



TERMS OF REFERENCE FOR TECHNICAL SUPPORT IN TUNISIA

DW Akademie (DWA), In the framework of the project "No Hate Speech" funded by the German Federal Foreign Office and the European Union, intends to establish a short-term agreement for technical support services for an online event set up with the required tools and equipment. The event is scheduled on November 14th, 2024, in Tunis.

Qualification:

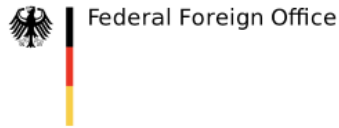
The service provider should have the following qualifications and experience:

- Shall have all the necessary equipment and facilities as well as experienced, English, French, and Arabic language speaking and professionally trained staff to handle requirements of the DWA and the participants.
- Shall provide qualified IT personnel to assist IT set up and requirements during conferencing.
- The service provider must assign technical staffs on lighting, cooling/heating system, sound and IT to support on any technical logistics at any and all times during the conference/meeting/training and at the request of organizers.
- Shall be familiar with accounting rules and invoicing for international organizations based on EU rules and regulations

Required services:

Online conference arrangements and equipment Duration: 14th Nov 2024, from 9 am to 5 pm

- Provide high quality video cameras connected that can stream the online event.
- Provide big screen (Ecran lead 3m*2m) to present the event.
- Provide a backdrop banner (2m*6m).
- Provide a number of 4 microphones.



- Manage the online event (accepting guests, muting, lower hands...)
- Provide technical support when needed

Payments:

The payments will be transferred approximately one month after the event via bank transfer.

Submission of offers:

Please submit a detailed offer signed in PDF form latest **on 10.10.2024** to dw-akademie.digital-innovations-for-peace@dw.com