



Terms of Reference (ToR)

for

Hiring Venue, Logistics, and Catering Services to Organize a Cultural Diversity Festival

Event Name: Cultural Diversity Festival 2026

Date of event: 18 January 2026

Last date of quotation submission: 08 January 2026

Organizer: The Hunger Project Bangladesh

Location: Dhaka

Background

The Hunger Project (THP) is a global, volunteer-driven organization founded in New York in 1977 with the vision of ending hunger and poverty through people's empowerment. Today, THP operates in 22 countries across Asia, Africa, Latin America, Europe, and Australia. THP believes that every person is born with unlimited potential, and when individuals are empowered to use their own capacity, they can become self-reliant and shape their own future. In Bangladesh, THP started its work in 1991 after registering with the NGO Affairs Bureau. Since then, it has worked not only as a development organization but as a social movement that inspires confidence, leadership, and collective action among people to build a hunger- and poverty-free nation.

As part of its commitment outlined above, THP Bangladesh is implementing the Multi-stakeholder Initiative for Peace and Stability (MIPS) project, funded by the Foreign, Commonwealth & Development Office (FCDO) of the United Kingdom. MIPS aims to prevent and reduce political, religious, and ethnic violence while promoting tolerance, inclusion, and social harmony. The project presently operates in 32 districts and brings together political actors, civil society members, religious leaders, women, and youth to foster peaceful coexistence and collaboration at the local level.

Purpose of the Assignment

Under the MIPS project, THP Bangladesh is going to organize a Cultural Diversity Festival in Dhaka and is looking for an agency that can provide:

- A suitable venue to accommodate around 400 participants
- Catering services for one round of snacks, and one dinner per participant
- Necessary logistical support for a half-day conference cum cultural evening

Scope of Work

The selected agency will be responsible for:

A. Venue Arrangement

- A hall with seating capacity for 400 participants
- Stage setup with podium, sound system, microphones, and projector
- Adequate lighting, air conditioning, and restroom facilities
- Separate space for registration and refreshments
- Accessibility for people with disabilities

B. Catering Services

- **Welcome tea:** Tea/coffee, bottled water, and light refreshments

- **Dinner:** Standard Bangladeshi meal
- Hygienic food preparation and timely service
- Trained serving staff and cleaning personnel

C. Additional Support

- On-site coordination team
- Emergency medical support (basic first aid)
- Parking facilities for guests and officials

Submission Process

Interested Agencies or companies are invited to submit their proposals with RFQ attached annex-01 and 02 in line with this Terms of Reference (ToR). Your proposals must be submitted within **08 January 2026** at The Hunger Project, Heraldic Heights, 2/2, Mirpur Road, Level 4, Block-A, Mohammadpur, Dhaka-1207

Annex_01_: https://docs.google.com/document/d/1tNpKUrKfel9kJo3NesYTmkObjBq7aB_D/edit

Annex_02_: https://docs.google.com/spreadsheets/d/1-jYBQJy06N1fAs2JyHyfeLJ7hqWpsW/edit?usp=drive_link&ouid=106264440581164085808&rtpof=true&sd=true