

## State of Inclusive Instant Payment Systems (SIIPS) in Africa 2026 - EVENT MANAGEMENT SERVICES Request for Proposals (RFP) - March 2026

### 1. Background

The [AfricaNenda Foundation](#) is an African-led organization leading the charge to make financial inclusion a reality for every African by 2030, including the over 400 million African adults currently excluded, through championing and supporting inclusive instant payment systems (IIPS) as the backbone of universal access.

Leveraging vibrant partnerships with World Bank, UNECA, regulators, instant payment system (IPS) operators and global thought leaders, the AfricaNenda Foundation is relentlessly mapping the pulse of Africa's IIPS evolution through the annual [State of Inclusive Instant Payment Systems \(SIIPS\)](#) report in Africa - now in its milestone fifth edition, building on preceding versions published in 2022, 2023, 2024 and 2025. Each edition highlights progress in the IPS landscape, emerging best practices and benchmarks and insights that are shaping the continent's payments trajectory. The analysis examines what is working, where gaps remain and how collaborative action can accelerate inclusion. By turning research into action, AfricaNenda acts as a catalyst, supporting policymakers, IPS operators, scheme participants and the broader DFS ecosystem to build robust, scalable retail payment systems that leave no one behind and enable Africa's digital economic growth.

Building on this research, AfricaNenda convenes an [Annual SIIPS Launch](#) that brings together senior central bankers, regulators, IPS operators, fintechs, policymakers and development partners to translate findings into practical action. Previous launches have demonstrated strong and growing engagement (SIIPS 2025 in Eswatini convened 180 in-person and 11,722 online (viewers) SIIPS 2024 in Accra gathered 147 in-person and 224 virtual participants; SIIPS 2023 in Addis Ababa drew 106 in-person and 156 virtual participants, included a targeted capacity-building workshop for central banks and IPS operators and the inaugural SIIPS 2022 launch in Kigali convened 90+ stakeholders with extended reach through post-launch webinars). The convening track record underscores SIIPS as both a leading evidence product and a high-impact platform for partnership, visibility and coordinated implementation across Africa's payments and DPI ecosystem.

The **SIIPS 2026 Launch will be hosted on 19 November 2026 in Mauritius**, and is expected to convene **more than 300 in-person participants**, positioning the event as a high-impact platform for partnership building, visibility and coordinated

implementation across Africa's payments and broader digital public infrastructure ecosystem.

AfricaNenda therefore invites proposals from qualified event management companies to deliver end-to-end event management services for SIIPS 2026 in Mauritius.

## 2. Objectives

AfricaNenda seeks to engage a reputable and qualified Event Management Firm to deliver end-to-end planning, coordination, execution and close-out for SIIPS 2026, a hybrid multi-stakeholder conference that disseminates the SIIPS 2026 research, convenes regulators, IPS operators, fintechs, MSMEs, consumer advocates, donors and catalyzes commitments for inclusive instant payment systems across Africa.

### Event Overview

- **Event name:** State of Inclusive Instant Payment Systems in Africa 2026 (SIIPS 2026)
- **Format:** Hybrid (in-person + live-streamed sessions) with pre-conference workshops and post-conference bilateral meetings
- **Duration:** 2 conference days + 1 pre-conference workshop day + optional satellite sessions
- **Scale:** 300 in-person participants; 1,000+ virtual participants; 30+ speakers; 15–25 sponsors/exhibitors
- **Timing:** 19<sup>th</sup> November 2026 (exact date might change )

The selected firm will serve as a **strategic delivery partner** responsible for the planning, coordination and execution of a high-level, multi-stakeholder international event, ensuring professional delivery, a strong participant experience and alignment with AfricaNenda's **brand and convening standards**. The selected contractor will be expected to:

- Provide seamless end-to-end event management, from planning through execution and close-out.
- Deliver a high-quality participant experience for 300+ in-person delegates, with hybrid participation supported.

- Ensure strong operational excellence, including vendor coordination across venue, catering, AV/production, registration, on-site staffing and operations.
- Enable smooth delivery of the agenda and speaker program through robust planning, technical rehearsals and session management.
- Supports visibility objectives through coordinated branding, signage and collateral aligned to AfricaNenda guidelines.
- Support AfricaNenda’s commitment to gender balance, inclusivity, accessibility, sustainability and local ecosystem strengthening.

### 3. Scope of Work

The firm will act as the prime contractor and is accountable for all activities, deliverables, subcontractor management, compliance and quality assurance. The firm must propose a clear staffing model, subcontracting plan (if any) and capacity-building measures for local partners.

The required event management services include, but are not limited to the following:

#### A. Event Planning, Governance and Project Management

- Develop a comprehensive event master plan covering milestones, decision points and governance arrangements.
- Establish a structured project coordination mechanism with AfricaNenda’s event committee, including a kick-off meeting, weekly planning calls, workplan tracking and a single point of contact for AfricaNenda.
- Produce and maintain an integrated vendor and supplier plan (venue, hotels, catering, AV, security, printing, transport, etc.).
- Maintain a consolidated event budget tracker, support cost control and ensure value for money across all procurement and operational activities-.
- Develop and maintain a risk register with mitigation measures, contingency plans and operational redundancy (backup suppliers, technical infrastructure).
- Ensure full legal, regulatory, insurance and data protection compliance.

## B. Program and Content Management

- Co-design the event program with AfricaNenda’s event committee, including event flow, session formats, and intended outcomes.
- Help identify speakers, moderators and facilitators with relevant expertise (payment systems, financial inclusion, policy and regulations).
- Design and deliver interactive elements such as workshops, roundtables, lightning talks, live polling and networking sessions.

## C. Venue, Logistics and On-Site Operations

- Identify and recommend suitable venues in Mauritius aligned with event scale (300+ in-person-), accessibility, breakout room needs, security and proximity to hotels.
- Manage hotel room block reservations, booking support and logistics for participants, speakers and VIPs.
- Lead site planning and setup including, registration area, plenary and breakout areas, exhibition spaces, signage and branding.
- Coordinate meals and coffee breaks, while ensuring compliance with hygiene, food safety and dietary requirements (vegetarian, halal, allergies etc.).
- Provide trained on-site staff including registration personnel, room managers, speaker support, logistics and operational coordinators.
- Arrange transport services if requested (airport transfers, shuttles, VIP transport).
- Oversee security and duty-of--care- measures including, access control, crowd management, first aid, emergency response etc.

## D. Registration and Attendee Experience

- Manage the online registration system, including invitations, RSVP tracking and attendee communications.
- Deliver attendee communications: confirmations, logistics notes, joining instructions, code of conduct, accessibility information and updates.

- Provide onsite registration, badge printing, helpdesk- services and attendance tracking.
- Ensure accessibility and inclusion, including venue accessibility, clear signage, dietary accommodations, and appropriate support for participants with special needs.

## **E. Technical Production and Hybrid Delivery**

- Manage a virtual event platform (if required), ensuring low-bandwidth options, live Q&A, polling -and -recordings.
- Procure and manage AV and production vendors for sound, lighting, staging, projection/LED screens, recording and presentation management.
- Ensure high-speed internet availability with redundancy for streaming and hybrid participation.
- Provide translation/captioning services (including equipment) for (English/French/Arabic).
- Conduct technical rehearsals and dry runs for all sessions.

## **F. Sponsorship, Partnerships and Exhibitor Management**

- Support sponsorship, partnerships and exhibitor management.
- Coordinate exhibitor logistics, booth setup, branding and operational support (power, internet etc.).

## **G. Branding, Signage and Event Collateral**

- Produce and install event branding materials, signage, stage backdrops, banners, nameplates, lanyards, printed programs and delegate packs.
- Manage sponsor branding placement in accordance with agreed sponsorship packages.
- Ensure alignment with AfricaNenda’s brand guidelines and event visual identity.

## H. Communications, Media and Content Capture

- Develop and execute a communications plan including pre-event marketing, media outreach, social -and content calendar.
- Manage press relations, accreditation, press kits, press briefings and interview coordination.
- Capture event content, photography, videography, session recordings and rights management.

## I. Event Close Out

- Conduct a post-event debrief with AfricaNenda and key stakeholders.
- Provide post-event -participation statistics and attendance lists in agreed formats.
- Handover all assets: recordings, photos, contact lists, contracts, run-of--show files- and archived materials.
- Deliver a comprehensive post-event- report including metrics, lessons learned, financial reconciliation and recommendations.

## J. Optional Services (If Requested)

- Social program or excursions, including networking reception logistics.

# 4. Project Outputs

At minimum, the selected contractor will prepare and submit the deliverables below to the highest standard:

- **Inception package** including delivery plan, timeline, staffing plan, risk register, vendor plan and budget tracker.
- **Venue, supplier and logistics plan** with costed recommendations and due-diligence assessments.
- **Program, registration and communications plan** including attendee communications schedule and accessibility measures.

- **Operational event plan** including session flows, staffing roster, plan, AV plan, venue layouts, catering plan and security/duty-of-care plan.
- **On-site execution of the SIIPS 2026 event** to AfricaNenda standards, covering all logistics, technical production, registration, speaker support and vendor management.
- **Post-event close-out package** including attendance data, participation analytics, vendor performance summary, issues and lessons learned, recommendations and full asset handover (recordings, photos, contact lists, run-of-show files, branding files and archived materials).
- **Optional deliverables (if requested)** including social program/excursions, networking reception logistics, edited highlight video, interpretation/translation outputs and transport coordination reports.

## 5. Project Timelines

The project is expected to run for **180 calendar days**, commencing in **April 2026**.

- **Contract start:** April 2026
- **Inception deliverable:** within 10 working days of contract start
- **Sponsorship drive:** April - July 2026
- **Program finalization:** May - June 2026
- **Logistics confirmation:** July 2026
- **Event delivery:** 18–21 November 2026
- **Close-out reporting:** Mid-December 2026

## 6. Project Expertise Required

The Event Management Firm must demonstrate:

- At least **5–10 years** relevant experience delivering high-level conferences, summits, or convenings, **preferably in Africa**.
- Proven track record managing **300+ in-person participants** (or comparable scale), with experience managing **hybrid participation** (virtual audience).

- Evidence of established supplier and partner networks in Africa, enabling rapid sourcing, competitive pricing and reliable delivery. Demonstrated capability coordinating complex vendor, including **venue, catering, hotels, AV/production, transport, printing, staffing and security**.
- Proven experience delivering events across African operating environments (logistics, procurement, compliance and protocol), with the capacity to execute delivery in **Mauritius**.
- Operational presence in **Africa** (office, long-term affiliate, or established delivery partner model) is highly preferred.
- Strong project management systems and demonstrated ability to deliver under tight timelines. Robust **financial controls, procurement processes** and vendor management systems.
- Demonstrated experience delivering **donor-funded, research-driven, or policy convenings** involving development organizations, public sector institutions and multi-stakeholder audiences.
- Ability to deliver interpretation services in **English, French and Arabic**.
- Bidders should propose a team with sufficient seniority and on-the-ground operational capacity in Africa, including (at minimum):
  - **Project Lead / Event Director** (overall accountability, client management, delivery governance)
  - **Operations Lead** (on-site logistics, vendor coordination, venue execution)
  - **Delegate Services Lead** (RSVPs, badges, helpdesk, attendance tracking)
  - **Sponsorship lead** (sponsor strategy and outreach, package development, contract management, sponsor liaison, deliverables tracking, on-site sponsor activation and visibility)
  - **Production / AV Lead** (technical production, rehearsals, hybrid arrangements)
  - **Supplier / Procurement Coordinator** (contracts, quotations, cost control, vendor performance)

Bidders must provide short CVs of key personnel and clearly indicate who will be **physically present in Mauritius** during the delivery phase.

## 7. Project Reporting

The selected firm will work under the direct supervision of AfricaNenda's Deputy CEO and the Director of Communications, with additional input from AfricaNenda's event committee.

## 8. Proposal Requirements

Consulting firms should submit detailed technical and financial proposals (separately) that address the scope outlined above. While there is no minimum page limit for the technical proposal, the maximum page limit is 20 pages. The proposals are expected to be clear, concise and with no font smaller than size 10.

The technical proposals should detail the firm's capacity and experience, proposed approach and methodology to deliver the project, as outlined above and the competency of the project team. They must also focus on demonstrating how the firm will ensure that high levels of quality will be maintained at all stages of the project.

## 9. Project Budget

Applicants are expected to share a detailed financial proposal, clearly demonstrating value for money and a comprehensive budget breakdown with justifications. Financial proposals should clearly demonstrate balancing cost efficiency with quality, innovation and sustainability.

## 10. Risk Management

The proposals should contain a comprehensive list of expected project risks and possible mitigation measures.

## 11. RFP Process

### Submissions

Proposals should be submitted electronically by **Monday, March 30, 2026**, by **23:59 EAT**, to [info@africanenda.org](mailto:info@africanenda.org). Proposals received after the deadline will not be considered.

### Queries

Queries relating to the preparation of the proposals should be submitted to AfricaNenda, by email, to the above-provided email by **Monday, 23<sup>h</sup> March 2026**.

### Notification

Only successful applicants will be notified by **Monday, April 13, 2026**.

## 12. Evaluation Criteria

All proposals will be evaluated based on the criteria listed in the table below.

<b>Technical Criteria</b>	<b>Weighting</b>
<b>Competence and experience of the firm:</b> Proven experience delivering high-level multi-stakeholder conferences of comparable scale.	20%
<b>Africa presence, delivery footprint and local networks:</b> Demonstrated operational presence in Africa and ability to mobilize suppliers and staff in Africa. Evidence of on-the-ground execution capability, not just remote coordination.	10%
<b>Quality of the proposal:</b> Demonstrated understanding of SIIPS 2026 event requirements. Clarity and feasibility of the proposed approach across all scope areas (planning/governance, logistics, registration, production, sponsorship, branding/collateral, communications/media, close-out).	20%
<b>Project management:</b> Strength of proposed project management approach, including governance, workplan, coordination mechanisms, quality controls, risk and contingency planning.	10%
<b>Technical production and hybrid delivery capability:</b> Proposed AV/production approach. Streaming and virtual platform approach, interpretation/captioning (English/French/Arabic).	5%

<b>Team composition and resourcing:</b> Structure, seniority of proposed team and management approach. Clarity of roles and on-site presence plan.	5%
<b>Total Technical Score</b>	<b>70%</b>

<b>Overall Criteria</b>	<b>Weighting</b>
<b>Preference:</b> Will be made to African-led firms with a gender-balanced project team	5%
<b>Technical input:</b> Well-articulated project approach and deliverables	70%
<b>Budget completeness and clarity:</b> Comprehensive and transparent budget breakdown with justifications.	25%
<b>Total Financial Score</b>	<b>100%</b>