**Annex 1: Detailed Terms of Reference**

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| --- | --- | --- | --- | --- | --- | --- |
| Item | Generic Description | *Number/ units/pages* | *Days/ people* | *Unit price USD* | | *Subtotal USD* |
| **Workshop on updating the transformation plans of the facilities based on the results of the Quality Rights Assessment Reports and based on the National Program on Deinstitutionalization**  **Venue: National Agency for Social Assistance**  **Timing: 10-11 December 2018**  **Catering: “Floarea de cirese” SRL to be sub-contracted by the bidding winner** | | | | | | |
| 1 | Coffee breaks to be served close to the meeting room (2/day \* 2 days = 4 coffee breaks) | 4 coffee breaks | 30 participants | |  |  |
| 2 | Lunches within the meeting’s premises | 2 lunches | 30 participants | |  |  |
| 3 | Still/sparkling water in 0,5l bottles (2 bottles/person/day) | 4 bottles | 30 participants | |  |  |
| 4 | Stationary for participants (notebook and pen) | 1day | 30 sets | |  |  |
| 5 | Printing of the materials for participants:   * A4, coloured * A4, b/w | 4 pages  26 pages | 30 sets  30 sets | |  |  |
|  | ***TOTAL*** |  |  | |  |  |
| **One day training for employees of the residential institutions on the Quality Rights based on results of the WHO assessment reports**  **Venue: National Agency for Social Assistance**  **Timing: TBC**  **Catering: “Floarea de cirese” SRL to be sub-contracted by the bidding winner** | | | | | | |
| Item | Generic Description | *Number/ units/pages* | *Days/ people* | | *Unit price USD* | *Subtotal USD* |
| 1 | Coffee breaks to be served close to the meeting room (2/day) | 2 coffee breaks | 35 participants | |  |  |
| 2 | Lunches within the meeting’s premises | 1 lunch | 35 participants | |  |  |
| 3 | Still/sparkling water in 0,5l bottles (2 bottles/person/day) | 2 bottles | 35 participants | |  |  |
| 4 | Stationary for participants (notebook and pen) | 1 day | 35 sets | |  |  |
| 5 | Printing of the materials for participants:   * A4, coloured * A4, b/w | 4 pages  26 pages | 35 sets 35 sets | |  |  |
|  | ***TOTAL*** |  |  | |  |  |
| **Trainings for persons with disabilities from Orhei and Cocieri facilities (4 one-day trainings)**  **Venue: Keystone training center**  **Timing: TBC**  **Catering: “Floarea de cires” SRL to be sub-contracted by the bidding winner** | | | | | | |
| Item | Generic Description | *Number/ units/pages* | *Days/ people* | | *Unit price USD* | *Subtotal USD* |
| 1 | Meeting room rent | *1 room* | *4 days* | |  |  |
| 2 | Coffee breaks to be served close to the meeting room (2/day\*4 days=8 coffee breaks) | 8 coffee breaks | 25 participants | |  |  |
| 3 | Lunches within the meeting’s premises | 4 lunches | 25 participants | |  |  |
| 4 | Still/sparkling water in 0,5l bottles (2 bottles/person/day) | 8 bottles | 25 participants | |  |  |
| 5 | Stationary for participants (notebook and pen) | 4 days | 25 sets | |  |  |
| 6 | Printing of the materials for participants:   * A4, coloured * A4, b/w | 4 pages  26 pages | 25 sets  25 sets | |  |  |
|  | ***TOTAL*** |  |  | |  |  |

\*All price(s) quoted do not include VAT.