
Hospitality services for a meeting in Switzerland
In partnership with the Swiss Federal Department of Foreign Affairs

Assignment title: Hospitality services for a meeting in Switzerland

Area of intervention: Switzerland, near Geneva

Services: 3-days conference, 4 nights 25 to 28 November for 30-35 pax

Budget: 50 000 -74 500 EUR

Deadline to apply: 10 November, 2024

Promediation is a non-profit, non-governmental organization (under the French law of 1901), led by professionals who combine high-level expertise in mediation and negotiation with extensive field experience in Africa. Involved in various processes since 2006, the team has been working since 2012 in support of peace processes and conflict prevention efforts in Africa, particularly in the Sahel and the Maghreb, but also in the Gulf of Guinea.

Promediation is looking for a venue to organize a meeting in Switzerland, (preferably close to Geneva/Geneva Lake), in partnership with the Swiss Federal Department of Foreign Affairs.

1. The project

Promediation and the Swiss Federal Department of Foreign Affairs (FDFA) have worked on an informal dialogue between East-African politicians since 2023. This project intends to further provide a closed and safe space for these representatives to get together in one place, build trust between them and start to create consensus on political solutions for their country.

2. Needs

For this meeting, Promediation and the FDFA would require:

Accommodation

From Sunday 24 of November to Thursday 28 of November

32 rooms (single or double) for single occupancy – 4 nights (+ dinners)

Meeting package

From Monday 25 of November to Wednesday 27 of November

3 full days seminar packages for 32 guests – from 9 AM to 6 PM

Plenary room including beamer, screen, 3 flipcharts, water, Wi-Fi internet

2 coffee breaks

Lunch

3. Possible additional services

Offers might include:

- Transportation to venue for guests from Geneva Airport or Geneva Cornavin train station.
- Simultaneous translation equipment (portable headphones, microphones, booth for 2 translators) for the 3 meeting days.

4. Budget

Total offer, including meeting package, rooms and dinners, should not exceed 60 000 EUR.

If applicable, transportation services shall not exceed 5 500 EUR

If applicable, translation equipment renting shall not exceed 9 000 EUR

5. Criteria for selection

- Venue's standard and experience in organizing business events
- Proximity to Geneva Airport (preferably less than 2h distance)
- Distance from city centers

6. How to apply

To apply, please send the following documents to Promediation, callfortenders@promediation.org, before November 10th, 23.59 (Paris time):

- A financial offer with detailed costs for rooms, meeting facilities and other services if applicable