

Terms of Reference (ToR)

Date of issuance:	08.07.2025
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Contracting authority:	GO GLOBAL" NGO Contact person: Anton Novykov, Procurement manager

Event organization and logistics support services in Kyiv within the project Multi-Year Resilience Program (MYRP)

LOT 1

Name of the event: Training for teachers on the developed materials on Career Counseling

Dates: August 12-13, 2025

Location: Kyiv (Preferably, the hotel should be located in the central part of the city, with available conference facilities and a shelter of appropriate capacity, or within walking distance to a metro station)

Participants: teachers, invited guests, organisers.

Number of participants: 110-130 people

Arrival of participants at the hotel: August 11, departure on August 12 and 13, 2025.

Title	Service description
Services for organizing the process of accommodation within the event in Kyiv	Organization of accommodation for participants in Kyiv. 1 night*50 participants, 2 nights*34 participants 11.08 - 25 double rooms (twin) 12.08 - departure of 50 participants (25 rooms) 13.08 - departure of 34 participants (17 rooms) Accommodation of participants for one night with breakfast (double rooms with twin beds). Each room must have a bathroom, towels, personal hygiene products (soap, shower gel). The hotel must have a shelter of appropriate capacity. The costs must include all taxes and tourist fees.
Catering services	Preferably, the catering for the event participants should be organized in the same venue where the event is held and should include: 12.08:

	<p>Breakfast for 84 people (must be included in the room rate)</p> <p>Coffee break standard (coffee tea, min water non-carbonated at least 1 bottle of 0.5 liters per person, salty snack, sweet snack) for 100 people</p> <p>Complex lunch for 100 people Lunch (three-course) (first dish, salad + meat or fish dish with a side dish, bread, drink)</p> <p>Dinner for 90 people (with the possibility of organizing lunch boxes for participants who will leave earlier) (two-course) (salad + meat or fish dish with a side dish, bread, drink)</p> <p>13 .08:</p> <p>Breakfast for 34 people (must be included in the room rate) Standard coffee break (coffee tea, min water, at least 1 0.5 liter bottle per person, salty snack, sweet snack) for 45 people</p> <p>Complex lunch for 40 people Three-course lunch (first dish, salad + meat or fish dish with side dishes, bread, drink)</p>
<p>Services in organizing the provision of premises for the event in Kyiv</p>	<p>Providing rental of conference rooms for 2 days:</p> <p>Preferably, the halls should be located in the same building as the accommodation.;</p> <p>12 .08:</p> <p>Rental of conference room 1 for 3 hours with a capacity of at least 100 people (time for installation and de-installation of equipment must be taken into account)</p> <p>Furniture:</p> <ul style="list-style-type: none"> - 100 chairs for participants in front of the stage. - Furniture for speakers on the stage (4 chairs and 2 tables and a podium) <p>Rental of conference rooms 2, 3, 4 with a capacity of at least 40 people with equipment and furniture (chairs and 5-6 tables)</p> <p>Conference rooms should be located near a dedicated place for participants' catering.</p> <p>13 .08</p> <p>Rent of one conference room with a capacity of at least 40 people with equipment and furniture (chairs for 5-6 tables).</p>

Services for organizing the process of providing technical support for the event

Technical support of the event for 2 days:

The presence of a technical specialist is mandatory every day for the period of the event.

12.08:

Conference room 1 (100 people).

- LED screen 2.5*5m, pitch 2.9;
- video control panel;
- professional sound system + 5 radio microphones;
- plasma display 55 in,
- stage light for illumination of speakers;
- Halo Club par for filling the hall and around the perimeter of the stage - 20 pcs.
- podium with a covering 2*5m, height 25 cm. the ends are covered with pvc or a banner structure on a bar.
- Dynamic devices on trusses - 2 trusses * 3 devices-heads
- technical team: video director, sound engineer, stage manager
- delivery, installation and de-installation

Reference:



Rooms 2, 3, 4 (40 people):

- projector and screen
- laptop
- sound system (2 microphones)

	<p>-flipchart with consumables: paper, markers, colored sticky notes</p> <p>13 .08:</p> <p>Room for 40 people</p> <p>-projector and screen</p> <p>-laptop</p> <p>-sound system (2 microphones)</p> <p>-flipchart with consumables: paper, markers, colored sticky notes</p>
Services for organizing the transfer process	<ol style="list-style-type: none"> 1. Compensation for the transportation of 84 participants to/from the location of the event (Kyiv) according to the provided tickets. 2. Organization of transportation of participants of school camps (20 children + 2 accompanying teachers) <p>The transportation company must have the necessary permits and licenses for the transportation of children under 18 years of age with their accompanying persons.</p> <p>The calculation should include the provision of transportation of participants to company excursions by comfortable buses.</p> <p>Details of the routes:</p> <p>Routes:</p> <ol style="list-style-type: none"> 1. Sumy region three trips : Romny-Poltava-Romny, Chupakhivka-Poltava-Chupakhivka and Konotop-Poltava-Konotop 2. Poltava region - three trips: Poltava-Poltava (2 trips in the city) and Lubny-Poltava-Lubny 3. Zaporizhzhya region three trips - Zaporizhzhya-Zaporizhzhya (1 city trip), Petropil-Zaporizhzhya-Petropil and Lukashevo-Zaporizhzhya-Lukashevo 4. Odesa region four trips - Podilsk-Podilsk city trip to a local enterprise (option 1) / Podilsk-Odesa-Podilsk (option 2) - 2 trips and Pivdenne-Odesa-Pivdenne (2 trips) 5. Dnipropetrovs'ka oblast three trips - Kryvyi Rih-Dnipro-Kryvyi Rih and Novopillia-Dnipro - Novopillia - 15 km from Kryvyi Rih (2 trips) and Dnipro-Dnipro (one trip in the city)
Services for organizing the process of providing branded and printed products, as well as stationery	<ol style="list-style-type: none"> 1. Providing branded products (full-color printing) and other materials (according to GoGlobal designs): <ul style="list-style-type: none"> - White badges on a ribbon (badge: double-sided, 100x130 mm, matte lamination, rounded edges, round hole in the center for the ribbon. White ribbon 15 mm - 100 pcs

	<ul style="list-style-type: none"> - Spring notebooks (Size: A5, inner block: white paper 100 g/m2 with printing, cover: chalked cardboard with matte lamination, metal spring) - 85 pcs - Pens - 85 pcs - White bags made of quality cotton with logo and inscription - 85 pcs - A4 folder with a button with logos and the name of the event - 85 pcs - A4 certificates (size 210*297mm), printed on one side, matte lamination - 85 pcs - Provision of consumables and stationery (sets of paper for flipcharts (3 pcs), markers of 4 colors - 12 pcs (for 3 classrooms), A4 paper - 1 package <p>Printing of educational materials:</p> <p>1) student's notebook - 80 pages, 400 pcs - A4 format, cover 350 grams matte, lamination matte 25 microns, color printing, 80 grams block assembly on pur-glue</p> <p>2) teacher's notebook - 100 pages, 85 pcs. format A4, cover 350 grams, matte, 25 micron lamination, color printing, 80 grams - assembly on pur-glue</p>
Event organization services	<p>Organizational and logistical support should include the following services:</p> <p>Organizing the event in Kyiv - providing accommodation, meals and renting a space for the event in accordance with the requirements of the terms of reference;</p> <p>Meeting the terms and conditions of the reservation. Resolving any issues related to changes and/or cancellation of reservations;</p> <p>Registration of participants during the event.</p> <p>Organization of catering in accordance with the event format (selection of service providers within the budget, coordination of the menu, ensuring the necessary number of staff to serve the event, etc.) Coordination of work with the team and suppliers;</p> <p>Compensation of transportation costs for other participants of the event.</p> <p>Organization of buses to school camps in Odesa, Zaporizhzhia, Dnipro, Sumy and Poltava regions.</p> <p>Concluding agreements with transport companies to order vehicles (buses, minibuses, taxis, etc.);</p> <p>Organizing and ensuring the implementation of logistics timing (controlling the departure and arrival of transport to</p>

	<p>ensure timely transfer of participants to the location of activities);</p> <p>Solving any problems that may arise during transportation (transport delays, passenger presence, safety, etc.);</p> <p>Communicating with event organizers to ensure harmonious work and achievement of common goals;</p> <p>Reporting on expenses (booking, logistics, catering, etc.);</p> <p>Operational crisis management (in the event of an unforeseen situation, quick response and problem solving to ensure the uninterrupted course of events).</p>
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* There may be minor changes in the number of accommodation places, food portions during the event, and travel compensation.

** In addition, it is important to ensure that coolers with drinking water or water bottles are available for each participant at all times during the event.

The final offer cost must include all taxes and fees.

IMPORTANT! Logistics costs of travel to Kyiv at the rate of no more than 2000 UAH per 1 person in 2 ways.

LOT 2

Name of the event: Training for teachers of vocational schools on the materials of the developed English language program

Dates: September 3-4-5, 2025

Location: Kyiv (Preferably, the hotel should be located in the central part of the city, with available conference facilities and a shelter of appropriate capacity, or within walking distance to a metro station)

Participants: teachers, trainers, invited guests, organisers.


Number of participants: 110-120 people

Arrival of participants at the hotel: 2 September, departure on 5 September 2025.

Title	Service description
Services for organizing the process of accommodation within the event in Kyiv	<p>Accommodation for the participants in Kyiv.</p> <p>3 nights*7 participants, 2 nights*100 participants</p> <p>02.09 - 6 single rooms standard</p> <p>03.09 - add 1 more single room standard</p> <p>05.09 - departure of 7 participants</p> <p>03.09 - arrival of 100 participants (50 double rooms twin)</p> <p>05.09 - departure of 100 participants (50 rooms)</p> <p>Accommodation of participants with breakfast (double rooms with twin beds).</p> <p>Each room must have a bathroom, towels, personal hygiene products (soap, shower gel).</p> <p>The hotel must have a shelter of appropriate capacity.</p> <p>The amounts must include all taxes and tourist fees.</p>
Catering services	<p>Preferably, the catering for the event participants should be organized in the same venue where the event is held and should include:</p> <p>03.09:</p> <p>Breakfast - must be included in the room rate</p> <p>Complex lunch for 7 people</p> <p>Lunch (three course) (first dish, salad + meat or fish dish with side dishes, bread, drink)</p> <p>Dinner for 7 people</p>

	<p>(two course) (salad + meat or fish dish with side dishes, bread, drink)</p> <p>04.09: Breakfast - must be included in the room rate Coffee break standard №1 (coffee tea, mineral water, at least 1 bottle of 0.5 liters per person, salty snack, sweet snack) for 120 people Complex lunch for 110 people Three- course lunch (first course, salad + meat or fish dish with side dish, bread, drink) Coffee break standard #2 (coffee tea, mineral water, at least 1 bottle of 0.5 liters per person, salty snack, sweet snack) for 110 people Dinner for 110 people (two-course) (salad + meat or fish dish with side dishes, bread, drink)</p> <p>05.09: Breakfast - must be included in the room rate Standard coffee break №1 (coffee tea, mineral water, at least 1 bottle of 0.5 liters per person, salty snack, sweet snack) for 110 people Complex lunch for 110 people Three-course lunch (first dish, salad + meat or fish dish with side dish, bread, drink) Extra coffee break #2 (coffee tea, mineral water, at least 1 bottle of 0.5 liters per person, 2 salty snacks, sweet snack) for 110 people</p>
<p>Services in organizing the provision of premises for the event in Kyiv</p>	<p>Provision of conference rooms for 3 days: Preferably the rooms should be located in the same building as the accommodation;</p> <p>03.09: Conference room rental for 1 day with a capacity of up to 20 people.</p> <p>04.09: Conference room rental 1 for 1 day with a capacity of at least 130 people (time for installation and de-installation of equipment must be taken into account)</p>

	<p>Furniture:</p> <ul style="list-style-type: none"> - 130 chairs for participants in front of the stage. - Furniture for speakers on the stage (4 chairs and 2 tables) <p>Rental of conference rooms 2, 3, 4, 5 with equipment and furniture (chairs and 5-6 tables)</p> <p>05.09</p> <p>Rental of conference room 1 for 1 day with a capacity of at least 25 people</p> <p>Furniture:</p> <ul style="list-style-type: none"> - 110 chairs for participants - 5-6 tables for training <p>Rental of conference rooms 2, 3, 4, 5 with equipment and furniture (chairs and 5-6 tables) for at least 25 people</p>
<p>Services for organizing the process of providing technical support for the event</p>	<p>Technical support of the event for 3 days:</p> <p>A technical specialist is required on September 4 and 5.</p> <p>03.09</p> <ul style="list-style-type: none"> -projector and screen -flipchart with consumables: paper, markers, colored sticky notes - clicker <p>04.09</p> <p>Conference room 1 (110 people).</p> <ul style="list-style-type: none"> - LED screen 2.5*5m, pitch 2.9; - video control panel; - professional sound system + 5 radio microphones; - plasma display 55 in, - stage light for illumination of speakers; - Halo Club par for filling the hall and around the perimeter of the stage - 20 pcs. - podium with a covering 2*5m, height 25 cm. the ends are covered with pvc or a banner structure on a bar. - Dynamic devices on trusses - 2 trusses * 3 devices-heads

	<ul style="list-style-type: none"> - technical team: video director, sound engineer, stage manager - delivery, installation and de-installation <p>Reference:</p>  <p>Rooms 2, 3, 4, 5 (25 oci6):</p> <ul style="list-style-type: none"> -projector and screen -laptop -clicker -sound system (2 microphones) -flipchart with consumables: paper, markers, colored sticky notes <p>05.09</p> <p>Conference room 1 (110 people) and four rooms with a capacity of 25 people:</p> <ul style="list-style-type: none"> -projector and screen -laptop -clicker -flipchart with consumables: paper, markers, colored sticky notes - chairs, tables (5-6)
Services for organizing the transfer process	Compensation for the transportation of 100 participants to/from the location of the event (Kyiv) according to the provided tickets.
Services for organizing the process of providing branded and printed products, as well as stationery	<p>1. Providing branded products (full-color printing) and other material:</p> <ul style="list-style-type: none"> - White badges on a ribbon (badge: double-sided, 100x130 mm, matte lamination, rounded edges, round

	<p>hole in the center for the ribbon. White ribbon 15 mm - 120 pcs</p> <ul style="list-style-type: none"> - Spring notebooks (Size: A5, inner block: white paper 100 g/m2 with printing, cover: chalkboard matte with matte lamination, metal spring) - 110 pcs - Pens with logo printing - Bags made of white quality cotton with logo and inscription - 110 pcs - A4 folder with a button with logos and the name of the event - 110 pcs - A4 certificates (size 210*297mm) printing on one side, matte lamination - 100 pcs - Provision of consumables and stationery (sets of paper for flipcharts (3 pcs), markers of 4 colors - 12 pcs (for 3 classrooms), A4 paper - 1 package <p>Printing of educational materials:</p> <p>1) textbook - 350 pages, 600 pcs. format A4, cover 350 grams, matte 25 micron lamination, color printing, 80 grams block, assembly on pur-glue.</p> <p>2) methodological recommendations - up to 30 pages, 105 pcs. format A4, cover 350 g. matte, lamination matte 25 microns, color printing, 80 g. block, staple binding</p> <p>3) examples of handouts - up to 50 pages, 105 pcs. format A4, color printing, 80 g. block, staple binding</p> <p>4) tests - up to 64 pages, 105 pcs. format A4, color printing, 80 g. block, staple binding</p>
Event organization services	<p>Organizational and logistical support should include the following services:</p> <p>Organizing the event in Kyiv - providing accommodation, meals and renting a space for the event in accordance with the requirements of the terms of reference;</p> <p>Meeting the terms and conditions of the reservation. Resolving any issues related to changes and/or cancellation of reservations;</p> <p>Organization of catering in accordance with the event format (selection of service providers within the budget, coordination of the menu, ensuring the necessary number of staff to serve the event, etc.) Coordination of work with the team and suppliers;</p> <p>Registration of participants during the event;</p> <p>Compensation of transportation costs for other participants of the event.</p>

	<p>Communicating with event organizers to ensure harmonious work and achievement of common goals;</p> <p>Reporting on expenses (booking, logistics, catering, etc.);</p> <p>Operational crisis management (in the event of an unforeseen situation, quick response and problem solving to ensure the uninterrupted course of events).</p>
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* There may be minor changes in the number of accommodation places, food portions during the event, and travel compensation.

** In addition, it is important to ensure that coolers with drinking water or water bottles are available for each participant at all times during the event.

The final offer cost must include all taxes and fees.

IMPORTANT! Logistics costs of travel to Kyiv at the rate of no more than 2000 UAH per 1 person in 2 ways.

LOT 3

Terms of Reference (ToR)

Name of the event: Training for primary school teachers based on the materials of the developed study program for catching up with educational losses in English

Dates: August 11-16, 2025

Location: Kyiv (Preferably, the hotel should be located in the central part of the city, with available conference facilities and a shelter of appropriate capacity, or within walking distance to a metro station)

Participants: teachers, trainers, organisers.

Number of participants: 210 people (4 groups of 50 people each)

Title	Service description
Services for organizing the process of accommodation within the event in Kyiv	<p>Organization of accommodation for participants in Kyiv.</p> <p>5 nights*3 participants, 1 night*200 participants</p> <p>11.08 - 1 single standard room and 1 double twin room (2 separate beds)</p> <p>16.08 - departure of 3 participants</p> <p>11.08 - arrival of 50 participants (25 double rooms with twin beds)</p> <p>12.08 - departure of 50 participants</p> <p>12.08 - arrival of 50 participants (25 double rooms twin)</p> <p>13.08 - departure of 50 participants</p> <p>14.08 - arrival of 50 participants (25 double rooms)</p> <p>15.08 - departure of 50 participants</p> <p>15.08 - arrival of 50 participants (25 double rooms twin)</p> <p>16.08 - departure of 50 participants</p> <p>Accommodation of participants with breakfast (double rooms with twin beds).</p> <p>Each room must have a bathroom, towels, personal hygiene products (soap, shower gel).</p> <p>The hotel must have a shelter of appropriate capacity.</p> <p>The amounts must include all taxes and tourist fees.</p>
Catering services	<p>Preferably, the catering for the event participants should be organized in the same venue where the event is held and should include:</p> <p>11.08:</p>

	<p>Dinner for 53 people (two-course meal) (salad + meat or fish dish with side dishes, bread, drink)</p> <p>12.08: Breakfast - must be included in the room rate</p> <p>Standard coffee break №1 (coffee tea, mineral water, at least 1 bottle of 0.5 liters per person, salty snack, sweet snack) for 55 people</p> <p>Complex lunch for 55 people Three-course lunch (first dish, salad + meat or fish dish with a side dish, bread, drink)</p> <p>Extra coffee break #2 (coffee tea, still water at least 1 bottle of 0.5 liters per person, 2 salty snacks, sweet snack) for 55 people</p> <p>Dinner for 53 people (two-course) (salad + meat or fish dish with a side dish, bread, drink)</p> <p>13.08: Breakfast - must be included in the room rate</p> <p>Standard coffee break №1 (coffee tea, mineral water, at least 1 bottle of 0.5 liters per person, salty snack, sweet snack) for 55 people</p> <p>Complex lunch for 55 people Three-course lunch (first dish, salad + meat or fish dish with a side dish, bread, drink)</p> <p>Extra coffee break #2 (coffee tea, still water at least 1 bottle of 0.5 liters per person, 2 salty snacks, sweet snack) for 55 people</p> <p>14.08: Dinner for 53 people (two-course) (salad + meat or fish dish with a side dish, bread, drink)</p> <p>15.08: Breakfast - must be included in the room rate</p> <p>Standard coffee break №1 (coffee tea, mineral water, at least 1 bottle of 0.5 liters per person, salty snack, sweet snack) for 55 people</p>
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	<p>Complex lunch for 55 people Three-course lunch (first dish, salad + meat or fish dish with a side dish, bread, drink)</p> <p>Extra coffee break #2 (coffee tea, still water at least 1 bottle of 0.5 liters per person, 2 salty snacks, sweet snack) for 55 people</p> <p>Dinner for 53 people (two-course) (salad + meat or fish dish with a side dish, bread, drink)</p> <p>16.08:</p> <p>Standard coffee break №1 (coffee tea, mineral water, at least 1 bottle of 0.5 liters per person, salty snack, sweet snack) for 55 people</p> <p>Complex lunch for 55 people Three-course lunch (first dish, salad + meat or fish dish with a side dish, bread, drink)</p> <p>Extra coffee break #2 (coffee tea, still water at least 1 bottle of 0.5 liters per person, 2 salty snacks, sweet snack) for 55 people</p>
Services in organizing the provision of premises for the event in Kyiv	<p>Providing rental of conference rooms for 4 days: 12.08, 13.08, 15.08, 16.08.2025 conference room with a capacity of at least 60 people</p> <p>Preferably the rooms must be located in the same building as the accommodation;</p>
Services for organizing the process of providing technical support for the event	<p>Technical support of the event for 4 days:</p> <p>The presence of a technical specialist is mandatory:</p> <ul style="list-style-type: none"> -projector and screen -laptop -clicker -sound system (2 microphones) -flipchart with consumables: paper, markers, colored sticky notes - chairs, tables (5-6)
Services for organizing the transfer process	<p>Compensation for the transportation of 200 participants to/from the location of the event (Kyiv) according to the provided tickets.</p>

<p>Services for organizing the process of providing branded and printed products, as well as stationery</p>	<p>1. Providing branded products (full-color printing) and other materials:</p> <ul style="list-style-type: none"> - White badges on a ribbon (badge: double-sided, 100x130 mm, matte lamination, rounded edges, round hole in the center for the ribbon. White ribbon 15 mm - 202 pcs - Spring notebooks (Size: A5, inner block: white paper 100 g/m2 with printing, cover: chalked cardboard with matte lamination, metal spring) - 200 pcs - Pens - 200 pcs - White bags made of quality cotton with logo and inscription - 200 pcs - A4 folder with a button with logos and the name of the event - 200 pcs - A4 certificates (size 210*297mm), printed on one side, matte lamination - 200 pcs - Provision of consumables and stationery (sets of paper for flipcharts (5 pcs.), markers of 4 colors - 8 pcs., A4 paper - 1 package) <p>Printing of educational materials:</p> <p>1) student's notebook - 28 pages - 205 pcs. format A4, cover 350 grams, matte, lamination matte 25 microns, color printing, 80 gram block, assembly on a staple</p> <p>2) lesson notes - 36 pages, 205 pcs. format A4, color printing, 80 gram block, assembly on a staple</p> <p>3) worksheets - 76 pages, 205 pcs. format A4, color printing, 80 gram block, assembly on a staple</p>
<p>Event organization services</p>	<p>Organizational and logistical support should include the following services:</p> <p>Organizing the event in Kyiv - providing accommodation, meals and renting a space for the event in accordance with the requirements of the terms of reference;</p> <p>Meeting the terms and conditions of the reservation. Resolving any issues related to changes and/or cancellation of reservations;</p> <p>Registration of participants during the event.</p> <p>Organization of catering in accordance with the event format (selection of service providers within the budget, coordination of the menu, ensuring the necessary number of staff to serve the event, etc.) Coordination of work with the team and suppliers;</p> <p>Compensation of transportation costs for other participants of the event.</p>

	<p>Communicating with event organizers to ensure harmonious work and achievement of common goals;</p> <p>Reporting on expenses (booking, logistics, catering, etc.);</p> <p>Operational crisis management (in the event of an unforeseen situation, quick response and problem solving to ensure the uninterrupted course of events).</p>
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** In addition, it is important to ensure that coolers with drinking water or water bottles are available for each participant at all times during the event.

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