

## Call for Expressions of Interest

### Event Management and Logistical Support Services for an Expert Workshop

#### 1. Background:

As part of an EU-funded programme, Ceasefire is planning to organise an expert workshop in Beirut, Lebanon. The workshop will bring together 15 representatives of Syrian civil society organisations and a panel of five experts to discuss accountability and justice mechanisms for Syria.

The event will also be attended by five staff members from Ceasefire and Syrians for Truth and Justice (STJ), as well as potentially other stakeholders, bringing the total number of participants to 24–26.

To ensure the effective and professional delivery of the event, Ceasefire is seeking to contract a qualified service provider to manage the required logistical and administrative arrangements. These will include hotel accommodation, venue hire, visa facilitation for participants travelling from Syria, catering and refreshments, interpretation, stationery and other related services, as detailed below.

#### 2. Purpose of the Assignment:

The purpose of this assignment is to provide comprehensive event management, accommodation and logistical support to ensure the successful organisation and delivery of the event.

In addition to arranging the venue and accommodation for 24–26 participants, the selected service provider will be responsible for coordinating visa facilitation for the 15 participants travelling from Syria, as well as catering and refreshments for 24–26 participants, event branding and design, registration support, simultaneous interpretation between Arabic and English, all necessary event equipment, including microphones, speakers and headsets, stationery, and other event-related supplies. The workshop is expected to last three days, so accommodation should be provided for four nights.

#### 3. Event Details:

- **Event title:** Pathways to Justice for Syria - Expert workshop
- **Event dates:** To be confirmed, tentatively during the first week of November 2026.
- **Location:** Beirut, Lebanon
- **Duration:** 3-day workshop, 4 nights' accommodation
- **Expected participants:** 24–26
- **Participants requiring visa from Syria:** 15

- **Working languages:** Arabic and English

## 4. Scope of Work:

The service provider will undertake the following tasks:

### 4.1 Overall event organisation:

- Develop a detailed event logistics and implementation plan.
- Coordinate closely with Ceasefire's designated focal point, its partner and other service providers, such as the hotel and venue providers.
- Manage preparations before, during and immediately after the event.
- Ensure that all services are delivered on time and to an appropriate professional standard.
- Provide on-site event coordination throughout the event.

**\*\*International flights and ground transport from Syria to Lebanon will be arranged and paid for separately by Ceasefire/its partner and are not included in the service provider's scope of work.**

### 4.2 Hotel accommodation:

- Arrange suitable single-occupancy hotel accommodation for participants, as agreed with Ceasefire.
- Coordinate bookings, check-in and check-out, and provide accommodation confirmations for visa applications where needed.
- Manage any changes or cancellations and ensure invoices clearly show room rates and the number of nights.

**\*\*Accommodation costs should be based on a unit rate per room per night. Ceasefire will reimburse the service provider based on the actual number of rooms booked and used. The final accommodation list will be confirmed in advance.**

### 4.3 Visa support for Syrian civil society participants:

- Support visa applications for civil society representatives travelling from Syria.
- Prepare or coordinate supporting documents, including invitation letters, accommodation confirmations and event-related documentation.
- Liaise with relevant authorities to secure visas for CSO members travelling from Syria.

**\*\*This service is expected to be required for up to 15 Syrian civil society representatives travelling from Syria. Visa-support costs should be quoted per participant. Ceasefire will**

reimburse the service provider based on the actual number of participants requiring visa support, with the final list confirmed in advance.

**\*\*Visa support fees will be reimbursed for applications that have been fully prepared and submitted, regardless of the final decision by the relevant authorities, provided that the service provider submits evidence of the work completed and the application submitted. No fee will be payable for applications that were not submitted.**

#### 4.4 Event facilities:

- Identify and book a suitable venue for the event.
- Liaise with the venue provider to ensure:
  - A main meeting room suitable for the expected number of participants.
  - Appropriate seating and room layout.
  - Reliable internet access.
  - Projector, screen, microphones and sound equipment.
  - Registration and networking space.
- Coordinate venue set-up and ensure that all equipment is tested before the event begins.

**\*\*Venue hire should be quoted as a fixed cost for the full three days. Ceasefire will reimburse the full agreed amount regardless of the final number of participants.**

#### 4.5 Catering and refreshments:

- Provide catering services for an expected 24–26 participants for each of the three event days.
- Catering should include:
  - Morning and afternoon refreshments.
  - Tea, coffee, water and soft drinks.
  - Lunch for each event day.
  - Light snacks.
- Collect information on dietary requirements and allergies in advance.

**\*\*Catering costs should be quoted per person, per day. Ceasefire will reimburse the service provider based on the actual number of participants attending.**

#### 4.6 Interpretation services:

- Provide professional simultaneous interpretation from English into Arabic and from Arabic into English.

- Ensure that interpreters have experience in civil society, human rights, governance or related terminology.
- Provide interpretation equipment where required, including headsets, microphones, transmitters and a technical support person.
- Share the agenda and relevant background documents with interpreters in advance to support preparation.

#### 4.7 Stationery and event supplies:

The service provider will procure and provide the required stationery and supplies, including:

- Participant name badges and lanyards.
- Registration sheets.
- Notepads and pens.
- Flipcharts, flipchart paper and markers.
- Sticky notes and index cards.
- Printed agendas and event materials.
- Directional signs and event branding materials.
- Extension leads, adapters and other basic technical supplies.
- Any additional necessary materials for the delivery of the workshop agreed with Ceasefire.

All printed materials and branding must be approved by Ceasefire before production.

#### 4.8 Attendance and event documentation:

- Prepare and manage participant registration and attendance sheets.
- Ensure attendance is recorded for each event day.
- Submit signed attendance sheets, invoices, receipts and other agreed supporting documents to Ceasefire after the event.

### 5. Deliverables:

The service provider will be expected to deliver:

1. A detailed event organisation and logistics plan.
2. A visa-support plan outlining how the service provider will secure and follow up on participants' visas.
3. A list of proposed venues and service options, including costs.
4. Confirmed venue, catering, interpretation and equipment arrangements.

5. All required stationery, printed materials and event supplies.
6. Full on-site logistical coordination during the event.
7. A brief completion report summarising:
  - Services delivered.
  - Participant attendance.
  - Final expenditure and supporting documentation.

## 6. Timeframe:

The event is expected to take place within the first week of November 2026. The exact dates will depend on visa processing and logistical arrangements.

The service provider must ensure that all major arrangements are confirmed at least 15 working days before the event.

## 7. Required Qualifications and Experience:

The service provider should demonstrate:

- Proven experience organising conferences, workshops or similar events.
- Experience supporting international participants and visa applications.
- Strong networks with venues, caterers, interpreters and other relevant suppliers.
- Experience organising bilingual Arabic-English events.
- Capacity to provide on-site support throughout the event.
- Fluency in English and Arabic within the proposed event-management team.

Experience supporting civil society, human rights or international development events will be considered an advantage.

## 8. Proposal Requirements:

Interested service providers should submit:

- A brief technical proposal explaining their approach.
- A detailed implementation timeline.
- Examples of similar assignments completed.
- A detailed financial proposal with separate costs for:
  - Event management (fixed cost).
  - Hotel rate (variable cost, quoted per room per night)
  - Visa support (variable cost, quoted per participant).

- Venue hire (fixed cost).
- Catering and refreshments (variable cost, quoted per person per day).
- Interpretation and equipment (fixed cost).
- Stationery and supplies (fixed cost).
- Taxes and any other charges (as applicable).
- Company registration and relevant legal documentation.
- Contact details for at least two professional references.

The contract will be cost-reimbursable. Fixed costs will be paid at the agreed rates, while variable costs will be reimbursed based on the actual services provided. All payments must be supported by the service provider's invoice and evidence that the agreed services were delivered. Variable costs must also be supported by relevant third-party invoices, receipts or booking documentation. The total proposed cost, including all taxes, fees and related charges, must not exceed €18,500.

## 9. Evaluation Criteria:

Proposals will be assessed against the following criteria:

- Relevant event-management experience.
- Quality and feasibility of the proposed approach.
- Experience supporting visa arrangements.
- Quality of proposed venue, catering and interpretation services.
- Ability to meet the required timeframe.
- Value for money.

## 10. Management and Reporting:

The selected service provider will report to Ceasefire and will work closely with its partner throughout the assignment.

No significant change to the approved arrangements or budget may be made without prior written approval.

## 11. Submission:

Interested service providers should submit their technical and financial proposals no later than 4 September 2026 to [contact@ceasefire.org](mailto:contact@ceasefire.org) and [rami.maarawi@ceasefire.org](mailto:rami.maarawi@ceasefire.org), with the subject line: "Event Management and Logistical Support – Expert Workshop."

Late or incomplete submissions may not be considered.

For any questions or clarification regarding this call, please contact Rami Al Maarawi at [rami.maarawi@ceasefire.org](mailto:rami.maarawi@ceasefire.org) before 27 August 2026.