



TERMS OF REFERENCE (TOR)

FOR

PROVISION OF CATERING EVENTS MANAGEMENT FOR PERIOD 2024-2025

JULY 2024

1.0 Background Information

1.1 About Amref Health Africa

Amref Health Africa is an independent non-profit, non-governmental organization (NGO) founded in 1957. The organization has country offices in Kenya, Uganda, Tanzania, South Africa, Ethiopia and Southern Sudan.

Amref's vision is creating a lasting health change in Africa and its Mission is to improve health and healthcare in Africa so that every African can enjoy the right to good health, by helping to create vibrant networks of informed communities that work with empowered healthcare providers in building strong health systems.

The purpose of this evaluation is to assess various applications from qualified service providers who have the requisite capacity to work with Amref Health Africa for the next two (2) years to provide catering services to Amef HA within Juba County. The service will entail provision of tea and snacks and lunches during meetings.

1.2 Objectives:

To facilitate and organize the quality delivery of the day-to-day events and executed large-scale events, Amref Health Africa in South Sudan.

The principal objectives are to:

- Ensure quality service to organize conferences, workshops, training, meetings and accommodation in a timely and efficient manner.
- Ensure that the facilities such as the conference hall, information technology, and catering meet Amref standards of such events as per requirements.
- Ensure that the implementation process is consistent with the established timeline of the event.
- Ensure the events are well grounded in the local context and cultural sensitivity

1.3 Locations

Amref Health Africa supports health development interventions in all the ten states of South Sudan therefore the service provide shall be required to provide services at any requested location within South Sudan however, frequent services shall be required within Amref operational states/ Locations.

Currently, Amref has physical field offices in 6 states, namely;

- Warrap State (Tonj East, South & North)
- Western Bahr el Ghazal State (Wau),
- Eastern Equatoria State (Greater Kapoeta),
- Central Equatoria State (Juba)
- Western Equatoria State (Yambio, Maridi, Ibba and Mundri).

2.0 Scope of work

The service provider should provide full fledged event management support ensuring smooth preparation and execution. Upon the requirement, the service provider shall identify a suitable location and venue with other required service providers and present up to 3 options to offer (where possible) for consideration and approval.

The service provider will work closely under the overall supervision of Amref to provide services as below;

- In line with the program requirement, catering event Management service provider to ensure that the quoted offers meet the minimum specification requirements for venue, catering, equipment etc. and for each request will be provided/agreed in writing prior to commencement of the services.
- To make timely arrangements for serving meals (lunch, coffee breaks, dinner, reception) in line with the approval. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.
- To support obtain approval for events venue based on proper local authority regulations
- Appoint one of their employees as a focal point and another one as an alternate focal point for coordination and communication from the beginning till the completion of the event.
- Must ensure that the recommended venues are accessible and inclusive, have an acceptable security system (including fire safety system), outside lighting of territory, space for temporary parking, heating, A/C and ventilation systems, and an elevator (for cases when the venue is on 2nd floor or higher), water closets nearby the event room. The services shall also include seating arrangements, set-up of dais/podium, proper sound system etc

- To make timely arrangements for and ensure requested internet connectivity, electronic and audio-visual equipment are rented, installed, and fully functional (screen, LCD, pointers, notebooks/laptops, desktop, printers, photocopy machine, conference system, the system for simultaneous translation, tape recorder, lightning, cable extension, etc.). Specific requirements for each request will be provided/agreed in writing prior to the commencement of the services.

3.0 Duration of the Contract

The proposed contract duration shall be 12 months

4.0 Charges:

The catering events management service provider shall quote the cost of requirements including but not limited to below options;

No	Particulars	Catering Events Rates
		(USD)
1	Assorted tea (Milk, Coffee and black tea) with snacks	
2	Water	
3	Soda	
4	Hall Hire (with good internet connectivity, projector and public address system)	

5.0 Modification and Withdrawal of Proposals

The bidder may withdraw its proposal any time after the proposal's submission and before the submission deadline, provided that written notice via email of the withdrawal is received by Amref HA prior to the closing date.

- Email for withdrawal of proposal: tender.ss@amref.org;

No proposal may be modified after the closing date for submission of proposals, unless Amref HA has issued an amendment to the RFP allowing such modifications.

6.0 Evaluation of Proposals

A two-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any focus on or comparison of price.

The technical and financial evaluations of proposals will be accomplished by the tender committee. The tender committee will evaluate all proposals which have passed the Preliminary Examination of Proposals.

6.1 Technical Evaluation

The technical evaluation of the proposals will include:

- At least 5 years of experience in catering events service provision and management such as conferences, workshops, trainings, webinars, round table debates etc. to NGOs within locations outside Central Equatoria State.
- Provide copies of company registration and legal Documentations (Tax clearance certificate, operation license etc) in accordance with South Sudan
- Organizational/company profile with brief description of the organization, institutional capacity including company staff chart and an outline of recent experience in providing events management services
- Minimum 3 proofs of recent experience in managing large scale national / international events. Proofs should include information on event profile, budget, audience type, events management services provided and team structure that supported the event management.
- Minimum 3 reference letters from recent clients (including government institutions or private sector companies)

Technical Scoring and Weighting System: 60%

6.2 Financial Evaluation

During the Financial Evaluation, the price proposal of all bidders who have passed the Technical Evaluation will be compared, according to the following scoring and weighting system.

Financial Scoring and Weighting System: 40%

7.0 Proposal Submission

Submit your proposal **on or before August 5, 2024 at 10AM C.A.T (Juba Time)** through email address herewith indicated as: tender.ss@amref.org; clearly marked with the subject title; **“PROVISION OF CATERING EVENTS MANAGEMENT FOR PERIOD 2024-2025”**

