

Terms of Reference: Venue Rental for the Crisis Leadership Program Seed In-Person Workshop

1. Assignment background

Context / Background:

Sudan faces the world's largest internal displacement crisis, with over 8.9 million people displaced. According to the 2025 Humanitarian Needs and Response Plan, an estimated 30.4 million people need humanitarian assistance, including 16 million children. In this complex and rapidly changing context, aid actors interact with conflict dynamics in ways that can either worsen or ease tensions, which makes conflict sensitivity essential to principled and effective programming.

Problem description

NRC Sudan works with local partners to expand access to humanitarian assistance and strengthen local response capacity across Sudan. To support this objective, NRC Sudan has partnered with the Centre for Humanitarian Leadership at Deakin University to deliver Crisis Leadership Training for humanitarian staff and local partners. The training addresses a critical gap in Sudan, where there are limited opportunities for contextualized, Arabic-language leadership development. The program aims to strengthen the leadership skills of humanitarian responders and build local facilitation capacity for sustainable delivery of crisis leadership training.

The Khartoum cohort commenced the online component on 17 September 2026, with the three-day in-person workshop scheduled from 2 to 4 November 2026 in Khartoum State. A suitable venue is required to host the training and provide an appropriate learning environment for participants.

2. Objectives and scope of work

Objectives

To rent a suitable venue in Khartoum State, with lunch and coffee break services, to host The in-person Crisis Leadership Program _Seed 30 for 30- 35 participants from 2-4 November 2026.

Scope of work

Service description:

NRC would like to rent the Service Provider's venue in Khartoum state for three consecutive days, 2-4 November 2026, along with the provision of the following services:

- Venue rental for three consecutive days in Khartoum State, with seating capacity for 30-35 participants, bathrooms, and a projector or screen.
- The provision of lunch for each participant on each workshop day.
- The provision of two coffee breaks per day for each participant.
- The provision of stationaries for each participant; Notebooks, pens, pencils and sticky notes

Activity schedule for the workshop:

No.	Date	Start Time	End Time
1	2 November 2026	9:00 AM	5:00 PM
2	3 November 2026	9:00 AM	5:00 PM
3	4 November 2026	9:00 AM	5:00 PM

Kindly note that the dates and times provided may be adjusted in response to situational developments or updates from the program team. Prior notice will be given of any changes.

- Service Specifications and Quality Requirements for the workshop venue in Khartoum State:

Service Element	Specifications
Venue Rental	We require a facility in Khartoum state with the following amenities: seating capacity for 30 -35 participants and bathrooms.
Equipment	A projector or a screen must be available in the venue and working for the full duration of the workshop on both days.
Coffee Breaks and Lunch	Coffee breaks (two per day, morning and afternoon): Tea, coffee, bottled water, and biscuits should be provided at each break. Lunch: A lunch meal should be provided to each participant on each workshop day.
Stationaries	Provision of stationaries one notebook, one pen, and one sticky note per participant

Major tasks and responsibilities

- The service Provider to provide its venue in Khartoum state for rent for three consecutive days (2-4 November 2026), with seating for 30-35 participants, bathrooms, and a projector or screen.
- The service Provider to provide lunch for each participant on each workshop day.
- The service Provider to provide two coffee breaks per day for each participant.
- The service Provider to provide stationaries for each participant

3. Institutional and organisational arrangements

Duties of the service Provider

• Provide access to its venue in Khartoum state to be used for the Crisis Leadership Program on 2-4 November 2026, with seating for 30 -35 participants and bathrooms.
• Provide a projector or screen for use during the workshop and ensure it is set up and working before each day's session begins.
• Provide lunch and two coffee breaks on each workshop day as scheduled above: • Coffee breaks (two per day, morning and afternoon): • Tea, coffee, bottled water, refreshments and biscuits should be provided at each break. • Lunch: • A lunch meal should be provided to each participant on each workshop day. • Stationaries: • one notebook, one pen, and one sticky note PCE per participant
At the end of the service contract, the Partner shall submit the following supporting documents along with the payment request • Final invoice detailing all agreed costs (venue, lunch, coffee breaks, etc.). • Attendance sheets signed by participants for each workshop day. • Photos of the venue setup, lunch, coffee breaks, and workshop activities (minimum 2 per day).

Duties of NRC

NRC will ensure the delivery of an in-person Crisis Leadership Program for 30-35 participants. The workshop will take place over three consecutive days, from 2-4 November 2026.
At the end of the agreement NRC will compensate the service provider for the services provided, as outlined below: • Venue rental for three consecutive days in Khartoum state, including a projector or screen and bathrooms. • The provision of lunch for each participant on each workshop day. • The provision of two coffee breaks per day for each participant. • The provision of stationaries for each participant
Payment will be made only upon completion of the agreement. No payment shall be disbursed prior to the end of the training period, and all deliverables must be

confirmed by NRC as completed and satisfactory along with the submission of the supporting documentation.

4. Implementation schedule and estimated inputs

- The delivery service must follow the activity schedule below for the workshop in Khartoum State:

No.	Date	Start Time	End Time
1	2 November 2026	9:00 AM	5:00 PM
2	3 November 2026	9:00 AM	5:00 PM
3	4 November 2026	9:00 AM	5:00 PM

5. Qualifications of the service provider

Registration under the law of Sudan, and a venue available for rent (including services) in Khartoum State.

Experience and qualifications

- Prior experience working with organizations in the humanitarian sector is highly preferred.
- The venue should include essential amenities: bathrooms, a projector or screen, and seating capacity for 30-35 participants.
- Ability to provide lunch, coffee breaks, and stationaries in a timely and professional manner.
- The space and service providers must demonstrate respect for human dignity and full compliance with humanitarian standards and principles.