# 

# TERMS OF REFERENCE

# Management Retreat 3-4 March 2025

# RFQ 2501-25

1. **Accommodation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Arrival Date** | **Departure Date** | **Quantity** | **Type of Rooms** |
| Monday, 3 March  2025, early morning | Tuesday, 4 March 2025, after dinner  2022 (17:00) | 42 people | Single rooms |

1. **Meeting Rooms**
   * One plenary for 42 people with videoconference facilities
   * 1/2 small break-out rooms (15-20 people)

# Programme

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Morning** | **Afternoon** | **Evening** |
| 3 March 2025 | Arrival and meetings  Meeting  Lunch | Meetings | Cocktail  Dinner |
| 4 March 2025 | Meetings  Lunch | Meetings | Dinner  Departure after dinner |

1. **Material**
   * Fixed screen and projector
   * Flip charts
   * Sound system with microphones
   * Videoconferencing facilities, if needed.
   * Mineral water

# Meals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | AM | Break | PM | Break | Evening |
| 3 March 2025 | 08:00 Coffee on arrival | 10:00 – 10:30  Coffee Break | 12:30-13:30 –  Lunch | 15:30 – 16:00  – Tea Break | Cocktail 18:30  – 19:30  Diner 19:30 –  21:30 |
| 4 March 2025 | 07:30 – 08:30  – Breakfast | 10:00 – 10:30  Coffee Break | 12:30 – 13:30  – Lunch | 15:30 – 16:00  – Tea Break | Dinner 19:30 – 21:30  Departure after dinner |

1. **Location**

Hotels/conference rooms in Geneva or surrounding areas (within 30 km from Geneva).

1. **Hotel Classification**

The hotel complies at minimum with the conditions of classification for a three-star rating as defined by the European Hotelstars Union (the hotel however does not need to be a member of the network). WMO wishes to work with hotels complying with the requirements for classification of: 3-star, 4-star and 5-star.

1. **Offer submission**

The Vendor is required to complete, sign and return the Annex-D Financial Offer Form RFQ 2501-25 and related annexes as specified in the SECTION 1: LETTER OF INVITATION in the Request for Quotation.

1. **Sustainability requirements**

The Contractor’s compliance with the following sustainable requirements is required:

1. Have a corporate environmental policy or an environmental management system (ISO 14001 or equivalent)
2. Have at least one (1) female team member among the key personnel to be employed for the provision of the services under these Terms of Reference.
3. Have an internal policy regarding the sustainability and monitoring of their supply chains.