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MEDUP!

Promoting social entrepreneurship in the Mediterranean Region

The Hague, 23 March 2022

Invitation to Tender for the Provision of
Logistical Event Support
To be supplied to Euclid Network

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

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.

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.



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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 Tunisia to facilitate collaborations between key stakeholders of the social enterprise ecosystems in the six partner countries and Europe.

Euclid Network's project partner [Oxfam Tunisia](#) will be the contracting party.

EUCLID NETWORK

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





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Deliverables

Logistical Support for MedUP! Ecosystem Event

The event is planned to take place in mid- to end-May (preferably 15-19 May). Its objective is to bring together a diverse group of key stakeholders of the social enterprise ecosystems in the MENA region and beyond. Euclid Network envisions creating a safe space for discussions, an inspiring environment for collaboration, and a platform to create meaningful connections between the participants.

During the 3-4 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, as well as (outdoor) community-building activities.

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

<p>Researching and booking suitable</p> <p>a. event location(s) b. accommodation c. catering</p>	<p>a. The event location should</p> <ul style="list-style-type: none"> - be the same as the accommodation of the participants - be able to provide a private meeting area with a capacity for 50 participants, as well as several (at least 4) smaller rooms or outdoor areas for brainstorming sessions in smaller groups - be able to provide basic technical equipment (e.g. projector, loud speakers, etc.) and brainstorming materials (e.g. pens, whiteboards, sticky notes, etc.) <p>b. The accommodation should</p> <ul style="list-style-type: none"> - have capacity to host up to 50 participants in single rooms - be easily reachable from an international airport (max. 2.5 hours drive) - be in good proximity to hospital(s) in case of emergency
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	<p>c. Catering should be provided</p> <ul style="list-style-type: none"> - on the day of arrival in form of a joint dinner - for the full event days, 3 times per day with vegetarian/vegan options and additionally twice per day in form of refreshments (e.g. cold and warm drinks, sweet and savory snacks) - on the day of departure in form of breakfast and lunch.
Researching and booking/facilitating community-building activities	<p>For the second and the third workshop day, we would like to organise two outdoor activities (a. of approximately 2.5 hours incl. lunch; b. over the whole afternoon) and two evening activities. The contractor is asked to suggest suitable options, organise and, if need be, book activities with third party service providers.</p>
Further logistical support	<p>Such as</p> <ul style="list-style-type: none"> - booking of transportation from airport to hotel/venue and/or outdoor activity locations - providing an overview of critical infrastructure (e.g. closest hospitals) and security risk assessment of the area.

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 to arrive in and depart from Tunisia)
- online security briefing prior to the event
- preparation and facilitation of agenda and sessions

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Timeline

We anticipate the following timeline:

Date	Event
23 March 2022	Publication of Call for Tender
1 April 2022	Deadline Proposals
5 April 2022	Decision & Start of Implementation
5 April - mid-May 2022	Preparation Phase
Arrival date (mid-May, exact date tbd.)	Arrival participants: <ul style="list-style-type: none"> - provide logistical support, esp. transportation from airport to venue
Event day 1-4	Event: <ul style="list-style-type: none"> - Presence of a dedicated contact person at the event location to support and align as required - Ensure seamless implementation of outdoor activities by third party
Event day 4 / departure day	Departure Participants: <ul style="list-style-type: none"> - provide logistical support, esp. transportation from venue to airport

Location

The event will take place mid- to end-May 2022 in Tunisia. The exact location shall be decided in consultation with the contractor and based on the above mentioned accommodation and venue requirements.

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Further, the event should ideally take place in a less busy area (thus, not central Tunis) to promote the event's objective to build a strong community of all participants. Additionally, a good infrastructure (especially in terms of airport-location transportation, safety, and access to health care in case of emergency) are crucial prerequisites for the event location.

How to Respond

Please submit your PDF proposal [here](#) by **1 April 2022, 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 proposal - including your understanding of the task and working methods
- A short portfolio of relevant experience
- Your company profile or CV
- 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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