Request for Proposal

EVENT MANAGER

for the 8th Africa Water Week in Windhoek, Namibia 2021

BACKGROUND INFORMATION

1.0 AMCOW

The Africa Water Week (AWW) is convened by the African Ministers Council on Water (AMCOW) in conjunction with the African Union Commission and organized with other development partners. 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.

It is now held biennially in keeping with the decision of the AMCOW to institutionalize AWW in order to build momentum on achieving the Sustainable Development Goals (SDGs) related to water security and sanitation by 2030, and the 2025 Africa Water Vision as well as crystallizing the way to actualizing Africa’s Agenda 2063.

2.0 Project Description

8th Africa Water Week

The 8th Africa Water Week (AWW-8) holds from February 8th to 12th 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 Land Reform.

2.1 Objectives of Request for Proposal

The objective of this Request for Proposal is to identify a plan that will provide the best overall value to the 8th AWW Conference. While price is a significant factor, more so now than in the past, other criteria will form the basis of the final decision. The RFP will require high level professional Firm to serve as Events Manager. The Events Manager is to provide local consultancy and logistic support to AMCOW and the Local Organising Committee in the provision of the below listed goals.

- Increase conference footprint and visibility
- Grow and develop the conference exhibition component
• Facilitate an increased amount of networking and relationship cultivation amongst actors in the Water and sanitation sector.

2.2 Specific task for the assignment:

• Provision of Ushers for registration.
• Provision of Ushers for 5 days for meet and greet at the airport, hotel pick and drop / return to the airport and servicing of the conference meeting rooms.
• Technical support during the event in terms of provision of on-site business stationery, printers and IT support.
• Provision of the branded conference bags - leathery for Ministers / VIPs (50).
• Provision of the branded conference bags (450)
• Provision of catering services for five days (two tea breaks daily and lunch for 500 participants daily)
• General Event Management Support to AMCOW & Local Organising Committee such as:

  • To assist and attract general sponsors for the Africa Water Events & Exhibition Week 2021
  • To assist in managing the Exhibition and Side Events
  • The conference is expected to attract 300 -1,000 attendees and the following elements fall within the scope of the selected event management firm:

    o Delegates Registration.
    o Site visit planning and management
    o Accommodation (accommodation management for planning team and for delegates if applicable)
    o Visa letters (issuance and tracking of visa letters in accordance with any local agencies in selected destination)
    o Ground transportation (to and from field trips and off-site events)
    o Airport transfers (airport transfer management for planning team and for delegates if applicable)
    o Delegate gifts/bags
    o Conference printed material
    o Schedule management (tracking of meeting room usage as well as side meetings/events and workshops)
o Venue selection and management (this includes selection of main conference venue as well as off-site events)

o Security (liaising with security vendor to align program needs with security measures)

o Conference Entertainment

Please note this is not an exhaustive list of responsibilities and these will be finalized during the contracting period.

3.0. **Required Profile, Qualification and Experience**

**Education:**
- The Firm 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

**Key competencies:**
- Prior experience in running big events / Government / International events.
- Inside knowledge of the Namibia events management and sponsorship environment
- Good knowledge about the Water Sector in Namibia.
- Proficiency in French and English Language will be an added advantage.

4.0. **Submission Guidelines and Requirements**

The following submission guidelines & requirements apply to this Request for Proposal:

1. Please submit a proposal to Attention; Thomas Banda, or Bala M. T at: info@amcow-online.org no later than 31 August, 2020.
2. A budget exercise must accompany a written proposal (please specify all assumptions).
3. Submission should be exclusive of production elements/associated costs.
4. Submission should include both budget estimates for conference components as well as management fee estimations.

5.0 **CONSULTING FEES**

AMCOW Secretariat shall pay to the Firm negotiated sum based on the specificities of the service and the co-ordination role.

5.1 Thank you in advance for your time and effort as you prepare your proposal and please don’t hesitate to reach out with any questions.