**Terms of Reference**

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<td>Dates:</td>
<td>19 - 22 May 2024 (19 May Pre workshop session)</td>
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Please respond to the request by filling the template in Annex A below together with Annex 2 (Confidentiality undertaking) and Annex 3 (Vendor Information Form) in the Request for Proposal document.

The selected venue for the above programme is responsible for the following;

**Pre-workshop session: 19 May 2024**
- Large enough to accommodate **20 pax**.
- To provide conference hall and facilities for 20 pax from 8.00 am to 5.00 pm on **19 May 2024** – the exact number of pax to be informed by WHO close to the dates.
- To provide conference package including lunch and tea with snacks on **19 May 2024** – the exact number of pax to be informed by WHO close to the dates.

**Main session (20-22 May 2024)**
- Large enough to accommodate **100 pax**.
- Venue of the conference to be set up with natural lighting, good ventilation, no external disturbances such as loud noises.
- To provide conference hall and facilities for 100 pax from 8.00 am to 5.00 pm on **20 - 22 May 2024** – the exact number of pax to be informed by WHO close to the dates.
- To provide conference package including lunch and tea with snacks on **20 - 22 May 2024** – the exact number of pax to be informed by WHO close to the dates.
- Conference venue should be backed up by a power generator in case of power outage.
- Seating arrangement – Round table cluster 8 persons per table
- Notepads, pens/pencils, glass water bottles, drinking glasses and mints to be placed for each table on all days
- To comply with any other arrangements that may be requested time to time by the organizers.

**Accommodation**
To provide accommodation during the program
- **19 - 21 February 2024**: Accommodation (single occupancy, half board basis) for 10 pax for 3 nights – the exact number of pax to be informed by WHO close to the dates.
Cost for extra breakfast, lunch to be quoted per pax.

Audio-visual

- To provide the following on each day;
  - Podium with microphone
  - FM Microphones (x6)
  - 2 screens and 2 multimedia projectors
  - Power outlets for each table
  - 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 each day
- Lunch should be provided at a restaurant/ venue outside the conference room
- Tea with snacks (two savory, one sweet) to be provided on all days (morning tea – 10.30am and evening tea 3.00pm) with vegetarian options
- A banquet steward should be available throughout the sessions.

Venue location: within Colombo city limits