



THE AFRICAN CAPACITY
BUILDING FOUNDATION

FONDATION POUR LE RENFORCEMENT
DES CAPACITES EN AFRIQUE

A specialized agency of the African Union

Une agence spécialisée de l'Union africaine

Request for Expression of Interest

Consultancy Services Firm to Provide Event Management Services to the African Capacity Building Foundation (ACBF)

Consulting Services: For the Provision of Consultancy Firm Services to ACBF

Expression of Interest: ACBF/REOI/012/22/NRF

1. Background

The African Capacity Building Foundation (ACBF) was established in 1991 to build sustainable human and institutional capacity supporting Africa's development. The Foundation's goal is to contribute to Africa's Transformation and Sustainable Development, and in that regard, is designated as a specialized agency of the African Union for capacity building. ACBF supports capacity development in Africa through investments in capacity, knowledge sharing, and technical assistance to countries and regional and sub-regional organizations. ACBF's approach to capacity development focuses on addressing capacity needs and gaps as well as on stakeholder ownership of interventions, project and program sustainability and synergy of interventions with other development partners.

ACBF organizes several physical or virtual events such as Annual Board of Governors meetings, Executive Board meetings, conferences, high-level forums of experts, workshops, and think tank summits. These events involve senior-level staff from different organizations, senior government officials, development partners, civil society, academia, regional and international participants, project supported institutions, attracting as many as 100 participants or more.

ACBF would like to engage the services of an Events Management Company (EMC) that will be responsible for the overall management, organizing, planning, and running of either physical, virtual or hybrid ACBF conferences, meetings, and other events that will be running under different themes. ACBF has offices in Harare, Zimbabwe



(headquarters), Accra, Ghana, Nairobi, Kenya, and a liaison office in Addis Ababa, Ethiopia and events take place in any of these duty countries. A preferred EMC should be in one of these countries or in East, Southern, or West Africa.

2. Objectives

The overarching objective for the engagement of an EMC is for ACBF to deliver events that effectively and efficiently meet the best international standards and achieve each event's expected outcomes.

3. Scope of Work

The EMC will be expected to deliver on the following minimum activities, a Statement of Services will guide the requirements for each event.

- i. Providing advisory service to the ACBF internal organizing committee on the best highest standards and requirements that will facilitate the successful delivery of each event.
- ii. Developing the event management and delivery plan based on the statement of services required for each event with clear budget requirements, roles and responsibilities, resource requirements, milestones, and delivery timelines.
- iii. Decorating the venue and sitting arrangements according to protocol requirements, theme of the event, and audio-visual requirements and/or setting up the virtual meeting room. Arranging for side rooms for interviews and panel discussions.
- iv. Selection of the best venue, its accessibility, security, internet connectivity, and other essential facilities, and their suitability for the event.
- v. Managing the marketing and promotional requirements of the event, video production, and photography services.
- vi. Planning and coordination of special events such as cocktails.
- vii. Facilitating the registration process (for both physical and virtual meetings); this includes sending out invitations, follow-ups, and updates on the confirmation and confirmations of VVIP, VIP, and other targeted speakers and guests.
- viii. Oversee the on-the-ground event logistics, transport, security, and protocol requirements; Assist delegates with hotel reservations and assistance with visa applications (If required), and any other logistical needs.
- ix. Executing the communication plan in liaison with the ACBF internal staff for all the required communication support services (e.g., interpretation requirements, media coverage in print, electronic, online, and on-site media interviews)

- x. Reporting on the delivery and outcome of the event and considerations for future events.

4. Expected Deliverables

Overall, the EMC will be expected to deliver on the following.

- i. Delivery of the event according to the agreed Statement of Services and plan.
- ii. Post-event report clearly reporting on successes, challenges/lessons learned and recommendations for the following events.

5. Reporting Requirements

The Consultant will report to the Director, Finance and Administration and/or any other staff as may be designated during the assignment. Each event should be delivered according to the agreed statement of services and timeframe.

6. Consultancy Duration

The Consultant will be engaged initially for one year. Extension of the contract will be subject to performance review.

7. Working arrangements

The EMC's work for each event will be guided by a Statement of Services and will work with an internal ACBF team that will be assembled for each event.

8. Selection Method

ACBF is looking for a Firm that meets the following minimum requirements:

Qualifications and Experience Specifications:

- i. 10 years of experience in event management of national, regional, and international high-level conferences, executive meetings, panel discussions, workshops, and seminars with at least 100 participants.
- ii. Experience working with international organizations, with the senior officials at the highest levels of government, civil society, international organizations, and the private sector from diverse backgrounds is desirable.
- iii. Excellent planning and project management skills are a requirement.
- iv. Demonstrated ability to lead teams physically and remotely and ability to manage and follow through while working under pressure.

- v. Excellent organizational skills with the ability to plan and meet deadlines through and with teams of people and individuals from diverse, cross-cultural backgrounds.
- vi. Excellent communication skills (oral and writing) in English and French, the official working languages of ACBF. Ability of the firms' team to communicate in other languages such as Portuguese, Arabic will be an added advantage.
- vii. Ability to influence and negotiate with different service providers and ability to deliver and work within the provided budgets.
- viii. Offices and/or proven networks in the event management field in different regions.
- ix. Proven full-time in-house multi-disciplinary events team (both technical and logistical side) with exceptional interpersonal skills and the ability to interact with senior officials at the highest levels of government, civil society, international organizations, and the private sector.
- x. Must be a self- initiating team be able to work independently and should have high personal work standards organizing, work planning, and scheduling skills, capable of handling large volumes of assignments accurately and thoroughly without losing focus.
- xi. Ability to make objective decisions and resolve problems, exercising the highest responsibility to handle confidential and sensitive issues reasonably and maturely.
- xii. Exceptional customer service orientation.

9. Submission of Expression of Interest

Interested consultants are invited to submit their Cover Letter and Proposals electronically on email address **ProcurementUnit@acbf-pact.org**

Please quote **“Expression of Interest No.: ACBF/REOI/012/22/NRF”** in the subject line.

Submissions are to reach ACBF on or before **17.00hours** (local Harare time) on **Wednesday, 16th November 2022.**