

Terms of reference - Final Event for Grantees

Emergency Support for Ukraine (ESU)

February 2024

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1. Context of the Project

ERIM is a French-registered non-profit, non-governmental organisation providing innovative projects to improve the quality of education, strengthen independent media, foster pluralistic civil society development, and reduce conflict. ERIM's approach emphasizes partnerships with local development organisations to expand capacity, build sustainable institutions and affect change through training, partnerships, education, research, and grant projects.

2. Objectives of the Project

The ESU+ program is a 24-month project, starting in May 2022, funded by the European Union and run by ERIM. The project aims to strengthen the resilience and effectiveness of war affected CSOs and civil society actors affected by the war in Ukraine, including independent media and human rights defenders.

Donor: EU

Title: "Emergency Support to civil society and media in response to the Ukraine war" (ESU)

Duration: 2 years

Location: Ukraine and host countries (such as Moldova, Georgia and Armenia).

The target groups of this project are:

1. Ukrainian civil society organisations (CSOs)
2. Ukrainian civil society actors
3. CSOs and Civil Society Actors (as per the definitions in 1 and 2 above but not in Ukraine,) in host countries working to support Ukrainian refugees.

The project will end in May 2024, and ERIM would like to organize a final event to bring together grantees before the end of the project, offering an opportunity to reflect on the implementation and impact with beneficiaries, as well as encourage networking between organizations.

3. Objectives of the Final Event

The Final Event will be an opportunity to reunite several grantees of ERIM supported throughout the ESU project.

The **main goal** is to encourage networking and collaboration between project's grantees that could last after the end of the project.

Specific objective N°1 of the Event: Gather inputs from grantees about the project, formulate conclusions, and collect lessons learned from their involvement and insights.

Specific objective N°2 of the Event: Encourage capacity building, exchange of experience and working groups between the grantees.

Specific objective N°3 of the Event: Provide the grantees with opportunities for detaching from constant stressful situation, recover, share experiences, and prioritize their well-being".

4. Description of the Event

Location	Ukraine (western Ukraine, region as safe as possible)
Date	from Friday 12 th until Sunday 14 th of April 2024 (3 days – 2 nights)
Participants	Around 50 participants (From Ukraine) and 3 trainers

5. Organisation of the Event

ERIM is based in Lyon and is looking for a logistic company who could organize this event from Ukraine.

ERIM is looking for a company which could take care of most of the organizing and logistic responsibilities of the event, especially regarding the venue, grantees' transportation, meals and accommodations, logistical support during the weekend of the event (including babysitting service).

ERIM would like to hire a company able to:

- Find a venue in a safe location that could welcome all the participants for 3 days. The venue must include 1 big hall for a group of 50-60 people and 3 small separate rooms for the group work. The venue should also include relaxing areas as pool, sauna, jacuzzi and / or massages for the participants to enjoy anti-burnout activities.
- According to the list of participants provided by ERIM, contact the participants, arrange their arrival to the venue (book or reimburse all the transportation for participants including grantees, ERIM members and Trainer/facilitators of the event).
- Organise the catering service during the retreat with prior consultation about participants' diet.
- Provide a kindergarten service for children during the retreat (if needed; information will be provided by ERIM with the list of participants).
- Take care of Check-in and check-out of participants, group transfer from to and from the hotel on the first and last day if needed.
- Take care of the technical aspect of the event (rent of technical supplies, providing the technical manager (IT manager) on the venue to help with the equipment if needed – may be included in the hotel\venue services)
- Take care of the visibility of the Event (hire a photograph, prepare banner and goodies, gather consent forms etc.)
- Prepare all the materials for the trainings (Flipcharts, paper, markers, pencils, stationary glue, stickers, paper tape, clickers)
- Organizing the anti-burnout during the event for participants (in cooperation with ERIM team).
- Logistical support during the event (at least one manager working on the location during all days of event).

ERIM will be in charge of the program and will take care of hiring the trainers and facilitators who will intervene during the retreat. They should be counted as participants for the logistic.

6. Planning and timeline

PROVISIONAL CALENDAR FOR THE FINAL EVENT

This calendar will be reviewed upon availabilities and opportunities (or restrictions)

Action	Description	Deadline
Submission of proposal	Deadline to apply to the call	Before end of February 2024
Selection	Selection of the company for the event	4 th of March 2024
Meeting	Planning meeting (discuss expectations and organisation)	6 th of March 2024
Start the logistic and planning of the event		
List of participants	ERIM will provide the final list of participants	11 th of March 2024
Coordination and planning of the Event		
Final Event	Beginning of the Final Event	12 th of April

7. Application

Qualifications

- Professional experience in Event Planning
- Experience in conducting events' logistic in a challenging environment.
- Fluency in English and Ukrainian is mandatory.
- Availability and ability to work independently and on a flexible schedule.

The company's application should consist of the following:

- A technical proposal detailing your understanding of the event and your organisation plan for it (maximum 6 pages)
- An Indicative Timetable
- A detailed financial proposal including travel expenses and fees for each team member of your organization.

Please send your application and financial offer by email, mentioning "Final Evaluation ESU" as object, before the end of February 2024 to:

lpoulet@erim.ngo

orazhkou@erim.ngo

idommenko@erim.ngo