

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

Civil Society Community Engagement Division (AHGC2)

E-mail: t.yameogo@afdb.org and copy z.toure@afdb.org and n.lindsay@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.**

The purpose of the consultancy is to support the AHGC2 Division responsible for civil society engagement at the Bank, in the organizing the Civil Society Forum 2019, specifically through developing the following technical materials: Concept note and program; briefing notes; guidance notes to facilitate the Forum; communication materials; the Forum's logo as well as the Forum's virtual platform.

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 AHGC2 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 10th 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 Civil Society and Community Engagement Division (AHGC2) 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 1, 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 24 January 2019 at 17h30 GMT** local time and specifically mentioning *AfDB –CS Forum 2019*

For the attention of:

Mrs. Zéneb TOURE
Manager, Civil Society and Social Innovation Division
African Development Bank Group
Civil Society and Community Engagement Division (AHGC2)
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 and copy z.toure@afdb.org /
n.lindsay@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 in the continent: Excellent knowledge of different civil society stakeholders (Government officials, high-level leaders from the Civil Society and academia) on the continent and beyond
- 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



CIVIL SOCIETY AND SOCIAL INNOVATION DIVISION (AHGC2)

TERMS OF REFERENCE

CONSULTANT TO SUPPORT THE ORGANISATION OF THE CIVIL SOCIETY FORUM 2019

Brief Description of the Assignment

The Civil Society and Social Innovation Division (AHGC2), is seeking a Consultant to assist in preparing the materials and coordinate the planning process for the Annual Civil Society Forum 2019.

- **Division making the request:** The Civil Society and Social Innovation Division (AHGC2)
- **Location of assignment:** Abidjan, Cote d'Ivoire
- **Period of assignment:** 3 months
- **Expected start date of the assignment:** 01 February 2019
- **Last date for providing your proposal:** 24 January 2019
- **Expression of interest to be submitted to:** Mr. Luther Tarwin Yameogo t.yameogo@afdb.org and copy Ms. Zéneb Touré: z.toure@afdb.org and Ms. Najade Lindsay: n.lindsay@afdb.org

- **Any questions/clarifications needed should be addressed to:** Mr. Luther Tarwin Yameogo: t.yameogo@afdb.org and copy Ms. Najade Lindsay: n.lindsay@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 the 2019 Civil Society Forum.

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 April 2019 (tentatively 24 to 26 April). 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.

2. Purpose

The Gender, Women and Civil Society Department is therefore seeking the services of an event management firm to support the organization and event management of the 2019 Civil Society Forum. The firm will support the organization and coordination of the event and the elaboration of relevant technical materials.

3. Task and deliverables

The consulting firm will be responsible for the following:

3.1. Identification of participants, moderators and guests

- Liaise with AHGC2 to draw up a list of speakers and participants, ensuring gender parity
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3.2. Communication

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- Coordinate the design of the logo 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 for the forum

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- Assist in elaborating the talking points/speeches for the opening and the closing ceremonies and other sessions as required.

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- Produce / supply all materials for agreed event site set-up;
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- Liaise with the Language Services Department for simultaneous interpretation for all sessions as required (English/French)

4. Consultancy duration

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 1, 2019**.

5. 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 in the continent: Excellent knowledge of different civil society stakeholders (Government officials, high-level leaders from the Civil Society and academia) on the continent and beyond
- 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

6. 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 the Civil Society Forum will take place end of April 2019. Actual dates will be confirmed depending on the Bank's senior management availability.