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| **Three days regional meeting on “WHO Health Accounts Technical Peer Meeting for WHO European countries”** **Participants**: Up to 40 persons |
| Item | Generic Description | *No. of days/units* | *Quantity/unit* | *Unit price USD* | *Subtotal USD* |
| 1 | Conference room for 40 persons: U-shape table | 3 | 1 room |  |  |
| 2 | Aid tools (Flipchart) | 3 | 1 day |  |  |
| 3 | Video projector with screen | 3 | 1 |  |  |
| 4 | Laptop to project slides | 3 | 1 laptop |  |  |
| 5 | Translation equipment (to have wireless headsets for participants) | 3 | 40 headsets |  |  |
| 6 | Coffee break to be served close to the meeting room - please provide detailed description of the coffee break | 5 | 40 participants |  |  |
| 7 | Water in the meeting room for participants  | 5 (0.5l) | 40 participants |  |  |
| 8 | Lunch close to the meeting room - please provide detailed description of the lunch | 3 | 40 participants |  |  |
| 9 | Stationery for each participant: pen, notebook for notes. The folders for paper and presenations will be provided by WHO.  | 1 | 40 |  |  |
| 10 | Printing of country posters A 2 size | 11 | 1 |  |  |
| 11 | Preparation and dissemination of the background materials for the event, including the presentations of the speakers, agenda, table name tag for all participants, and name badges. | 25 pages | 40 sets |  |  |
| 12 | Documenting the event by taking pictures in the process and providing them to the organizers. Pictures to be provided in raw and good quality. The group picture and another 15 photos to be provided in good quality on the same day. | 1.5 days | 1 |  |  |
| 13 | Simultaneous interpretation from English into Russian | 2.5 days | 2 interpreters |  |  |
| 14 | Written translation of presentations from English into Russian (pages) | 1 | 60 |  |  |
| 15 | Dinner at Jolly Alon hotel | 1 | 40 participants |  |  |
| 16 | Contingency 10% |  |  |  |  |
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**Annex 1: Detailed Terms of Reference**