

## REQUEST FOR EXPRESSIONS OF INTEREST

**AFRICAN DEVELOPMENT BANK**  
**Immeuble du Centre de commerce International d'Abidjan CCIA**  
**Avenue Jean-Paul II**  
**01 BP 1387**

**Abidjan 01, Côte d'Ivoire**

**Gender, Women and Civil Society Department (AHGC)**

**E-mail: [t.yameogo@afdb.org](mailto:t.yameogo@afdb.org); [c.kamikazi@afdb.org](mailto:c.kamikazi@afdb.org) and copy [n.lindsay@afdb.org](mailto:n.lindsay@afdb.org) and [c.laire@afdb.org](mailto:c.laire@afdb.org)**

**Telephone: +225 2026 46 50**

1. The hereby invites Consulting Firms to indicate their interest in the following Assignment: **Consultant to assist in preparing the materials and coordinate the planning process for the Annual Civil Society Forum 2019 as well as providing support and advice on the MDBs Global Gender Summit (GGS).**

The purpose of the consultancy is to support the Gender Women and Civil Society Department with the coordination and the planning process for Civil Society Forum and the MDB Gender Summit. The Consulting firm will support the elaboration of relevant technical materials: concept notes and programmes, discussion guidance notes communication materials; the Forum's logo as well as the Forum's virtual platform to facilitate the CSO forum particularly, as well as provide the necessary support and advice for the MDBs GGS.

### **2. Task and deliverables**

In close collaboration with the Bank's team, the selected contractor will be responsible for the following:

#### **2.1. Identification of participants, moderators and guests**

- Liaise with relevant team members within AHGC to draw up a list of speakers and participants, ensuring gender parity
- Coordinate the distribution of invitations to participants, including session chair(s), speakers and facilitators.
- Develop a platform and administer registration of all participants through the web platform.

#### **2.2. Communication**

- Prepare and set- up a one-stop general information support service/information kiosk for participants at the event.
- Coordinate with the Bank's Communications Department for media liaison.
- Draft press releases before, during and after the events.
- Coordinate information about the event through mainstream and social media.
- Liaise with the Bank's ITC department to develop a webpage for the event
- Coordinate the design of banners/roll ups/posters and other branding material for the events.

- Coordinate the design of the logo taking into account the 10<sup>th</sup> year anniversary
- Coordinate the design and production of merchandise for the forum (e.g. branded bags, pens and flash drive, folders, brochures, notepads for participants)
- Design and make up name tags/badges for all participants, speakers, Media, VIPs, etc
- Identify and recruit bloggers for the forum

### **2.3. Development of the technical aspects for the Events**

- Assist in elaborating the concept notes and making proposals for the refinement of the general topic, and in suggesting creatively articulated topics for the various sessions based on the themes.
- Assist in drawing up and rationalizing a budget for the event within available resources and in consultation with the Gender Women and Civil Society Department.
- Liaise with AHGC to draft the issue papers and the guidance notes for the moderators and panelists.
- Assist in elaborating the talking points/speeches for the opening and the closing ceremonies and other sessions as required.

### **2.4. Venue branding and set-up**

- Propose creative ideas for event site set-up (furniture, signage, stage and hall set-up including banners, posters and roll-ups, stage backdrops etc.), following the event's branding guidelines provided by the Bank, making sure the Bank's brand as well as the Civil Society logo are highly visible both electronically (screen projection) and with printed materials, and based on the different areas necessary that will later be identified.
- Produce / supply all materials for agreed event site set-up;
- Install and dismantle event site set-up.

### **2.5. Technical set-up**

- Ensure all required audiovisual, video and lighting equipment is available and functioning in and around all the rooms (material will be provided by the Bank);
- Ensure all meeting rooms (for plenary and parallel sessions such as the Knowledge Café) are arranged and ready for different meetings as required (as per specified event agenda), with easels, required furniture such as tables, chairs, flipcharts, microphones, nameplates, verification of sound and projection devices;
- Ensure high quality services for simultaneous interpretation (English/French) for all sessions .The Bank provides the Interpreters for all events organized by the Bank.
- Ensure testing of equipment the day before the event;
- Ensure service support is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms;

The technical team will work closely at the beginning of the project until the end with the Bank's teams in charge of these aspects (i.e Conference and meetings team).

## 2.6. Logistics support

- Identify suitable service providers, as needed, and liaise with these service providers regarding catering (lunches, coffee breaks over a 3-day period for an estimated 350 participants), cocktails, hosts and hostesses. Forum venue and IT equipment will be provided by the Bank.
  - Assist in negotiating with hotels to secure preferential rates for participants to the event on behalf of the Bank; Handle accommodation/hotel bookings for participants;
  - Assist in overseeing ground transportation (shuttle between airport, hotels, and event venue) and accommodation for AfDB sponsored participants (estimated 35 people)
  - Assist in liaising with the Bank's protocol department to support visa applications for participants and for protocol arrangements for VIPs.
  - Upload an information note for participants on the web and app platforms.
  - Liaise with the Language Services Department for simultaneous interpretation for all sessions as required (English/French)
3. The Gender, Women and Civil Society Department (AHGC) invites Consulting Firms to indicate their interest in providing the above-described services. Interested eligible consulting firms shall provide information on their qualifications and experience demonstrating their ability to provide the services (**documentation, references for similar services, experience in comparable Assignments, such as list of previous contracts of similar nature undertaken by the company, certificate of good completion of works for these previous contracts from clients. availability of qualified staff, CVs of the staff, Provision of Team organization chart and / a team organization task assignment, copy of Company's insurance policy covering the company and its employees, copy of the registration of the Company with the Trade Registration, showing company's authorization to exercise in the field of event management**).
  4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the **Rules and Procedure for the Selection of Corporate Consultants**. Please, note that interest expressed by a consulting firm does not imply any obligation on the part of the Bank to include it in the shortlist.
  5. The consultancy will be on a retainer basis per activity with dates to be specified for engagement of a maximum of 140 days. **The estimated starting date is February 22, 2019.**
  6. Interested individuals may obtain further information at the address below during the Bank's working hours: (9h00. – 17h00 GMT).

7. Expressions of interest must be received at the address below no later than **Friday 15 February 2019 at 17h30 GMT** local time and specifically mentioning *AfDB –CS Forum 2019*

For the attention of:

African Development Bank Group  
**Gender, Women and Civil Society Department (AHGC)**  
Immeuble du Centre de commerce International d'Abidjan CCIA  
Avenue Jean-Paul II  
01 BP 1387  
Tel: +225 20 26 44 64

E-mail: [t.yameogo@afdb.org](mailto:t.yameogo@afdb.org); [c.kamikazi@afdbo.org](mailto:c.kamikazi@afdbo.org) and copy [n.lindsay@afdb.org](mailto:n.lindsay@afdb.org) and [c.laire@afdb.org](mailto:c.laire@afdb.org)

## **ESTABLISHMENT OF THE SHORTLIST**

The shortlist of three to six consulting firms will be established at the end of the request of expression of interest. The consulting firms in the shortlist will be evaluated on the following criteria on the basis of the CVs and other documents received.

General Qualifications and suitability to the Tasks	40
Experience in the specific assignment	40
Experience with International Institutions	10
Language Capacity	5
Working knowledge of the Africa Region	5

## **SELECTION CRITERIA**

- Proven experience in managing and organizing international large-scale forum/summits. The lead consultant should have at least 7 years of experience in event management.
- Excellent knowledge of the civil society landscape and other stakeholders on the continent and beyond (Government officials, high-level leaders from the Civil Society and academia)
- Excellent managerial/organizational skills and a solution-oriented attitude.
- Demonstrated ability to work well both independently and within a multicultural team.
- Strong skills in writing communications content for large events and international summits.
- Good command of information and communication technology.
- Capacity to prioritize and manage a diverse range of partners, projects and activities
- Familiarity with social media, technology and communication technologies required
- Language: Proficiency in both English and French (spoken and written) is essential including the ability to draft at a professional level in this language.
- Ability to work under pressure to strict deadlines.
- Office presence in Abidjan is an asset

# AFRICAN DEVELOPMENT BANK



## GENDER, WOMEN AND CIVIL SOCIETY DEPARTMENT (AHGC)

### TERMS OF REFERENCE

#### CONSULTANT TO SUPPORT THE ORGANISATION OF THE CIVIL SOCIETY FORUM 2019 as well as provide advice on the GLOBAL GENDER SUMMIT

##### **Brief Description of the Assignment**

The Gender, Women and Civil Society Department is seeking a Consultant to assist in preparing the materials and coordinate the planning process for the Annual Civil Society Forum 2019 as well as provide the necessary advice and support for the Global Gender Summit.

- **Department making the request:** Gender, Women and Civil Society (AHGC)
- **Location of assignment:** Abidjan, Cote d'Ivoire
- **Period of assignment:** The consultancy will be on a retainer basis per activity with dates to be specified for engagement of a maximum of 140 days
- **Expected start date of the assignment:** 22 February 2019
- **Last date for providing your proposal:** 15 February 2019
- **Expression of interest to be submitted to:** Mr. Luther Tarwin Yameogo [t.yameogo@afdb.org](mailto:t.yameogo@afdb.org) and Ms. Cynthia Kamikazi: [c.kamikazi@afdb.org](mailto:c.kamikazi@afdb.org) with a copy to Ms. Najade Lindsay: [n.lindsay@afdb.org](mailto:n.lindsay@afdb.org) and Ms. Clara Laire: [c.laire@afdb.org](mailto:c.laire@afdb.org)
- **Any questions/clarifications needed should be addressed to:** Mr. Luther Tarwin Yameogo: [t.yameogo@afdb.org](mailto:t.yameogo@afdb.org) and Cynthia Kamikazi: [c.kamikazi@afdb.org](mailto:c.kamikazi@afdb.org), with a copy to Ms. Najade Lindsay: [n.lindsay@afdb.org](mailto:n.lindsay@afdb.org); and Clara Laire: [c.laire@afdb.org](mailto:c.laire@afdb.org)

## 1. Background

The African Development Bank (the Bank) is a leading development institution on the continent, focused on promoting economic development and poverty reduction. It engages with the full range and complexity of development challenges in Africa. The Bank has integrated operations, lending directly to the public and private sectors through a variety of instruments. It also provides advisory services to Regional Member Countries. The role of the Gender, Women and Civil Society Department is to coordinate and improve coherence across

the Bank on gender and Civil Society issues. In order to achieve its mandate, the department actively engages and builds alliances with external stakeholders, development partners and the civil society on promoting gender equality, women's empowerment and civil society engagement. With regard to the latter, this year, the department is organizing two major events - the Civil Society Forum and the MDB Gender Summit.

### **1.1 Background on the Civil Society Forum 2019**

The Bank recognizes the importance and the key role of civil society for the success of its operations. Since the adoption in 2012 of the Bank's Enhanced Framework to strengthen Engagement with Civil Society Organizations (CSOs), the Bank has initiated a large number of activities and reforms to promote the participation of CSOs and establish strong partnerships with them. As part of the CSO Framework, the Bank has institutionalized a Side-Event Civil Society Forum during its Annual Meetings (AM). Through the Civil Society Forum, the Bank reaffirms its commitment to supporting and working with civil society organizations, in pursuing the continent's development agenda.

In 2017, after a wide consultation with CSOs and based on earlier consultations, as well as internal considerations, the Bank has decided that the AfDB - Civil Society (CS Forum) will be organized separately from the Annual Meetings (AMs) of the Bank. Therefore, from 7 to 9 May 2018, for the first time, the Forum was held separately from the AMS, in the Bank Headquarters. For three days, the Forum served as an enabling platform for dialogue between civil society and the African Development Bank and hosted approximately 350 participants.

Since the AMs will be held in June this year, in order to enable CSOs' input to be incorporated into the proceedings of the AMs, the 2019 Forum for Civil Society will be held in the Bank Headquarter in Abidjan in May 2019. The event will take place once again in the Bank's Headquarters in Abidjan and will target a wide range of participants, mainly development stakeholders— namely, the Bank, civil society organizations (CSOs), non-governmental organizations (NGOs), associations, the private sector and social entrepreneurs.

Under the theme of "Regional Integration for Africa's Economic Prosperity", the Civil Society Forum will engage a high-level dialogue between CSOs and AfDB's management on this High 5 priority. Moreover, this year will mark the Forum's tenth year anniversary, a very important aspect to highlight throughout the communication on the Forum.

### **1.2 Background on the MDB Summit 2019**

The Multilateral Development Banks (MDB) Gender Working Group, was set up in 2001 with the aim of strengthening information sharing and collaboration on gender equality in operations among Multilateral Development Banks. Working Group members include the Asian Development Bank (AsDB), African Development Bank

(AfDB), Inter-American Development Bank (IADB), European Bank for Reconstruction and Development (EBRD) the World Bank (WB) and the International Finance Corporation (IFC). The Caribbean Development Bank (CAD) The European Investment Bank (EIB) International Fund for Agricultural Development (IFAD) and the Islamic Development Bank are observers.

The MDB Gender Working Group convenes a Gender Summit every two years which brings together experts from development institutions, private sector, civil society and governments to share knowledge across institutions, countries and regions. During the Summit, MDBs and their partners showcase innovative projects that support and impact women's empowerment. Based on a rotation among the Members, the next Summit will take place in May 2019 and will be hosted by the African Development Bank.

Under the theme “Unpacking constraints to Gender Equality”, participants will share best practices and showcase innovative solutions to empower women and girls in Africa and around the world.

### **1.3 Purpose of the Consultancy**

The Gender Women and Civil Society Department is therefore seeking the services of a consultancy firm to coordinate the planning process for Civil Society Forum and provide support and advice on the MDB Gender Summit. The Consulting firm will support the elaboration of relevant technical materials: concept notes and programmes, discussion guidance notes to facilitate the events; communication notes, drafting the report of the events; design the logo, the organization and the reporting of the virtual events as well as final report and recommendations for moving the agendas forward.

## **2. Task and deliverables**

**The consulting firm will be responsible for the following:**

### **3.1. Identification of participants, moderators and guests**

- Liaise with AHGC teams working on both events to support as necessary to draw the list of speakers and participants, ensuring gender parity
- Support the Coordination of the distribution of invitations to participants, including session chair(s), speakers and facilitators.
- Develop a platform and administer registration of all participants through the web platform.

### **3.2. Communication**

- Prepare and set-up a one-stop general information support service/information kiosk for participants at the event (as necessary).

- Coordinate with the Bank's Communications Department for media liaison (as applicable).
- Advise and Support the drafting of press releases before, during and after the events.
- Support the coordination of information about the event through mainstream and social media.
- Liaise with AHGC team members and the Bank's ITC department (as appropriate) to develop a webpage for the event
- Coordinate (as necessary) the design of banners/roll ups/posters and other branding material for the events.
- Coordinate the design and production of merchandise for the CSO forum ( e.g. branded bags, pens and flash drive, folders, brochures, notepads for participants)
- Coordinate the design of the logo of the CSO forum taking into account the 10th year anniversary
- Design and make up name tags/badges for all participants, speakers, Media, VIPs, etc
- Identify and recruit bloggers as necessary in support for both events;

### **3.3. Development of the technical aspects for the Events**

- As necessary, support the elaboration of the concept notes and making proposals for the refinement of the general topic, and in suggesting creatively articulated topics for the various sessions based on the themes.
- Support in drawing up and rationalizing a budget for the event within available resources and in consultation with the Gender Women and Civil Society Department.
- Liaise with AHGC to draft the issue papers and the guidance notes for the moderators and panelists.
- Assist in elaborating the talking points/speeches for the opening and the closing ceremonies and other sessions as required.

### **3.4. Venue branding and set-up**

- Propose creative ideas for event site set-up (furniture, signage, stage and hall set-up including banners, posters and roll-ups, stage backdrops etc.), following the event's branding guidelines provided by the Bank, making sure the Bank's brand as well as the Civil Society logo are highly visible both electronically (screen projection) and with printed materials, and based on the different areas necessary that will later be identified.
- Produce / supply all materials for agreed event site set-up;
- Install and dismantle event site set-up as necessary.

### **3.5. Technical set-up**

- Ensure as necessary all required audiovisual, video and lighting equipment is available and functioning in and around all the rooms (material will be provided by the Bank);



- Ensure as necessary all meeting rooms (for plenary and parallel sessions such as the Knowledge Café) are arranged and ready for different meetings as required (as per specified event agenda), with easels, required furniture such as tables, chairs, flipcharts, microphones, nameplates, verification of sound and projection devices;
- Ensure as necessary high quality services for simultaneous interpretation (English/French) for all sessions .The Bank provides the Interpreters for all events organized by the Bank.
- Ensure testing of equipment the day before the event;
- Ensure service support is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms;

The technical team will work closely at the beginning of the project until the end with the Bank's teams in charge of these aspects (i.e Conference and meetings team).

### **3.6. Logistics support**

- Support in identifying suitable service providers, as needed, and liaise with these service providers regarding catering (lunches, coffee breaks over a 3-day period for an estimated 350 participants), cocktails, hosts and hostesses. Forum venue and IT equipment will be provided by the Bank.
- Assist in negotiating with hotels to secure preferential rates for participants to the event on behalf of the Bank; Handle accommodation/hotel bookings for participants;
- Assist in overseeing ground transportation (shuttle between airport, hotels, and event venue) and accommodation for AfDB sponsored participants (estimated 35 people)
- Assist in liaising with the Bank's protocol department to support visa applications for participants and for protocol arrangements for VIPs.
- Upload an information note for participants on the web and app platforms.
- Liaise with the Language Services Department for simultaneous interpretation for all sessions as required (English/French)

### **3. Consultancy duration**

The consultancy will be on a retainer basis per activity (with dates to be agreed upon) for a period of 140 days maximum. The estimated starting date is set for **February 22, 2019**.

### **4. Consultants Qualifications and requirements**

- Proven experience in managing and organizing international large-scale forum/summits. The lead consultant should have at least 7 years of experience in event management.
- Excellent knowledge of the civil society landscape and other stakeholders on the continent and beyond: (Government officials, high-level leaders from the Civil Society, the private sector and academia)
- Excellent managerial/organizational skills and a solution-oriented attitude.

- Demonstrated ability to work well both independently and within a multicultural team.
- Strong skills in writing communications content for large events and international summits.
- Good command of information and communication technology.
- Capacity to prioritize and manage a diverse range of partners, projects and activities
- Familiarity with social media, technology and communication technologies required
- Language: Proficiency in both English and French (spoken and written) is essential including the ability to draft at a professional level in this language.
- Ability to work under pressure to strict deadlines.
- Office presence in Abidjan is an asset

## **5. EXPECTED DELIVERABLES**

- Final Events concepts and agenda approved by the Gender Women and Civil Society Department
- A web platform developed in liaison with the Banks ITC department
- Registration of participants
- Speakers, facilitators and moderator identified and invited
- Negotiations/deals with partners to support the event confirmed: catering, hostesses, ect
- Well-executed and participatory event
- Timely delivery of all branding and communication materials for the event (logo,, banners, posters, ect);
- Communication strategies and actions for the events developed and implemented (live tweets and polling, graphic facilitation etc).
- High-quality video and photo coverage

**It is expected that both the Civil Society Forum as well as the Global Gender Summit will take place in May 2019, with the Global Gender summit set to take place from May 2-4, 2019, in Kigali, Rwanda and the CSOs Forum set to take place in Abidjan, Côte d'Ivoire, with actual dates to be confirmed depending on the Bank's senior management availability.**