

**SOUTHERN AFRICAN DEVELOPMENT COMMUNITY
CLIMATE SERVICES CENTRE (SADC-CSC)
AFRICA DEVELOPMENT BANK GROUP (AfDB)**



**TERMS OF REFERENCE FOR PROVISION OF EVENT MANAGEMENT AND
LOGISTICAL SUPPORT SERVICES FOR TRAININGS AND WORKSHOP
UNDER ISACIP-AFDB-ACMAD-SADC PROJECT**

1.0 Background

Reference is made to the Protocol Agreement between the African Development Bank Fund (ADF) and the African Centre of Meteorological Applications for Development (ACMAD) in connection with the Institutional Support to African Climate Institutions Project (ISACIP), and that between ACMAD and the Southern African Development Community (SADC) which is ending in 30 December 2015.

The main objective of ISACIP is to enhance the capacity of African climate scientists to generate and make widely available relevant climate related information to multi-sectoral end-users. As part of implementing this objective, one of the activities of the Project is that SADC Secretariat through SADC- Climate Services Centre (CSC) convenes workshops and trainings in order to develop capacity of the critical mass of MS personnel to be proficient in integrating new technology and methods in the production and delivery of services in the field of weather forecasting, climate applications, information technology and telecommunications.

These activities are also foreseen to contribute to the operationalization of one of the four pillars (Users Interface Platform) of the UN initiative, the Global Framework on Climate Services (GFCS) being spearheaded by the World Meteorological Organization (WMO). The GFCS is meant for climate sensitive areas of socio-

economic development to fully benefit from advances in climate science. In this context, SADC Climate Services Centre (CSC) is expected to play a critical role in the implementation of GFCS in SADC Region.

2.0 Assignment

The successful Event Manager (Consultant) will have responsibility for preparation and management of all logistical issues and arrangements related to hosting a successful and professional Meeting. A total of Four (4) meetings/workshops are expected to be conducted and managed by the successful Event Manager. The meetings might take place in any of the SADC fifteen member states.

Working closely with SADC CC and the host, the Consultant will identify suitable service providers, as needed, and liaise with these service providers regarding rooming, banqueting, IT equipment and support and other related arrangements. The Consultant will also ensure availability of an efficient secretariat and clerical/administrative support. Additionally, the Consultant will oversee the invitation and registration process and coordinate air travel and transportation arrangements for ALL participants. A detailed breakdown of responsibilities is outlined in the attached.

3.0 Reporting

The Consultant will be directly accountable to SADC CSC. A detailed report is to be submitted to SADC CSC no more than five (5) working days after the end of each workshop.

The day-to-day assignment and contact will be managed through the SADC CSC. The SADC CSC will, in this regard, appoint a Focal Person to whom the Event Manager (Consultant) will report directly to.

4.0 Additional terms/information on the contract

The contract for this Event Management service will be entered into directly with SADC CSC Project which is funded by the African Development Bank. In this respect, the African Development Bank procedures and conditions for contracts of this nature will apply. It is therefore desirable that the Consultant has knowledge of AfDB rules and procedures for procurement and financial management, and have relevant experience with AfDB funded projects. Separate assignment

contracts will be entered into with SADC for each workshop/meeting/conference accordingly.

SADC CSC through the AfDB, may directly procure some services. This will be communicated to the Consultant and ensure appropriate arrangements for the use of such services

4.0 Modalities of Selection

A Selection Committee will be composed of SADC and CSC Project staff who will evaluate the proposals using the following criteria and corresponding scores:

Criteria	Maximum Score
Experience of the firm	30
Quality and responsiveness of the technical proposal	30
Financial Offer	40
Total	100

5.0 How to apply

Applicants are requested to submit an offer that will include (i) a company profile (including number of personnel and references; (ii) an explanation on how they intend to undertake this assignment; and (iii) a comprehensive budget in US\$ to the following address:

The Head, Procurement
SADC Secretariat
Plot 54385
New CBD
P/Bag 0095
Gaborone
Botswana

Attention: Mr. Snowden Mmadi

Closing date: All applications are to be deposited in the Tender Box located at the Reception of the address above by 14:00hrs local time on 20th February 2015

Annex 1

Assignment Specifications: -core tasks, responsibilities and deliverables

Below are the detailed requirements/specifications for the services and tasks/deliverables being requested under this assignment.

1. Participants' Management

Invitations and information to participants

- Send out Invitations to ALL participants, including meeting chair(s), speakers, facilitators, etc.;
- follow up on invitations -via telephone, email, fax;
- Compile confirmed registration list -participants, speakers, support staff, event management team, ushers, etc. ;
- Identify and secure accommodation block booking for participants;
- Send out Information Note to all participants (arrival details, hotels, visa requirements, general city info; etc.);
- Facilitate arrangements for visas for participants, as needed;
- Protocol arrangements for VIPs, including arrival and departure at airport with the relevant Ministry

2. Conference Venue arrangements

a) Conference Venue

- Arrange and ensure all Meeting rooms (Main room and Break away rooms) are arranged according to specifications and ready for the Meetings as required (as per specified meetings' schedule). This also includes seating name plates at the main table.
- Ensure all required audio-visual equipment is available/acquired in all the rooms as required
- Cross-check possibilities for seating arrangements and all related meeting facilities
- Arrange and manage appropriate VIP lounge
- Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms

b) Conference reference materials

- Production of Meeting documents and information materials
- Prepare participants' soft copies flash drive with all relevant Meetings documents
- Prepare and distribute an arrival information pack to participants

c) Participants Registration and information support

- Arrange and manage participants' registration
- Prepare and maintain participants register (with relevant contact details)
- Manage a one-stop general information support service for Participants (including general tourism info)
- Design and make up name tags for all participants, speakers, Media, VIPs, etc

3. Communication and Public relations

a) Communication and public relations

- Prepare and set-up the information kiosk arrangement

b) Interpretation

- Arrange simultaneous interpretation for all sessions as required (English-French & Portuguese)

c) In liaison with CSC Communication Manager, arrange publication of three print media articles in international newspapers (one 10 days before, other on first day of the meeting and other day after the Meeting)

- High profile interviews
- TV (four)
- during the meeting
- Press conference (Day 1)

4. Other general logistical arrangements and event management

a) Ground Transport

- Arrange and confirm shuttle service for airport pick-up, as well as local operation
- Arrange and manage VIP transport with the relevant Ministry

b) Accommodation arrangements for ALL participants

- Compile rooming list for all participants and liaise directly with the hotel
- Allocate rooms (including VIP)
- Confirm accuracy of arrival/departure information

c) Secretariat Room

- Set up secretariat room
- Staff secretariat room
- Provide stationery for secretariat room

d) Cocktail/Official Dinner

- Organise/arrange the official diner/cocktail
- Develop and print participants information note/invitation for the cocktail

e) Banners

- Design of banner and determine No. of banners
- Get quotes from printer x 3 and proceed with contracting once approved
- Follow-up with printer for delivery of banners

f) Conference bags and badges

- Source conference bags (designs) and quotations
- Table tags for plenary arranged/in order
- Name Tags and Badges
- Develop design for bags
- Order conference bags
- Arrange pens and writing pads (meeting package)

g) Ushers

- arrange and supervise ushers

Budgeting will be made for 250 participants.