REQUEST FOR PROPOSAL

CONFERENCE COORDINATOR FOR THE 8TH AFRICA WATER WEEK
IN WINDHOEK, NAMIBIA - 2021

1.0 BACKGROUND:

The Africa Water Week (AWW) is convened by the African Ministers’ Council on Water (AMCOW) in conjunction with the African Union Commission (AUC). It represents a political commitment at the highest level with over 1000 participants from governments, regional institutions, international partners, the private sector, the scientific community, civil society, and the media from all over the world, and in particular Africa, meeting to discuss and collectively seek solutions to Africa’s water resources and sanitation challenges.

This conference on water and sanitation is held biennially, consequent to the decision of the AMCOW to institutionalize Africa Water Week in order to build momentum on achieving the Sustainable Development Goals (SDGs) related to water security and sanitation services by 2030, and the 2025 Africa Water Vision, as well as solidifying the way in actualizing Africa’s Agenda 2063.

2.0 PROJECT - 8TH AFRICA WATER WEEK

The 8th Africa Water Week (AWW-8) is planned to hold from February 8 – 12, 2021 under the auspices of the African Ministers’ Council on Water (AMCOW) in conjunction with the Department of Rural Economy and Agriculture of the African Union Commission, and supported by several partners. The conference will be hosted by the Government of the Republic of Namibia, represented by the Country’s Ministry of Agriculture, Water and Forestry.

The AWW8 will be convened under very strange circumstances that the continent has never experienced. From the beginning of the year 2020, the world including Africa was hit by a public health emergency. The outbreak of the Coronavirus (COVID-19) across Africa and all over the world introduced a new dynamic in the challenges faced by the sector.

The theme of the conference is “Water Security for Development and Human Health”. The theme is borne out of the fact that safely managed water, sanitation, and hygiene (WASH) services are a bedrock for a sustainable economic development and an essential part of preventing and protecting human health, particularly in a resource-constrained setting like many parts of the African continent.
2.1 Consultancy Objectives

The overall objective of this consultancy is to provide technical support to AMCOW in planning and organizing the 8th Africa Water Week Conference (AWW8).

Specific objectives include:

i. To design the week-long conference and develop a well-balanced programme for the sessions and other events scheduled to take place during the AWW;
ii. to facilitate the call for sub-themes, lead conveners’ / sessions conveners’, including call for papers and other related processes
iii. to provide professional support to AMCOW and the Local Organising Committee in ensuring the below listed services
iv. to develop the AWW8 theme and sub-themes into ‘sellable’ products that can attract sponsorships at various levels
v. develop a registration platform including an online payment system

2.2 Consultant: Duties and Responsibilities

The consultant will work with AMCOW Secretariat in planning and organizing the 8th Africa Water Week thematic framework to achieve the conference objectives.

The following task will be performed by the consultant:

1. draft terms of reference for expression of interest call on sub-theme lead conveners’ and sessions conveners
2. develop criteria for selecting papers / abstracts for sub-theme lead conveners’ and sessions conveners
3. support AMCOW in the process of hiring an Event Manager for AWW-8 conference, including review of proposals from bidders
4. provide support to the communication and visibility manager in advertising and promoting the AWW-8 conference
5. design AWW-8 preparation schedule, and programme with details of sessions, seminars, side meetings, exhibitors, and solicit for conference sponsors, and compile these as well as other useful information on visa, banking, health, etc in a Conference booklet to be distributed to registered participants;
6. plan and finalize arrangements with co-convenors / technical and forum sessions leads, and identify chairs, presenters, facilitators and rapporteurs
7. provide framework content of the conference to AWW-8 website manager and collate participant feedback through the portal
8. Maintain communication and coordinate planning arrangements with the national organizing committee (NOC) to ensure smooth protocol for the Ministers/VIPs, local transport for participants, field trips and city tour, among others
9. draft concept for making the Africa Water Week conferences self-sustainable
10. compile all session reports and develop 8th Africa Water Week Conference Report
3.0. WORK INPUT AND DURATION
The work shall begin immediately upon signing of the contract and is not limited to a specific number of man days, but will end after the conference is concluded.

4.0. REQUIRED PROFILE, QUALIFICATION AND EXPERIENCE

Education
- The consultants should have the relevant education and experience to execute the described tasks

Work experience:
- At least 10 years relevant working experience in event management and exhibition
- Experience in supporting water sector conferences and events will be an advantage

Key competencies:
- Prior experience in planning and organizing big events; government and/or international events
- Technical events management and sponsorship capacity
- Good knowledge of the Water and Sanitation Sector and its challenges in Africa
- Proficiency in French and English Language will be an added advantage

5.0. ORGANISATION
The consultant will work together with the AMCOw Secretariat, the Technical and Scientific Advisory Committee, and the Local Organising Committee to deliver a world class conference within the framework of this Scope of Work

6.0. CONSULTING FEE
AMCOW Secretariat shall pay to the Consultant a negotiated sum based on the specificities of the service and the co-ordination role. Actual compensation will be discussed with the selected candidate.

7.0 AWARDING OF CONTRACT:
The contract shall be awarded to the consultant based on the received offer, profile, qualifications, and experience of the consultant.

8. SUBMISSION
The completed RFP should be submitted to the address below or send via email, not later than 30th September 2020

The Executive Secretary
African Ministers’ Council on Water (AMCOW)
No 11, T.Y Danjuma Street, Asokoro
Abuja

Attention: The Procurement Officer
Email: info@amcow-online.org