

Terms of Reference

These terms of reference request German VHS for cooperation and provision of services to host and organise cultural events. The aim is to showcase and introduce Palestinian culture and heritage in two cities in Germany.

Introduction

DVV International in partnership with Dar al-Kalima University, and in cooperation with eight community centres for education of youth and adults in West Bank, Gaza Strip and East Jerusalem, implement the "Stories of Palestine" project. The three-year project is funded by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ). The project's goal is to enhance civil society's engagement in preserving, reinforcing and promoting Palestinian culture. Particularly, it aims at strengthening the contribution of community-based youth and adult education centres in Palestinian rural areas and communities that are less exposed to the various artistic expressions in fostering cultural education and action. The cultural events will take place in 6 places in 3 European countries (Austria, Germany and Sweden).

The hosting VHS in each of the two cities in Germany will take the responsibility to coordinate activities, invitation and communication with local audiences, renting or providing spaces/ equipment, hosting the event, contracting local suppliers etc.

Description of the expected contents of the events

We are looking for two VHS in two cities, cooperating for one of the following events:

Major event

Description	Duration
Symposium (live music by artist, a short film, a panel discussion)	2 hours
Art gallery (paintings and photographs exhibition)	At least 5 hours
Bazar	At least 5 hours parallel to the art gallery
Hospitality (catering service)	For the Symposium participants
Expected audience	At least 100

Second event

Description	Duration
Symposium (live music by artist, a short film, a panel discussion)	2 hours
Networking and light hospitality (with live music) (drinks/ fruit/ biscuits)	1 hour
Expected audience	At least 50

General note:

The attached annex includes detailed description of the two events. The interested VHS are welcome to propose in their technical offers any alternatives for the ways of showcasing the above-mentioned contents (for example fixed benches as alternative for tables/ hallways as an alternative for the art gallery space, outdoors arrangement etc.).

Dates of the events

Description	Date	Day	Remarks
Major event in Germany	18.09.2023	Monday	10:00 AM – 15:00 PM
Second event in Germany (in a different city).	19.09.2023	Tuesday	13:00 PM – 16:00 PM

Submission of technical and financial offers

Interested VHS are kindly requested to submit:

Technical offer

The technical offer letter must include the following:

- Which event will be hosted
- Confirmation of assigning/ hiring a coordinator of the event who will be responsible for all details and coordination with the project's team in Palestine and a contact person from the management of the centre.
- Confirmation of assigning/ hiring an interpreter (German/ Arabic) with headsets for at least 100 persons in the major event and 50 persons in the second event.
- Confirmation of assigning/ hiring a photographer, cleaning service, and an IT technician (for the screens/ films/ sound system/ interpretation and microphones for the music performance).
- Confirmation of agreement of the centre to be responsible for disseminating invitations and publicly inviting for the event within the scope of its region/ city.
- Availability of digital screens/ banners to show the designs/ information/ electronic banners of the event in the location of the event. How many and which sizes (measurements) are available.
- The proposed time during the days specified above for starting and ending the event.
- Specifications of available spaces for the symposium room, with possibility for film presentation, live music performance by an individual artist, and hospitality and networking area. We encourage sending some pictures (or links) to show the available spaces.
- Proposed options/ additional ideas for organising the symposium (moderation/ inviting guest speakers from Germany/ inviting more musicians to play music, inclusion of a comparative perspective on the significance of singing heritage in Germany for example, etc.).
- Provision of proof of tax exemption (if applicable).
- For the major event: confirmation of the ability to hire (or provide) reliable catering service that provides Palestinian cuisine.
- For the major event: confirmation of availability of a storage space and ability to receive the materials of the bazar and the gallery at least one month before the actual date of the event.
- For the major event: specifications of available spaces for the bazar, paintings gallery and storage room. These specifications should include information for each space such as: accessibly, indoors/ outdoors, measurements of length and width, availability of stands/ tables (measurements), chairs, podiums, sound system, possibility to incorporate interpretation etc. We encourage sending some pictures (or links) to show the available spaces.
- For the major event: Suggest options for residuals of the bazar and gallery (for example: send back to Palestine/ keep the paintings gallery/ bazar or both running for a longer time under the direct supervision of the centre/ possibility of an agreement with a shop/ a service provider to take the materials for sale in their own shops/ showrooms, etc.).

Financial offer

Maximum available budget is:

- Major event: 7,500 Euro.
- Second event: 3,000 Euro.

Major event:

Description	Unit	# of Units	Unit value	Total Euro
Logistics coordinator fees	contract	1		
IT Technician for one day	Person	1		
Cleaning service for one day	Person	1		
Local language interpreter and headsets (for the symposium and opening of the Bazar))	Hours*person	=3*2		
Photographer	Person*day	=1*1		

Hall rent/ provision: one hall for the bazar, the gallery and the food area or sperate halls with the following minimum requirements (walls/ stands for 20 paintings + 13 tables for products (around 150 cm * 60 cm) + a screen for continuous film showing at the art gallery) white table cloth + 10 chairs + sound system+ 3 tables for registration and food tasting)	day	1		
Hall rent/ provision (big screen for films + sound system + chairs for at least 100 persons)	day	1		
Storage room for products to arrive at least one month before the event	room	1		
Visibility (digital banners/ signs etc.)	digital screens	5		
Contract with a local reliable Palestinian cuisine catering service / chef to provide hospitality (at least 4 light selection of food and 2 non-alcoholic drink choices for around 100 persons)	lump sum	1		
supplies/ stationery/ materials/ other costs	lump sum	1		
Total				

Second event:

Description	Unit	# of Units	Unit value	Total Euro
Logistics coordinator fees	Person	1		
IT Technician for 3 hours	Person	1		
Cleaning service for 3 hours	Person	1		
Photographer for 3 hours	Person	1		
Local language interpreter (2 hours) and head sets	Hours*person	=2*2		
Hall rent/ provision (big screen for films + sound system + chairs for at least 50 persons + area for networking and hospitality)	Lump sum	1		
Visibility (digital banners/ signs etc.)	digital screens	4		
Provision of light hospitality (simple hospitality for around 50 persons)	Lump sum	1		
supplies/ stationery/ materials/ other costs	lump sum	1		
Total				

Deadline for application

Interested VHS are welcome to submit their technical and financial offers by the 31st of March 2023 to the following email addresses:

- Mr. Tomi Roesser, Senior Desk Officer / Middle East, Bonn Germany: roesser@dvv-international.de
- Ms. Barbara Hust, Regional Director / Middle East, Amman Jordan: hust@dvv-international.jo
- Ms. Ola Issa, Country Director/ Palestine, Ramallah Palestine: issa@dvv-international.ps

Any questions/ inquires can be sent to the same email addresses until 25.03.2023.