**DESCRIPTION OF SUBJECT-MATTER OF CONTRACT**

1. The subject-matter of the contract shall be **the organisation of events in** **Azerbaijan**: trainings for European Solidarity Corps (ESC) volunteers working in the Eastern European countries and the Caucasus region; meetings of coordinators of volunteering activities; annual meetings of former volunteers (Annual events); training for youth workers; contact seminars; Erasmus+ events; meetings of persons responsible for youth policy; meetings of ESC trainers and persons responsible for accreditation; meetings of the SALTO network.
2. Term of the Contract: from the date of Contract signing until 31 December 2023 until the available funds are exhausted.
3. The forecasted number of participants in each event**:** from 5 to100 persons.
4. Duration of a single event: from 1 to 7 days, depending on group size and event topic. Every time, the Awarding Authority shall agree the duration and dates of the events with the Economic Operator’s representative. The duration of any event may be subject to change.

**5. Estimated number of the events, their dates and the number of participants (according to schedule of meetings)\*:**

*\*The dates of individual events, the number of events and the number of their participants may be subject to change.* *Data refer to 2023, SALTO Center submits Annual Work Plans, it is present for 2023*

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| **Lp.** | **Nazwa** | **Termin** | **Szacowana liczba uczestników** |
| **1** | **Meeting of ESC coordinators** | **tbc** | **30-40** |
| **2** | **Promotional activisties and meetings of Info Centers** | **tbc** | **20-100** |
| **3** | **Annual event** | **tbc** | **30-35** |

1. **General description of contract execution:**
   1. **Place of providing services**

The Economic Operator shall ensure conference facilities at a hotel object in order that the Awarding Entity provides services there.

The Economic Operator shall also provide accommodation and meals for the participants of events.

The Awarding Entity requires that the accommodation, meals and conference facilities are provided at one hotel object only.

**Accommodation:**

The hotel shall offer 15-70 beds to be made available to the Awarding Entity, including:

1. Single rooms with bathrooms and breakfast included in the room price,
2. Double, triple and quadruple rooms with bathrooms and breakfast included in the room price.

**Conference facilities:**

The hotel shall offer a conference room seating up to 70 people, chair arrangement – in a circle;

The conference room shall be equipped with a flip chart board, projector and screen.

In all cases, proposals concerning the hotels shall be approved by the Awarding Entity.

**Meals:**

An appointed representative of the Awarding Entity shall be consulted by the Economic Operator or a person appointed by it concerning the meals to be ensured. The types and composition of meals specified below are minimum requirements to be met by an Economic Operator. The catalogue may be modified by a representative of the Awarding Entity when placing a specific order.

Specification of meals to be ensured at a hotel, in which an event is organised:

1. Coffee break: coffee, tea, sugar, milk, lemon, still and sparkling mineral water, biscuits,
2. Lunch: soup, main course, drinks (juice or water, coffee or tea)
3. Dinner: a starter, main course, dessert, selection of drinks (juice or water, coffee or tea),

Meal formula: (table served dinner, buffet) will be agreed with the Economic Operator.

* 1. **Responsibilities of the Economic Operator as part of Contract performance shall include:**

1. ensuring a venue for staging a given event;
2. preparing information on the rules of using the facilities for the participants of the event;
3. staying with the group during the event and providing logistical support both to the participants and organisers of the event;
4. organising one dinner outside the accommodation place (proposal concerning a specific place, menu and possible artistic programme to be approved by an employee of the Awarding Entity prior to each event); Table served dinner: starters, main course, dessert, selection of drinks (juice or water, coffee or tea). The meal shall relate to local traditional cuisine.
5. if needed, ensuring local transport (e.g. from the airport to accommodation place, from accommodation place to the place of field practice and back, to a restaurant and back, and to other places indicated by the Awarding Entity). Transfers may take place by taxi, bus or coach, depending on the number of persons.
6. completing any and all formalities related to reimbursement of travel costs to training participants and trainers.Each participant shall present tickets confirming the costs borne. Based on the presented and verified tickets, the logistician shall reimburse travel costs to each participant;
7. providing the materials required for the event as agreed earlier with trainers and a representative of the Awarding Entity (a package of office supplies (markers, felt-tip pens, coloured pencils, post-it notes, A4 white and coloured paper, pens, flip chart paper, notebooks, adhesive tape, glue, stapler, puncher, other office supplies identified by the trainers, etc.), printer, preparation of files with additional materials and ID badges);
8. If necessary, logisticians will provide promotional materials (e.g. roll-ups), including gadgets (e.g. sweaters shirts, bags);
9. if needed during training, printing of the materials prepared by the trainers;
10. In the case of volunteer training, preparing for and providing during each training access to a library with materials on topics related to international volunteering. The library shall feature such documents as a copy of a current Erasmus+ Programme Guide; documents/ publications concerning ESC and non-formal education, which can serve as a source of inspiration and support volunteers’ learning process during the stay abroad. The above publications can be downloaded from the Awarding Entity’s website. The documents shall be prepared in English;
11. if needed, organising artistic and cultural activities;
12. A logistician is obliged to ensure safety of event participants, to know where a first aid box is to be found at the hotel and know the hotel staff trained in first aid. In particular, s/he should inform the participants about:

* designated escape routes (if such are designated),
* the location of the nearest shelters (if there are any in the area),
* the location of the nearest diplomatic posts of the participants’ country of origin.

The Economic Operator shall appoint a logistician who will coordinate all these activities.

* 1. **Other conditions of contract execution**

1. During the contract execution, the correspondence between the Economic Operator and the Awarding Entity shall be conducted by e-mail in English.
2. Not later than 14 days prior to the event, the Awarding Entity shall send an order form to the Economic Operator so that the Economic Operator can estimate the event’s budget.
3. The Economic Operator shall be obliged to present a service completion form and issue relevant financial documents within 14 days from the closing of each event.
4. **Commission for the provision of service shall not be higher than 10% of the contract value, calculated on the basis of the service provision form**.