

- REQUEST FOR PROPOSALS -
EVENT MANAGEMENT & LOGISTICS SERVICES
FOR SIIPS 2025 LAUNCH (EZULWINI, ESWATINI)

1. ABOUT AFRICANENDA FOUNDATION

AfricaNenda Foundation is an Africa-based, African-led nonprofit working with central banks and payment ecosystem stakeholders to accelerate the design, development, launch, and improvement of **inclusive instant payment systems**. Our team of 24 experts in 13 countries provides technical expertise, builds capacity, shares knowledge, and advocates for inclusivity across the instant payment system project lifecycle. Through this work, we aim to help deliver the power of seamless and affordable digital payments to 260 million financially excluded Africans by 2030.

Visit our website for more information: www.africanenda.org

2. OBJECTIVES OF THE RFP

AfricaNenda wishes to hire an event management company, based in Ezulwini, Eswatini, to handle the launch event of its flagship yearly report: the State of Inclusive Instant Payments Systems (SIIPS) 2025 in Africa, including event management and logistics services.

- **Event Name:** SIIPS 2025 Launch Event.
- **Event Dates:** 12 and 13 November 2025.
- **Location:** Ezulwini, Eswatini
- **Venue:** The venue will be communicated at a later stage.
- **Event Type:** Hybrid Conference: SIIPS report launch event, gala dinner event, plus workshops with stakeholders and media. Launch event and media workshop to be broadcasted online.
- **Attendee Information:** 150 to 200 attendees expected (digital payments stakeholders, central banks, government representatives, regional economic communities, funders... mostly from Africa, but not only).

3. SCOPE OF SERVICES

Under the supervision of the Communications Team, the selected company shall be expected to perform the following tasks (non-exhaustive list):

Event Planning and Management

- **Project Management:** Overall coordination, timelines, and regular progress updates.
- **Logistics Management:** Handling of on-site logistics, deliveries and managing service providers.
- **Permits and Licensing:** Acquisition of necessary permits and compliance with local regulations.

Event Design and Production

- **Decor and Setup:** Design, sourcing, and setup of decor and branding elements.
- **Technical Production:** live broadcasting, AV requirements, lighting, sound, staging...
- **Signage and Branding:** Design, production, and installation of event signage and branding materials.

Program Development (handled by AfricaNenda Communications Team)

- **Agenda Planning:** Detailed scheduling of event activities, sessions, and timelines.
- **Speakers Management**
- **Content Creation** for media, social media, journalists...

Attendee Management

- **Registration Services:** Setting up and managing online registration platforms, on-site check-in, and badge distribution.
- **Attendee Communication:** Event communication follow-up, customer service.
- **Guest Management:** VIP and special guest coordination and concierge services.
- **Master of Ceremony:** propose candidates, contract selected candidate by AfricaNenda team and liaise with MC on flow of the program and key speakers, participants in the program are available and on standby.

Vendor Management

- **Sourcing and Coordination:** Identifying, contracting, and managing third-party vendors (caterers, IT, audiovisual, florists, entertainment, etc.).
- **On-Site Vendor Coordination:** Overseeing vendor setup and tear-down, ensuring compliance with event timelines and standards.
- **Coordination of the live interpretation** via Zoom with the remote team of interpreters provided by AfricaNenda.
- **Payment:** ensuring timely payments for vendors in case of deposits and balances to avoid delays in delivery of work.

On-Site Event Management

- On-Site Staffing: Providing staff for registration, information desks, and other event needs.
- Event Supervision: Overseeing the event setup, execution, and breakdown.
- Troubleshooting: Handling any issues or emergencies that arise before/during/after the event.

Post-Event Services

- Debrief and Reporting: Conducting post-event debriefs and providing comprehensive reports on event performance.
- Financial Reconciliation: Detailed accounting of all event-related expenses and revenues.

Budget

- Cost Estimates: Provide detailed cost estimates for all services.
- Payment Schedule: Outline the proposed payment schedule, including deposits, interim payments, and final payment.

4. QUALIFICATIONS REQUIRED

- Proven experience of minimum 6 years in successfully delivering conferences and high-profile events with development organizations, governments and/or public institutions in Eswatini
- Showcase creative and innovative approach, plus ability to find cost-effective alternative methods of production
- Portfolio, reel, references and/or cases of past and similar works required
- Able to work remotely, effectively, under tight deadlines, and high-quality deliverables
- Commitment to quality assurance procedures and risk mitigation measures
- Language of services to be delivered: English
- The company must be based in Eswatini

5. ADDITIONAL INFORMATION

- Target audiences - Digital payments stakeholders, regional economic communities, central banks, governments, digital financial services providers, mobile network operators, opinion leaders, funders... in Africa. And media outlets internationally.
- Reporting - the selected company will work under the direct supervision of the AfricaNenda Communications Team

- Risk management - The technical proposal should contain a comprehensive list of expected project risks and possible mitigation measures.
- Usage rights
 - All design, materials, concepts etc. provided in the performance of the services shall be the sole property of AfricaNenda.
 - AfricaNenda will have the exclusive usage rights and intellectual property rights on the assets created, and may use them in all its communication channels, with no time limit or duration.

6. PROPOSAL FORMAT

- Applicants should submit a technical offer and a financial proposal that addresses the services listed above.
- **Technical Proposal**
 - Experience and qualifications as detailed in sections “3. Scope of Services” and “4. Qualifications Required”
- **Financial Proposal**
 - The financial proposal must include the generic rate card of services provided by the agency.
 - Currency: all rates must be given in US Dollars
- While there is no minimum page limit for the proposal, the maximum page limit is 15 pages (including short CVs of the team proposed) for the proposal which is expected to be clear and concise.
- Applicants must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Applicants found to have a conflict of interest shall be disqualified.
- Language of the proposal: English.
- Proposal validity period: 90 days.

7. PROCESS

- Submissions
 - **Proposals should be submitted electronically by 28 July 2025 to info@africanenda.org with the following subject line: “SIIPS 2025 RFP – EVENT MANAGEMENT SERVICES”.**
 - Proposals received after the deadline will not be considered.

- Notification and Contracting
 - All bidders will be notified of the outcome of their proposals by 31 August 2025.
 - AfricaNenda will issue the agreement documents once the selection process has been completed.

8. EVALUATION CRITERIA

- All proposals will be evaluated based on the criteria listed in the table below.
- The technical offers will be reviewed by a panel of AfricaNenda and scored according to the criteria below.

Criteria	Weighting
Technical Proposal	60%
Financial Proposal	35%
African-led with a gender-balanced team	5%
Maximum Score	100%