

### Terms of Reference

<b>Project</b>	:	Euromed Clusters Forward (ECF)
<b>Activity Title</b>	:	<b>Venue Rental</b> , Sectoral Events: Promoting Digital Transformation Across Industrial Sectors
<b>ToR Number (Please refer to it when applying)</b>	:	ECF-TOR-Cluster2-D
<b>Location</b>	:	Palestine
<b>Date of Announcement</b>	:	2/7/2025
<b>Date of activity &amp; Completion</b>	:	September 2025

### Leaders International

Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Amman, Tunis and Ramallah, Leaders International provides complete project-management services with a focus on private-sector development, enterprise development, job creation, entrepreneurship, D4D, economic policy dialogue, and tourism value chain development.

### ECF-Project Background

Euromed Clusters Forward is a 4-year project funded by the European Union running until 2026. The aim of this project is to empower clusters in the South Mediterranean region by helping them increase their contribution to the economy.

### Objective

The objective of this ToR is to identify and contract a qualified venue provider capable of hosting a one-day strategic event titled “Enhancing Industrial Innovation Through Digital Solutions” in September 2025 in Palestine. The selected venue must meet the technical, logistical, and hospitality requirements necessary to accommodate up to 200 participants, 35 exhibition booths, and all associated services including audiovisual equipment, internet connectivity, and full catering. This procurement aims to ensure a high-quality environment that facilitates professional engagement, knowledge exchange, and digital innovation showcases.

### Scope of Work

Venue serves for Enhancing Industrial Innovation Through Digital Solutions – September 2025

Event Details	
<b>Event period</b>	01/09/2025
<b>No. of days</b>	1
<b>No. of participants per day</b>	Up to (200) Participants
<b>Arrival date and time</b>	8:30 AM
<b>Leaving date and time</b>	4:30 PM

## Deliverables

- Confirmation of venue booking and signed agreement by July 24, 2025
- Site visit and technical assessment by the event management firm.
- Final setup completed 24 hours prior to each event's start date.
- Availability for debrief and dismantling post-event.

## Requirements

### Venue Requirements

- Main hall to accommodate 150–200 participants for plenary sessions and keynote speeches.
- Exhibition space for 35 booths, allowing smooth movement and interaction.
- Venue must be available for a minimum of 2 full days (1 setup day + 1 event day), with flexibility for extended hours if needed.

### Facilities & Amenities

- Chairs, tables, podiums, and exhibition booth areas.
- Registration desk and information counters.
- Audio-visual system (microphones, speakers, projector/screens, LED walls).
- High-speed internet connection (Wi-Fi and LAN options for exhibitors).
- Adequate lighting and climate control (air conditioning/heating).
- Handicap-accessible entrances, restrooms, and seating arrangements.
- Reliable power supply with backup generator availability.
- Clean and well-maintained restrooms.

### Catering Services

The catering will be served for 150 – 200 Participants:

- Full-service lunch buffet for all participants, including a variety of hot dishes, salads, appetizers, desserts, and beverages.
- Properly labeled options for dietary needs (vegetarian, vegan, etc.).
- Buffet to be served in a designated dining area or hall with adequate seating and service staff.
- Coffee Break Available throughout the event duration. Includes:
  - i. Coffee (regular and decaf)
  - ii. Tea (variety of options)
  - iii. Fresh juice and bottled water
  - iv. Assorted biscuits and cookies
  - v. Croissants and light pastries

## Taxes and Other Terms

- The offer must be addressed to Leaders Organization/ ECF
- The offer should be including VAT.
- For individual consultants, Applicable tax laws apply.
- Other terms may apply and will be communicated before the official awarding.
- Please mention the ToR number: ECF-Cluster-TOR-2-D in the offer & the email subject.

Please submit your application, in addition to your company profile or CV (Individual Consultants) to: [palestinefstp@leadersinternational.org](mailto:palestinefstp@leadersinternational.org), no later than July 16, 2025 using **Euro Currency**.