**Terms of reference   
and technical Specifications**

1. **General information**

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| Assignment name | Comprehensive Event Management and Logistics Services for Consolidated Green Forward Cairo Events |
| Beneficiary | **Expertise France** |
| Country | Cairo, Egypt. |
| Total estimated number of days | 3 days of consolidated events (1-3 December 2025) + 1 day transport support (4 December) |

1. **Context and justification of the need**

The Green Forward regional programme, implemented by Expertise France and funded by the European Union, supports eight partner countries in the Southern Neighbourhood (Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine, Tunisia) to accelerate their transition to a green and circular economy (GCE). This series of three back-to-back events in Cairo represents a critical milestone in the programme's implementation, bringing together national focal points, ministers, implementing partners, and regional stakeholders to review progress, celebrate achievements, and commit to concrete 2026 actions. Expertise France requires comprehensive event management and logistics services to ensure the seamless execution of these high-profile, back-to-back regional events in Cairo, Egypt.

1. **Objectives and desired results**

**1) General objective**

To provide comprehensive event management and logistics services for the consolidated Green Forward regional events in Cairo, ensuring the successful organization and execution of the Regional Steering Committee, the Libya Policy Framework Signing Ceremony, and the 2nd Policy Dialogue all at one venue, while providing essential transportation support for the COP24 Ministerial Day.

2) Specific objectives

* Secure a single, suitable venue in Cairo for the three-day event sequence (1-3 December 2025), preferably near the Nile and close to the St. Regis Hotel.
* Coordinate accommodation for 38 participants for 5 nights (30 Nov - 5 Dec) at the same venue as the events.
* Manage international flight bookings for 33 participants, including Business Class for Ministers.
* Provide local transportation, including airport transfers and a dedicated shuttle for the COP24 Ministerial Day on 4 December (Hotel to St. Regis Hotel).
* Ensure high-quality simultaneous interpretation (English/Arabic/French) and full AV/ICT support for all three event days.
* Manage all logistics for Palestinian guests, including border coordination and entry support (via Amman).
* Provide detailed cost breakdowns for all services, including tickets, visas, and additional logistics.

1. **Guests Details**

The total number of participants requiring accommodation and travel logistics is 33. The full list is provided in the annexed Excel file. A summary of the delegation composition is as follows:

|  |  |
| --- | --- |
| Country/Delegation | Estimated Number of Participants |
| Jordan Delegation | 5 |
| Palestine Delegation (Cairo-bound) | 3 |
| Libya Delegation | 6 |
| Algeria Delegation | 3 |
| Lebanon Delegation | 4 |
| Morocco Delegation | 4 |
| Tunisia Delegation | 4 |
| Expertise France Team (Jordan-based) | 4 |

1. **Flight Arrangements:**

International Flights: Booking of 33 round-trip tickets (Cairo, Egypt as destination), including Business Class tickets (for Ministers) and Economy Class tickets. Special routing for Palestinian guests (via Amman) and Libyan guests (via transit hub) is required.

The flight required is from the below countries to Cairo :

\*\*Details in the attached excel

1. **Accommodation:**

Booking of 38 to 44 - single rooms with full board (breakfast, lunch, dinner with soft drinks) for 5 nights (30 November 2025 - 5 December 2025). The hotel must be a high-quality venue near the Nile and close to the St. Regis Hotel (COP24 venue), and \*\*must host all three event days (1-3 Dec)\*\*. Late check-out arrangements for 4 December are required.

\*\*Details in the attached excel

1. **Transportation :**

#### Transportation:

Airport Transfers: Provide meet-and-assist services and transfers from Cairo Airport to the hotel and return. VIP Transportation: Provision of 9 VIP cars for Ministers' arrivals/departures. COP24 Shuttle: Dedicated shuttle service for 20 participants on 4 December from the main hotel to the St. Regis Hotel (COP24 venue).

\*\*Details in the attached excel

#### Logistics Coordination:

Venue Setup: Secure an indoor venue suitable for 40-50 participants, including theater/roundtable seating, stage area, podium, and panel table. AV/ICT: Provision of a 3M\*4M screen, wireless microphones, audio-visual equipment, and a dedicated laptop for all three event days. Interpretation: Provision of simultaneous interpretation (English/Arabic/French) with 6 interpreters, 3 booths, and 45 headsets for all three event days. Catering: Provision of welcome coffee, 2 coffee breaks per day, and networking lunch. Visibility: Provision of roll-up banners, printed agendas, branded folders, USB sticks, name tags, and a green giveaway.

\*\*Details in the attached excel

1. **Anticipated Deliverables**

* Finalized list of all travel arrangements, including flight details, costs, and e-tickets.
* Confirmation of all accommodation bookings and rooming list.
* Detailed plan for airport transfers and local transportation, including vehicle types and schedule.
* Confirmation of venue booking, setup plan, and catering arrangements. Confirmation that all three event days (1-3 Dec) will be held at the accommodation hotel.
* Breakdown of visa issuance fees and clearance procedures for all nationalities.
* Final logistics coordination report, including all arrangements and costs.

1. **Services in general ,**

The below services must be in full with your offer and received in max 5 days :

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| --- |
| Description |
| Accommodation (Hotel) |
| Accommodation (Hotel) |
| Flights (Business Class) |
| Flights (Economy Class) |
| Airport & Local Transfers (Group airport-hotel-airport transfers, buses, shuttles) |
| Catering (Welcome coffee, 2 breaks, networking lunch, water) |
| Venue & Production (Plenary, AV, Protocol)-Flags for  Each country in addition to the EU flag and any other relevant organization |
| Simultaneous Interpretation (EN/AR/FR) |
| Printing & Visibility Materials |
| Photographer & Videography |

Ensure that the event is delivered with no extra costs

## Coordination

A launch meeting shall be held 2 days after the contract award has been notified. Close collaboration must take place with an assigned focal point from the travel company.

**Note:** An action plan with detailed timeline on how to deliver the requirements above must be submitted to Expertise France within 5 working days of signing the contract.

1. **Schedule/programme:**

The service provider must adhere to the following key dates:

|  |  |
| --- | --- |
| Activity | Date |
| Regional Steering Committee | 1-2 December 2025 (Main Hotel Venue) |
| Libya Signing Ceremony & 2nd Policy Dialogue | 3 December 2025 (Main Hotel Venue) |
| COP24 Ministerial Day Support | 4 December 2025 (Transportation from Hotel to St. Regis Hotel) |
| Accommodation Period | 30 November - 5 December 2025 |

1. **Required expertise and profile**

### Required Expertise and Profile:

* 3 to 6 years of experience in high-level travel and logistics coordination.
* Proven ability to manage cross-cultural and high-profile corporate travels.
* Strong organizational and project management skills.
* Fluency in English and Arabic.
* Excellent communication and coordination skills.

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1. **Monitoring-evaluation**

### Performance Indicators

The service provider’s performance will be evaluated based on the following deliverables and outcomes:

* Confirmation of flight bookings and ticket costs.
* Feedback forms from attendees.
* Reports from liaison support officers.
* Final logistics coordination report.

1. **Evaluation Criteria**

* Timeliness: All services must be delivered within the agreed timelines.
* Accuracy: Visa and travel details must be accurate and error-free.
* Professionalism: Liaison officers and logistics staff must provide high-quality, professional services.
* Cost-Effectiveness
* Experience in managing high profile events
* Other criteria in needed