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NEPAD Planning and Coordinating Agency  
Agence de Planification et de Coordination du NEPAD

**Terms of Reference for  
provision of Event Management and Logistical Support to the New Partnership for  
Africa's Development (NEPAD) Planning and Coordinating Agency (NPCA)  
for the 8<sup>th</sup> CAADP Partnership Platform Meeting  
(Nairobi, Kenya, March 30<sup>th</sup> – 31<sup>th</sup>, 2012)**

## **Introduction**

The Comprehensive Africa Agriculture Development Programme (CAADP) Partnership Platform (CAADP PP) Meeting has emerged as a key partnership forum among the core players supporting and implementing the CAADP agenda.

The forum is an important instrument for coordinating CAADP implementation support as well as facilitating alignment and harmonization in the CAADP support objectives and programmes. The forum is also playing an important role in sharing and learning on CAADP and African Agriculture.

The CAADP PP meets twice a year and the forthcoming CAADP PP Meeting scheduled for 30<sup>th</sup> to 31<sup>th</sup> March 2012 is the eight being held.

The CAADP PP attracts a large number of stakeholders and players – an average of 250 participants – drawn from across the continent and beyond. These include various State and non-State institutions, multilateral as well as development partner organizations.

The CAADP PP planning and coordination is a responsibility of a multi-partner Task Team chaired by the AUC with the NPCA as Secretariat.

## **Assignment**

The successful Event Manager (Consultant) will have responsibility for preparation and management of all logistical issues and arrangements related to hosting a successful and professional Meeting.

Working closely with NPCA, the Consultant will identify suitable service providers, as needed, and liaise with these service providers regarding rooming, banqueting, IT equipment and support and other related arrangements. The Consultant will also ensure availability of an efficient secretariat and clerical/administrative support. Additionally, the Consultant will oversee the invitation and registration process and coordinate air travel and transportation arrangements for ALL participants. A detailed breakdown of responsibilities is outlined in the attached.

## **Contract Duration**

The assignment will run from the **1<sup>st</sup> March to 10<sup>th</sup> April 2012**

## **Reporting**

The Consultant will be directly accountable to a NPCA-World Bank arrangement represented by M. Bwalya (NPCA) and D. Nielson (World Bank).

The day-to-day assignment and contact will be managed through the NPCA. The NPCA will, in this regard, appoint a Focal Person to whom the Event Manager (Consultant) will report directly

## **Additional terms/information on the contract**

The contract for this service will be entered into directly with the CAADP Multi-Donor Trust Fund, administered by the World Bank. In this respect, the World Bank procedures and conditions for contracts of this nature will apply.

The CAADP Multi-Donor Trust Fund, through the World Bank, will directly procure some services. This will be communicated to the Consultant and ensure appropriate arrangements for the use of such services.

## **How to apply**

Applicants are requested to submit an offer that will include (i) a company profile (including number of personnel and references); (ii) an explanation on how they intend to undertake this assignment; and (iii) a comprehensive budget in US\$ to:

Corine Kouniga Tsoamene [corinem@nepad.org](mailto:corinem@nepad.org) copy to Tendai Tofa: [tendait@nepad.org](mailto:tendait@nepad.org)

**Closing date:** for receiving offers is 29<sup>th</sup> February 2012, 12a.m. (UTC+2- Pretoria time)

## **Modalities of selection**

A selection Committee will be composed of representatives of the NEPAD agency and of the African Union Commission. The proposals will be evaluated according to the following criterias:

Quality and experience of the firm: 30 points

Quality of the technical proposal: 30 points

Financial offer 40 points: the best valued offer (lowest bidder) will get the maximum of 40 points and other offers the points obtained from the inversely prorata of the best valued offer.

The selected proposal will be the one that obtained the highest total mark.

## Assignment Specifications: - core tasks, responsibilities and deliverables

The below tables present the specifications for the services and tasks/deliverables being requested under this assignment.

<b>1. Participants' Management</b>
<b>a) Invitations and information to participants</b>
Send out Invitations to ALL participants, including meeting chair(s), speakers, facilitators, etc.
follow up on invitations - via telephone, email, fax
Compile confirmed registration list - participants, speakers, support staff, event mgmt team, ushers, etc.
Identify and secure accommodation block booking for <b>self paying participants at alternate hotels</b> ,
Send out Information Note to all participants (arrival details, hotels, visa requirements, general city info; etc.)
Facilitate arrangements for visas for participants, as needed
Protocol arrangements for VIPs, including arrival and departure at airport with the relevant Ministry
<b>2. Conference Venue arrangements</b>
<b>a) Conference Venue</b>
Arrange and ensure all Meeting rooms (Main room and Break away rooms) are arranged according to specifications and ready for the Meetings as required (as per specified meetings' schedule). This also includes seating name plates at the main table.
Ensure all required audio-visual equipment is available/acquired in all the rooms as required
Cross-check possibilities for seating arrangements and all related meeting facilities
Arrange and manage appropriate VIP lounge
Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms
<b>b) Conference reference materials</b>
Production of Meeting documents and information materials
Prepare participants' soft copies flash drive with all relevant Meetings documents
Prepare and distribute an arrival information pack to participants
<b>c) Participants Registration and information support</b>
Arrange and manage participants' registration
Prepare and maintain participants register (with relevant contact details)
Manage a one-stop general information support service for Participants (including general tourism info)
Design and make up name tags for all participants, speakers, Media, VIPs, etc
<b>3. Communication and Public relations</b>
<b>a) Communication and public relations</b>
Prepare and set-up the information kiosk arrangement
<b>b) Interpretation</b>
Arrange simultaneous interpretation for all sessions as required (English-French)
<b>c) Public Media advocacy</b>

In liaison with CAADP Communication Manager, arrange publication of three print media articles in international newspapers (one 10 days before, other on first day of the meeting and other day after the Meeting)

High profile interviews - TV (four) – during the meeting

Press conference (Day 1)

d) Exhibition Area

Liaise with NPCA Communications person for details

Liaise with conference venue for space and necessary equipment with WB person

#### **4. Other general logistical arrangements and event management**

##### **a) Ground Transport**

- Arrange and confirm shuttle service for airport pick-up, as well as local operations

- Arrange and manage VIP transport with the relevant Ministry

##### **b) Accommodation arrangements for ALL participants**

- Compile rooming list for all participants and liaise directly with the hotel

- Allocate rooms (including VIP)

- Confirm accuracy of arrival/departure information

##### **c) Secretariat Room**

- Set up secretariat room

- Staff secretariat room

- Provide stationery for secretariat room

##### **d) Cocktail/Official Dinner**

- Organise/arrange the official dinner/cocktail

- Develop and print participants *information note/invitation for the cocktail*

##### **e) Banners**

- Design of banner and determine No. of banners

- Get quotes from printer x 3 and proceed with contracting once approved

- Follow-up with printer for delivery of banners

##### **f) Conference bags and badges**

- Source conference bags (designs) and quotations

- Table tags for plenary arranged/in order

- Name Tags and Badges

- Develop design for bags

- Order conference bags

- Arrange pens and writing pads (meeting package?)

##### **g) Ushers**

- arrange and supervise ushers

Budgeting will be made for 250 participants.