



This project is co-funded  
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**MEDUP!**

Promoting social entrepreneurship in the Mediterranean Region

The Hague, 8 October 2021

Invitation to Tender for the Provision of a

## **Logistical and Programmatic Event Support**

To be supplied to Euclid Network

We are inviting submissions to tender to provide logistical and programmatic support to Euclid Network in the preparation and implementation of a multi-day event in the Framework of the MedUP! project in Egypt.

By participating in this tender you are indicating your acceptance to be bound by the guidelines set out in this document.

Please direct any questions regarding the tender to Elena Mertel, MedUP! Project Officer, at [elena@euclidnetwork.eu](mailto:elena@euclidnetwork.eu).

As part of this tender process Euclid Network makes no obligations in any way to:

- (i) pay any vendor for any response; or
- (ii) award the contract with the lowest or any bidder; or
- (iii) accept any information received from vendors; or
- (iv) include vendors responding to this call, in any future invitation; or
- (v) any other commitment to vendors whatsoever.

Any proposal received is subject to contract.

**EUCLID NETWORK**

The European Network for Social Enterprises and Impact Driven Leaders  
Saturnusstraat 14, 2516 AH, The Hague, The Netherlands





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## Euclid Network & MedUP! Project

Euclid Network (EN) features a long history working with social enterprise support organisations and civil society leaders to promote social entrepreneurship. With this expertise we joined the MedUP! project which seeks to promote social entrepreneurship in six countries in the MENA region.

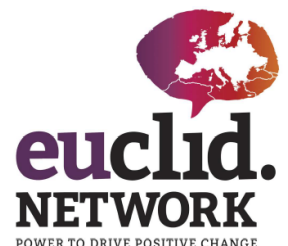
Social enterprises are increasingly becoming important drivers for inclusive growth and play a key role in tackling current economic and environmental challenges. They create jobs in a sustainable manner, mostly locally. Moreover, social enterprises often have a strong focus on social innovation and respond to needs that are otherwise not met, or not met in an optimal manner by public authorities and/or market players.

The MedUP! project, led by OXFAM Italy, seeks to harness that potential by working with a diverse consortium on the Macro-, Meso-, and Micro-Level to promote an enabling environment in the Southern Mediterranean partner countries for the development of the social entrepreneurship sector as a driver for inclusive growth and job creation. Specifically, the goal is to increase economic inclusiveness and employment in Morocco, Tunisia, Egypt, Lebanon, Jordan and Palestine where adequate policies on social entrepreneurship are in place, public-private dialogue and exchanges of practices are promoted and high quality services for social enterprises are provided.

Euclid Network, as one of the MedUP!'s technical advisors, is tasked with the organisation and implementation of a multi-day event in Egypt to facilitate collaborations between key stakeholders of the social enterprise ecosystems in the six partner countries and beyond.

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## Deliverables

### **Logistical and Programmatic Support for Euclid Network's MENA Event** (before and during the event)

The event is planned to take place between 29 November and 2 December in Egypt. Its objective is to bring together a diverse group of key stakeholders of the Social Enterprise ecosystems in the MENA region and beyond.

During the 3.5 days, the approximately 50 participants (mainly representatives of Social Enterprise Support Organizations) will be granted the opportunity to participate in a diverse range of workshops, master classes and brainstorming sessions. In addition to that, Euclid Network envisions to create a safe space for discussions and to create meaningful connections between the participants.

Key responsibilities of the contractor will include but not be limited to:

- researching and booking suitable event locations, accommodation and catering for participants and team
- consult and support EN programmatically in achieving our goal to build a community between the participants, create meaningful connections, provide high-quality knowledge exchange, foster discussions around challenges and visions of the Social Enterprise sector in the MENA region, and reflect upon past activities in the scope of the MedUP! project
- preparation and facilitation of community-building and networking activities
- logistical support such as airport - location transfers and on-site support

The following services will remain the responsibility of Euclid Network:

- communication with participants (including issuing invitations and invitation letters, ensuring financial support, supporting with logistics)
- preparation, content and facilitation of thematic sessions

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## Timeline

We anticipate the following timeline:

Date	Event
8 October 2021	Publication of Call for Tender
17 October 2021	Deadline Proposals
19 October 2021	Decision
20 October 2021	Start Implementation
20 October - 27 November 2021	Event Preparation Phase
28 November 2021	Arrival participants: <ul style="list-style-type: none"><li>- provide logistical support</li></ul>
29 November - 2 December 2021	Event: <ul style="list-style-type: none"><li>- Presence at the event location</li><li>- on-site logistical and programmatic support</li><li>- Facilitation of predefined sessions</li></ul>
2 December	Departure Participants: <ul style="list-style-type: none"><li>- provide logistical support</li></ul>

## Location

The event will take place between 29 November and 2 December in Egypt. Being located in Egypt is a strong asset.

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## How to Respond

Please submit your PDF proposal [here](#) by **17 October 2021, 23:59 CEST**.

Euclid Network reserves the right to disregard any response submitted after the deadline.

Your proposal should be no more than **five pages** and should include:

- Your company profile or CV
- A short portfolio of relevant experience
- Your understanding of the task and working methods
- Financial proposal

Euclid Network reserves the right to modify the provisions of this call for tender at any time prior to the scheduled date for submission of offers. Additional scope and requirements may be added. Notification of such changes will be provided to all vendors.

Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.

By submitting a response, you are committing that you have understanding of the requirements and have sufficiently addressed all aspects of the tender and that you have checked all stated details, such as prices, to be correct and as intended.

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