Terms of Reference

Events & Logistics Support Services for Expertise France in Papua New Guinea

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# Background and justification of the need

## Presentation of Expertise France and its activities in PNG

Expertise France, an entity of the French Development Agency (*Agence Française de Développement, AFD*) Group, is the French government’s international technical cooperation agency. Its role is to design and manage donor-funded international cooperation projects in fields such as governance, security, health, education, and the environment.

The agency currently manages over 380 projects in over 145 countries. The agency has a workforce of about 650 personnel in its headquarters in France and about 1000 personnel throughout the world. In 2022, Expertise France disbursed over 340 million euros of official development assistance (ODA) worldwide. The European Union (EU) and the French Government constitute Expertise France’s main donors.

More information about Expertise France is available on its website: [www.expertisefrance.fr](http://www.expertisefrance.fr). The latest annual report is available at: https://rapport-annuel.expertisefrance.fr/en/

Expertise France is opening an office in Papua New Guinea (PNG) to implement donor-funded projects supporting PNG’s development agenda. In particular, Expertise France is implementing the national component of the European Union-funded Forestry-Climate Change-Biodiversity (EU-FCCB) Programme for Papua New Guinea. Starting in 2025, Expertise France is set to be implementing part of the upcoming AFD-funded *Solwara Na Graun blo pipol* (SoNG) programme for Papua New Guinea.

## General overview of Expertise France’s needs in terms of events & logistics support services

Expertise France requires a Contractor able to provide a number of events & logistics support services in Papua New Guinea, upon request.

Such services could be:

* Arranging flights for travellers
* Arranging accommodation for travellers
* Providing daily (subsistence) allowances to travellers
* Hiring venues
* Providing additional services at the venues
* Hiring vehicles & drivers
* Hiring security escorts

## Form of the contract: a purchase order (PO)-based framework contract (FWC)

The contract is a purchase order (PO)-based framework contract (FWC) regarding the provision of events & logistics support services in Papua New Guinea by the Contractor to Expertise France.

Expertise France would issue requests for services to the Contractor based on the emergence of Expertise France’s needs by raising purchase orders. These purchase orders will need to be acknowledged by the Contractor to be considered as awarded.

To implement the requested services in the purchase orders, the Contractor would then obtain quotations / purchase orders from external service providers and then submit them to Expertise France for review & approval. Once approved by Expertise France, Expertise France will revise the purchase order accordingly and the Contractor would make arrangements with the selected service providers.

## Prior approval by Expertise France of any subcontractors

Should the Contractor wish to subcontract part or all of the items of this contract to subcontractors, Expertise France will need to pre-approve the proposed subcontractor, and in particular conduct due diligence checks on the proposed subcontractor.

# Description of the services required

Expertise France requires of the contractor to be able to provide the following services upon request through service orders. They are described as follows:

## Arrange flights for travellers

The Contractor is to provide flights to designated travellers upon request by Expertise France.

Such flights could be:

* In-country commercial flights in PNG
* In-country non-standard flights in PNG such as chartered flights or missionary flights.
* Commercial flights between PNG and abroad

The Contractor is to coordinate with travellers in terms of their itineraries, and to respond to any anomalies during travel such as flight disruptions and missed flights.

The prices and/or T&Cs of the tickets should be identical or better than the prices and/or T&Cs of the tickets available in the public domain at the time of reservation.

## Arrange accommodation for travellers

The Contractor is to arrange accommodation for travellers upon request by Expertise France.

Such accommodation could be:

* Hotels or resorts or guesthouses in PNG including breakfast
* Hotels or resorts or guesthouses abroad

Where possible, airport pick-up and drop-off should be included.

The prices and/or T&Cs of the accommodation should be identical or better than the prices and/or T&Cs of the tickets available in the public domain at the time of reservation.

If the travellers in question or attending an event, the Contractor should seek to provide accommodation at or near the place where the event is organised.

## Provide Daily (Subsistence) Allowance to travellers

The Contractor is to provide daily (subsistence) allowance for travellers upon request by Expertise France.

### Daily (Subsistence) Allowances in the event of travels within PNG

The applicable rate is K200 net per night, exclusive of accommodation incl. breakfast.

### Daily (Subsistence) Allowances in the event of international travels

If these daily allowances are for persons travelling abroad, the applicable rate per night of stay is indicated in the following document:

<https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/guidelines/managing-intervention/diem-rates_en>

If accommodation is already paid for by the Contractor or another party, the rate is reduced to 35% of the applicable rate.

In addition to these Per Diems, travellers can request reimbursement of expenses incurred for the airport-hotel taxi pickup/drop-off.

### Payment Processing in the event of travels within PNG.

Payments of the daily (subsistence) allowances to the beneficiaries should be done as follows:

* 75% advance/upfront payment, upon arrival at destination.
* 25% payment of the balance, upon presentation of supporting documentation by the traveller (boarding passes, hotel receipts, taxi receipts, or sworn statements of loss + Back-to-Office Report).

Expertise France would share all relevant information ahead of time.

Payments should be paid to the bank accounts of the beneficiaries.

Also, payments should be done only if the beneficiary provides a copy of his/her ID.

### Payment Processing in the event of international travel

Payments of the daily (subsistence) allowances to the beneficiaries should be done as follows:

* 75% advance/upfront payment, prior to the mission.
* 25% payment of the balance, upon presentation of supporting documentation by the traveller (boarding passes, hotel receipts, taxi receipts, or sworn statements of loss + Back-to-Office Report).

Expertise France would share all relevant information ahead of time.

Payments should be paid to the bank accounts of the beneficiaries, or else Contractor to arrange / facilitate the issue of pre-paid Visa cards.

Also, payments should be done only if the beneficiary provides a copy of his/her ID.

## Arranging venues for events in PNG

The Contractor is to arrange meeting / conference room venue hire upon request by Expertise France.

Expertise France would specify the needs in terms of:

* Preferred location
* Number of participants
* Duration of the event
* Level of IT & audiovisual support required

At the minimum, venues should be equipped with the following:

* Catering:
  + AM and/or PM tea/coffee & pastries
  + Lunch, if the event is ½ a day or more
* Screen & projector (+UPS)
* x2 microphones, if more than 20PAX
* Wifi and suitable power outlets for participants
* Registration table, if more than 20PAX

## Arranging additional services at the venues

The Contractor is to arrange additional services at the venues upon request by Expertise France and especially if the venue provider cannot provide. These could be in regards to:

* IT & audiovisual support (ex: video livestreaming)
* Catering
* Decoration (ex: plant and flower arrangements)
* Printing & communication

## Arranging vehicle and driver hire

The Contractor is to arrange vehicle and driver hire upon request.

## Arranging security escorts

The Contractor is to arrange secure escorts upon request.

# Other considerations

In its method statement, the Contractor is to provide information about how it is organised to effectively support events & logistics, with a focus on aspects such as:

* Internal organisation and resources to ensure effective and responsive events & logistics support
* Ability to handle requests after hours, on weekends or on public holidays if necessary;
* Ability to quickly proceed with payments to vendors and other beneficiaries;
* Existing network of approved vendors

The Contractor will be required to communicate and coordinate with Expertise France and travellers in a very professional and responsive manner.

Fees should be structured as a markup-fee, expressed as a percentage of the disbursements.