Terms of Reference

<table>
<thead>
<tr>
<th>Title of Activity:</th>
<th>Workshop to finalize the Health Financing Strategic Directions for Sri Lanka</th>
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<tbody>
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<td>Dates:</td>
<td>17 - 18 November 2023</td>
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The selected venue for the above programme is responsible for the following;

Main conference room

- Number of pax for day 1 (17 November) - 40
- Number of pax for Day 2 (18 November) – 70
  (Exact number of pax to be informed by WHO close to the dates)
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noise.
- To provide conference hall and facilities from 8.00 am to 5.00 pm on 17 and 18 November 2023
- To provide conference package including lunch and tea and snacks and running tea corner on both days for the specified number of pax as above
- Conference venue should be backed up by a power generator in case of power outage.
- Seating arrangement – Cluster style; 6 seats per table
- Notepads, pens/pencils, glass water bottles, drinking glasses and mints to be placed for each table on all days

Accommodation

- To provide accommodation on 17 November for one night (single occupancy, half board basis – dinner and breakfast) for 40 pax – the exact number of pax to be informed by WHO close to the dates

Audio-visual

- To provide the following on each day;
  - Steady internet connection + WiFi
  - Podium with microphone
  - Multimedia projector and a screen (10x10 ft)
  - FM Microphones (5 nos.)
  - Extension cords for setup of the above
  - Flip-charts (x5) with stand and paper
  - An IT technician to be present on all days

Meals and refreshments

- Provide safe and hygienic food at all times according to standard food safety practices.
- Lunch to be provided at 12.30 pm on both days
- Tea with snacks (two savory and one sweet item) to be provided on all days (morning tea – 10.30am and evening tea 3.30pm)
- A banquet steward should be available throughout the sessions.