Terms of Reference — Request for Accommodation and Logistics Services

Project: Public Interest Media – Omour Themnna

Organisation: Munathara Initiative

1. Background and Purpose

As part of the **Public Interest Media – Omour Themnna** project, implemented by **Munathara Initiative**, we are seeking a **travel agency** to handle the booking and logistical management of a residential training to be held in **Greater Tunis**. The training will take place over **three (3) nights** in **November or December 2026** (exact dates to be confirmed with the selected provider). The aim is to ensure comfortable working conditions for participants and a suitable environment for the training sessions.

2. Accommodation

We plan to accommodate a total of **13 persons** for three (3) nights, as follows:

- **13 participants** in **double and single rooms**

Each room must have a private bathroom, reliable Wi-Fi, air conditioning or heating, and all standard amenities needed for a comfortable stay.

3. Meals

Accommodation shall be on a **full-board** basis, including breakfast, lunch and dinner, with water included at every meal.

4. Conference Room

The training requires a **conference room** for at least **15 persons**, set up in a **U-shape layout**. The room must be equipped with a video projector, a screen, a sound system with microphone, reliable Wi-Fi and a flipchart. It must be available throughout each training day.

5. Coffee Breaks

One (1) coffee break per day shall be provided, including coffee, tea, water, juices and light snacks for participants.

6. Transport

The provider shall also arrange:

- **Round-trip group transport** for **15 persons** from downtown Tunis to El fajja and back, using a bus or minibus with a capacity of at least **18 seats** and a professional driver;

- **Four (4) cars with drivers for one (1) day** to transport our guests within Greater Tunis to el fajja.

7. Catering for a Dinner

The provider shall arrange **catering for one (1) dinner for 40 persons** on a date to be confirmed during the training. The service should include a full dinner menu (buffet or served), soft drinks and water. The offer should propose at least one menu option.

8. Financial Offer

The offer must provide a detailed price breakdown for:

- full-board accommodation (per room type and per night);
- conference room rental;
- coffee breaks;
- group transport (round trip) and the four (4) cars with drivers;
- catering for the dinner for 40 persons.

It must also state all applicable taxes, payment terms, cancellation policy and the validity period of the offer.

9. Evaluation Criteria

Offers will be evaluated on the following criteria:

- quality of accommodation and services;
- value for money;
- availability on the requested dates;
- flexibility of cancellation terms;
- quality of audiovisual equipment and Internet connection;
- the provider's experience in organising similar events.

10. Submission

The **deadline for submission of offers** is **16 November 2026**.

Offers must be sent to **Ahmed Sassi** and **Sofien Achouri**, Public Interest Media – Omour Themnna project, Munathara Initiative, at sassi@munathara.com and sofien@munathara.com.