable market systems. Through market assessments, targeted capacity building, coaching, and facilitated market linkages, SILA supports stronger local value chains, promotes sustainable production and better use of local resources, and encourages the inclusive participation of women and vulnerable farmers to enhance long term resilience and income generation.

1- Summary

Fair Trade Lebanon is seeking a qualified service provider to supply venue rental and refreshment services for up to 15 training sessions under the SILA project in Akkar.

2- Objective

The objective of this procurement is to secure suitable venue rental and refreshment services for up to 15 capacity building sessions, each accommodating up to 30 participants noting that the number of participants per session may vary depending on attendance, to be conducted between April and June 2026, ensuring a safe, accessible, and appropriate learning environment.

3- Technical Specifications

Venue Rental Services

The service provider shall provide:

- A training hall located in Akkar Governorate, preferably in or around the Kobeyat area. Some sessions may take place in coastal Akkar including Aabdeh. Exact locations and schedule will be communicated prior to implementation.
- Capacity to accommodate up to 30 participants.
- Appropriate seating arrangement suitable for training purposes (classroom or round table format).
- Tables and chairs for participants and trainer.
- Projector and projection screen.
- Sound system, if required.
- Flipcharts and markers.
- Reliable electricity supply throughout the session.
- Adequate lighting and ventilation.
- Clean and functional sanitation facilities.
- Safe and accessible venue location.
- Free and safe parking for participants.
- Availability for up to 15 full-day sessions between April and June 2026 (exact dates to be confirmed in advance).

Refreshment Services

The service provider shall provide:

- Coffee and tea.
- Bottled water for participants.
- Light snacks including both savory and sweet items for up to 30 participants per session.
- Delivery to the training venue locations in Akkar (Kobeyat or Aabdeh as applicable).

Note: Refreshments to be provided for up to 30 participants per session. The exact number of participants will be confirmed prior to each session.

4- Requirements & conditions

- Provide a signed and stamped quotation clearly indicating:
 - Venue rental rate
 - Price per person for refreshments
 - Any additional applicable charges
- Confirm availability between April and June 2026.
- Ensure full readiness of the venue and refreshments prior to the start of each session.
- Maintain cleanliness, hygiene, and safety standards throughout the service period.
- Provide refreshments prepared and handled in accordance with basic food safety and hygiene standards.

- Ensure flexibility in scheduling in coordination with FTL, with dates communicated in advance.
- Deliver services strictly according to the agreed schedule and specifications.
- Notify FTL in advance of any operational issues that may affect service delivery.
- FTL reserves the right to adjust the number of sessions and number of participants per session based on operational needs.

5- Company Qualification

The company must have the following valid legal documents:

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

6- Evaluation

The quotation's evaluation process will consider following with assigned weights:

- Financial 50%
- Technical 50%

7- Payment Terms

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

8- How to Apply

Applicants are requested to send:

- Detailed quotation as per requirements
- Legal documents as specified in section 5 (Company Qualification)
- Acknowledgment letter of payment modality

via email to: procurement@fairtradelebanon.org

Only selected candidates will be contacted.