

2025 AND 2026

RfS EVENTS 2020-28440

TERMS OF REFERENCE – PART A

1 BACKGROUND INFORMATION

The Portuguese-speaking African Countries and East Timor (PALOP-TL) are an informal group of six countries with a common historical and linguistic background (Angola, Cape Verde, Guinea-Bissau, Mozambique, São Tomé and Príncipe, East Timor) corresponding to around 70 million inhabitants. The PALOP-TL Group has no legal personality and does not have a permanent management structure or executive secretariat.

The PALOP-TL - EU co-operation aims to strengthen the relationship between Portuguese-speaking African Countries and East Timor with the EU and its Member States. It has been active since 1992 (for the PALOP countries) and was extended to East Timor in 2007. It is based on historical and cultural affinities, with the foundation of the official language and the common traits that characterise the inherited system of governance, particularly in public administration, justice systems and management of public finances.

Under the 11th EDF, cooperation between the EU and its Member States with the PALOP-TL was based on a Regional Programme. The (last) Multiannual Programme 2014-2020 PALOP-TL/UE had a financial envelope of EUR 30 million. In the framework of the current EU programming cycle under the new instrument NDICI-Global Europe 2021-2027 there is no longer a specific programme for PALOP-TL, but this cooperation continues under the Sub-Saharan Africa Regional Indicative Programme (SSA RIP).

Since 2017, the National Authorising Officer (NAO) of Mozambique is in charge of the Group's coordination. Regular coordination meetings ("technical meetings") between the PALOP-TL NAOs and the EU were held twice a year, aiming to give orientations to the programme and ensure its efficient implementation. Until 2021, these meetings were followed by a yearly Ministerial (NAO) meeting. Due to Covid-19, no Ministerial meeting was held in 2020; the 2021 Ministerial meeting took place in Bissau; and the last Ministerial meeting took place in March 2023 in Brussels. At that occasion, the EU's proposal to organise technical meetings yearly (instead of semi-annual) and the Ministerial meetings bi-annually (instead of annual) was agreed. It was also agreed that the next XV Ministerial Meeting of the PALOP-TL with the EU would take place in Timor-Leste in 2025. The Ministerial meetings are chaired by the Presidency (that rotates annually among the PALOP-TL countries). The Ministerial meetings sit at the same table representatives of the 6 countries at Minister level together with a representative of the EU. Until 2019, the Director General of INTPA represented the EU side, but since 2021 the Managing Director for Africa of the EEAS represented the EU too and discussions were held on political issues too such as "Peace and Security" in 2021 and Mozambique's mandate at the UN Security Council in 2023. The 2021 Ministerial Meeting identified 3 strategic areas for cooperation between the PALOP-TL and the EU for the period 2021 – 2027: i) Economic and financial governance; ii) Strengthening the Rule of Law; and iii) Culture and employment.

In this framework, the regional multi-annual indicative programme for Sub-Saharan Africa included an amount allocated to support actions to accompany the EU cooperation with PALOP-TL countries including i) technical assistance, and ii) the continuation of technical and ministerial meetings, allowing political and policy dialogues. While a parallel SEA2023 RfS is being launched to mobilise the technical assistance that will monitor and dynamise PALOP-TL cooperation, the present RfS Events 2020 seeks to cover the technical and ministerial meetings planned for the 2025-2026 period, that is: i) a technical and ministerial meeting to be organised back-to-back in Timor Lest in 2025; and ii) a technical meeting to be organised tentatively in Angola in 2026 (this choice is subject to change and the exact location will be confirmed end of 2024/beginning 2025). The meetings will bring together the stakeholders from the PALOP-TL countries and the EU to assess progress on PALOP-TL programmes and for political and policy dialogue.

2 OBJECTIVE, PURPOSE & EXPECTED RESULTS

➤ Global objective

The overall objective is to contribute to the political and policy dialogue and coordination between the EU and the PALOP-TL countries towards the advancement of their partnership, by organising a Ministerial meeting, back-to back with a technical meeting in 2025 and a technical meeting tentatively in Angola in 2026 (exact dates and place to be confirmed).

➤ Specific objective(s)

The specific objective of this contract is to coordinate and organise the logistics linked to the technical and ministerial meetings in 2025 (technical/ministerial) and 2026 (technical). The events will have a “hybrid” format, including participants both in person and online. In-person participation is expected to be as follows:

- Technical/Ministerial Event 2025: participants financed by this contract include around 36 participants from PALOP-TL partner country (6 per country, including the host country) as well as an event organiser, interpreters and potential speakers and/or local support staff. In addition, approximately 20 additional participants funded outside this contract will attend the event (Representatives from INTPA, EEAS, 6 EU Delegations, project);
- Technical Meeting 2026: this contract will finance around 24 participants from PALOP-TL partner country (4 participants per PALOP-TL partner countries), event organiser, interpreter and potential speakers. In addition, around 10 additional participants funded outside this contract will also attend the event (e.g. Representative from INTPA, 6 EU Delegations, technical assistance and projects).

The specific objectives of the meetings are:

- ✓ Discuss, at high-level, political and policy priorities of the PALOP-TL partnership with the EU, and the progress made in addressing them. These discussions would provide guidance for more in-depth policy dialogues.
- ✓ Inform and share the progress achieved under the EU funded PALOP-TL programmes, taking stock on their implementation, and present new/upcoming projects and discuss ideas for future engagements.
- ✓ Encourage ownership of programmes by all stakeholders at regional and national level.

All EU funded actions must promote the cross-cutting objectives of the European Commission (EC): environment and climate change, rights based approach, inclusion of persons with disabilities and indigenous peoples, and gender equality.

➤ **Requested services, including suggested methodology**

Professional quality event management services, from the planning of the events until the post-event evaluation reports. The services shall include:

Event Concept:

Based on the agenda, dates, selection of speakers and participants (around 60 persons in total for the 2025 event and 35 in total for the 2026 event) by the Contracting Authority, the Contractor prepares an event concept for each event and submits it to the Contracting Authority for feedback and approval at least 12 weeks before the event start date.

Providing participant management services, including:

Pre-event services:

- Production (in close cooperation with the Contracting Authority) and distribution of invitations.
- Creation/customisation of a registration form
- Sending of information, reminders or other e-mails to registered participants, including a practical information document with details on transport, hotel, event venue, organisational information before, during and after the event and contact details of an on-site event manager.
- Responding to participant and organiser questions (telephone, e-mail) within 24 hours on working days.
- Liaising with the EU Delegation in Mozambique regularly to update on the participants confirmation and any special requirement from their side.
- Providing real-time information on registrations, including per category of participant (VIP, VVIP, other), in the form of spreadsheets or other file formats.
- Pre-printing participant badges.

On-site services:

- Providing fast and efficient accreditation with the possibility for instant on-site issue of badges. All participants should be scanned on entry and exit to monitor participation, and all materials to support this provided. The welcome desk should have enough staff, equipment and material to ensure that all registered participants can be processed within maximum 30 minutes. Welcome staff for the registration desk falls under the provisions on local staff.
- Providing environmentally friendly badges.
- Management and supervision of on-site registrations.
- Monitoring access to break-out rooms (if needed).
- Providing user guides and briefing for remote speakers.

Post-event services:

- Collecting feedback/survey from participants, on logistics and content

Communication Plan

Creating and implementing a **multi-channel communication plan** for the events, in close coordination and collaboration with the Contracting Authority. The needs will be different for the Ministerial than the technical meeting. The communication plan for the Ministerial (only) will notably include, media (including social media) management and reporting (1 day). A website for the event is not required. Videos of the events are not required. Any graphic work needs to comply with the inter-institutional style guide and the European Commission visual identity rules published on the internet. Visual style should be in line with the Commission's overall visual style so that there is clear consistency with other communication outputs. This may include, among others, compiling content from the various contributors (e.g. bios, PPTs, background information, etc.), translations from/to Portuguese from/to English and producing conference documentation (pre and post).

Venue Search and Rental

Renting a suitable venue (in terms of furniture, audio-visual, IT equipment, etc.), including a plenary room, breakout/workshop rooms as needed for the preparations of the Ministerial meeting, and catering spaces. Venues should be accessible for people with disabilities and should be preferably well connected to public transport. Preference should be given to venues with environmental certification (e.g. EMAS, Green Key, EU Ecolabel, ISO 14001)

The estimated number of days of conference room to be foreseen is estimated at 2.5 for the back-to-back technical and Ministerial meeting in Timor Leste and 1.5 for the technical meeting in São Tomé and Príncipe (tbc). The Ministerial meeting should foresee appropriate protocol and decoration (e.g. flags).

Audio visual and IT equipment

Assessing technical possibilities and limitations of the venue (pre-event), analysing existing equipment and checking it against the audio-visual and IT equipment required for each hybrid event, including simultaneous interpretation equipment, as well as presence during at least two half-day preparatory meetings, during the set-up, the event itself and dismantling if needed. Identifying a platform that meets the needs of the hybrid event (compatible with Commission systems) and meets Commission data protection requirements. Video recording of the event is not needed. Photograph is needed.

Catering:

Ensuring quality catering on the event premises, including soft drinks, coffee, lunch and dinners as requested. *A priori*, each day of meeting will foresee 2 coffee breaks, and a lunch for participants (max 60 participants in 2025 and 35 in 2026). In Timor Leste, the day after the ministerial meeting, there will be a group visit of a project. Catering needs to be foreseen. Specific requirements will be detailed for each event/meeting.

Signposting

Signposting and name plates with interchangeable insert cards might be needed. Specific requirements will be detailed for each event/meeting.

Event Programme

The event programme will be prepared by the EU Delegation Mozambique in coordination with the National Authorising Officer and other PALOP-TL Delegations and with the support of the Technical Assistance for the coordination of PALOP-TL (being contracted under a parallel FWC). The Contractor may need to provide expert services, including provision of speakers, rapporteur and other expert services, to be defined in close coordination with the EUD to Mozambique. In particular, the following expert services might be needed on an ad-hoc basis:

- Interpreters: Interpretation services are required EN-PT. The contractor will be in charge of recruiting interpreters and providing them with the appropriate information and material (agenda, speeches, background documents, etc.). The overall estimated number of days of interpreters to be foreseen is 4.
- Speakers: The services of speakers may be foreseen by the Contracting authority (to be defined closer to the date of the events). The overall estimated number of days of speakers to be foreseen is 3.

Travel, accommodation and per diems:

Provisions for the participants to the events coming from other PALOP-TL countries: travel, accommodation, management of travel and accommodation per participant, management of hotel block booking, hotel rooms, transport, per-diems, assist with obtaining visa.

Contractors will be required to organise travel and accommodation for maximum 30 persons participating in the back-to-back technical/ministerial meeting, and maximum 20 persons participating in the technical meeting. The final number of participants will be confirmed at a date closer to the events. The Contractor will be responsible for all aspects of travel arrangements, including direct contacts with participants, where necessary. The contractor will contact each participant individually to know her/his preferences concerning travel arrangements and accommodation and will demonstrate the necessary flexibility to adjust travels and bookings at very short notice. Air tickets will have to be made available as pre-paid tickets in economy class. Costs will include airport tax and, where appropriate, any charges for making tickets available for collection at the airport of departure.

The Contractor will inform participants of their reservation and send official confirmation by e-mail. The contractor will assist them in case of mission rescheduling including in the course of the missions. Major changes have to be notified to the contracting authority and approved beforehand. No requests for changes will be accepted less than two days before the events unless duly justified. Arrangements for sending tickets or making them available for collection at the airport/station of departure will be done individually between the contractor and participants.

The Contractor is responsible for finding accommodation and making reservations for the participants and their collaborators if needed, based on the indications provided by the Contracting Authority. Hotel reservation must be made in a hotel of appropriate standing, located in/near the place where the event is held. Accommodation will be provided on the basis of the travel schedule (dates of arrival and departure), which the contractor will develop following bilateral contacts with the designated person. If participants are not willing to use

the facility of reservation, they shall notify the contractor in due time. Where a hotel reservation has been made and in case of a "no show" of participants, the potential penalty costs of the hotel will be notified to the Contracting Authority.

The contractor will organise local transport for all participants to attend the site visits that will follow the 2025 Ministerial meeting and the 2026 technical meeting.

Daily allowances are to be paid to participants for each day spent attending events, in accordance with the European Commission per diem rules¹. Extra daily allowances could exceptionally be paid to participants whose itineraries imply the necessity of staying one or two additional night. The Contractor will need the ex-ante approval of the Contracting Authority before agreeing with any participant on such an arrangement. The overall estimated quantity of participants for which a daily allowance is 30 for the technical/ministerial meeting (Timor Leste) and 20 for the technical meeting.

The contractor will also assist participants to obtain in due time any visa (including transit visa where necessary) they may need in order to travel to the venue of the event. Such assistance will consist of providing with all the information and documentation required (e.g. administrative forms) to obtain the necessary visa. Where problems may occur in obtaining a visa, the contractor must inform the Commission immediately, before issuing the travel ticket. Costs for obtaining the visa and possible related expenditure (e.g. medical insurance to secure visa delivery) are covered by this contract. The contractor will have to liaise with the national authorities to ensure that the visa application process is facilitated. Participants who may need this service will vary from one meeting to another.

The overall estimated quantity of participants to the technical/ministerial meeting (Timor Leste) and the technical meeting (São Tomé and Príncipe tbc) needing a visa is approximately 35 and 20 respectively.

Protocol:

The Contractor needs to be aware of protocol rules and apply them in close coordination with the EU Delegations, in particular for the Ministerial meeting in Timor Leste. Services to be provided under the protocol chapter may include:

- Coordinating with attending delegations to organise arrival and departure of VIPs and VVIPs and pass on any other relevant information.
- Providing country flags and flagpoles; nameplates; place cards for meals; invitation cards.
- Production of seating plans in accordance with protocol rules; continuous updating of seating plans, including last-minute changes.
- On-site assistance with seating and management of seating plans.
- Liaising with delegations to coordinate arrivals/departures.
- Providing oral and written briefings on protocol rules to be applied by event staff.

Security:

¹ Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses. If the mission includes a meal provided by or reimbursed by one of the EU Institutions or by another administration or organisation, staff members must mention the fact in their statement of expenses. The daily subsistence allowance will be reduced by 25 % for each lunch or dinner and by 15 % for each breakfast provided. If the participant is receiving only part of the daily subsistence allowance because of the length of the mission, this deduction is made from the amount he or she receives. If, for justifiable reasons, the participant has not attended the meal provided, the authorising officer may decide not to make the deduction.

In particular for the Ministerial meeting in Timor Leste, the Contractor may need to help the EU Delegation in Dili in ensuring security by:

- Analysing and mapping security needs.
- Providing unarmed, male and female security guards (only if needed).
- Liaising with the EU Delegation security
- Liaising and negotiating with local/national authorities in charge of security (police or other).
- Briefing security guards.

Local staff:

The contractor hires local staff for the simultaneous interpretation from/to Portuguese from/to English and to assist with the meeting logistics on-site (e.g. participant management, installation of visibility and other materials at the venue, etc.). The presence of hostesses/stewards may be needed to provide assistance (welcoming the participants, passing round microphones, etc.). The overall estimated number of days of hostesses/stewards to be foreseen is 3 (2 in the technical/ministerial meeting and 1 in the technical meeting).

➤ Required outputs

The following key outputs are expected:

- Quality logistical support for the organisation of the back-to-back technical and ministerial meeting (2025) and technical meeting (2026) is provided.
- Definition of the event concepts.
- Definition and implementation of a communication plan for each event
- Reports of each event.

➤ Language of the Specific Contract

The language of the contract is English.

The services will be provided in Portuguese and English.

➤ Management team member presence required or not for briefing and/or debriefing

Management team member presence (online) is required for briefing before the event, to present and discuss the event concept, and for debriefing, to present the post-event evaluation report.

➤ Contingency margin:

The maximum amount includes a contingency margin of EUR 25 000.

➤ LOGISTICS AND TIMING

Please refer to Part B of the Terms of Reference.

3 REQUIREMENTS

Please refer to Part B of the Terms of Reference.

4 REPORTS

For all other matters relating to reports/deliverables, please refer to Part B of the Terms of Reference.

5 MONITORING AND EVALUATION

Regular meetings will be held between the Contracting Authority and the Contractor between contract signature and the event to discuss all key elements of the contract.

Indicators:

- Quality of the logistical support provided for the two events.
- Relevance and effectiveness of the communication plan for each event.
- Payments in relation to each event are executed transparently, reliably and timely.
- Survey addressed to participants after each event are complied, sent out, collected and analysed.
- Positive evaluation received from participants.
- The validation of final reports by the Contracting Authority.

6 PRACTICAL INFORMATION

Please address any request for clarification and other communication to the following address(es):

delegation-mozambique-fcs@eeas.europa.eu

With cc to:

Severine.ARNAL@eeas.europa.eu;

Mahomed-Anifo.MURARGY@eeas.europa.eu; -

Clara.MOLERA-GUI@eeas.europa.eu

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TERMS OF REFERENCE – PART B

BACKGROUND INFORMATION

1. Benefitting zone

PALOP-TL countries (Angola, Cape Verde, Guinea-Bissau, Mozambique, São Tomé and Príncipe, East Timor).

2. Contracting authority

The European Union, represented by the European Commission

3. Contract language

English

LOCATION AND DURATION

4. Location

The 2025 back-to-back technical and ministerial meeting will take place in Timor Leste. The 2026 technical meeting will take place tentatively in Angola (tbc).

➤ **Event manager:**

- Normal place of posting of the specific assignment: Home-based
- Mission(s) outside the normal place(s) of posting and duration(s): It is estimated that the coordinator will need to be at the place of the event some days before and after the event (e.g. Timor Leste (6 days) and São Tomé and Príncipe (tbc) (4 days))

5. Start date and period of implementation

The indicative start date is 15 January 2025 and the period of implementation of the contract will be 23 months from this date (indicative end date: 15 December 2026). The tentative date for the organisation of the first meeting (in Timor Leste) is Q2 2025.

REQUIREMENTS

6. Expertise

The contractor is responsible for proposing the expertise necessary to implement the specific contract, with at least one individual proposed for the position below:

- **Event manager:**
 - General description of the position: oversight and leadership of the hybrid events. The event manager will work closely with the Contracting Authority to build an event concept and a team for delivery, then oversee implementation, as per the specific objectives of this contract. S/he will ensure that appropriate human, material and virtual resources are deployed to deliver top-quality hybrid events. The manager will oversee the delivery and quality control of all events, and will generate a post-event survey addressed to participants and collect lessons learned from event design and delivery. S/he prepares a post-event report and article, as a final deliverables
 - Expert category: Category 2
 - Qualifications and skills required: a university degree. Excellent communication and interpersonal skills; good computer skills is an asset.
- General professional experience:
 - ✓ a minimum of 10 years of professional experience related to designing and managing hybrid events at international level in a multicultural environment.
- Specific professional experience:
 - ✓ proven experience in international contract management, including sourcing of short-term experts, contracting services, invoicing, etc.
 - ✓ experience relating with EU institutions or international organisations.
 - ✓ experience dealing with protocol services in different countries outside the EU.
 - ✓ Project management skills - experience as team leader in carrying out consultancy; assignments for the EU or other equivalent international development partners (minimum 3 similar assignments).
 - ✓ Proven report writing skills
 - ✓ A good understanding of EU development policy is an asset.
 - ✓ Previous working experience with and in PALOP-TL countries is an asset.
- Language skills: Excellent spoken and written Portuguese and English are required
- Number of working days: 35 day

7. Incidental expenditure

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use covers:

- Venue Search and rental
- Catering
- Travel, accommodation and per diems
- Security
- Local staff

The provision for incidental expenditure for this specific contract is **EUR 307 940**. This amount must be included unchanged in the budget breakdown.

See part A of the Terms of Reference for more details on the use of the incidental expenditure.

8. Lump sums

No lump sums provided for in this contract.

9. Expenditure verification

-An expenditure verification report is required for interim and final payments.

The provision for expenditure verification covers the fees of the auditor charged with verifying the expenditure of this contract in order for the contracting authority to check that the invoices submitted are due.

Tenderers are required to indicate, in their “Organisation and Methodology”, the name and address of the proposed auditor or audit firm that will be in charge of producing the expenditure verification report(s).

The provision for expenditure verification for this contract is EUR 10 000. This amount must be included unchanged in the budget breakdown.

REPORTS

10. Reports requirements

The contractor shall submit an event concept and a post-event report (Annex IV f to the tender dossier) for each of the events. All draft reports and draft outputs shall be submitted to the Delegation of the European Union in Mozambique, in electronic form by e-mail. No hard copies are required.

The Delegation of the European Union in Mozambique reserves the right to request the necessary additional revisions of the reports in order to reach an appropriate outcome and quality control requirements. The Delegation of the European Union in Mozambique will submit comments within 5 working days of the submission of the event concept report and 3 weeks after the receipt of the post-event report. The revised post-event report incorporating comments shall be submitted within two weeks from the date of receipt of the comments. All the reports will be submitted electronically.

Title	Content	Language	Submission timing or deadline
Event concepts (for each of the 2 events)	<ul style="list-style-type: none">- Identifying the different services needed for a successful event.- Timeline of event preparation including key dates and delivery of production milestones.- Establishing and working on a script for the event.- Proposal of the communication plan	PT	12 weeks before the event start date

	<ul style="list-style-type: none"> - Method for measuring results and recommended KPIs. 		
Final report of the technical and Ministerial meetings in Timor Leste	Reporting on services provided and the results obtained, including the results of the survey addressed to participants, information of the results of the communication plan (media coverage, etc), lessons learnt.	PT	2 months after the event
Final report of the technical meeting in Angola tbc	Reporting on services provided and the results obtained, including the results of the survey addressed to participants, information of the results of the communication plan (media coverage, etc), lessons learnt.	PT	2 months after the event