



INVITATION FOR PROPOSALS FOR HOSTING THE 2024 SADC SUSTAINABLE ENERGY WEEK

Terms of Reference	To support the organisation and coordination of the 2024 SADC Sustainable Energy Week to be jointly hosted by the Government of Botswana and the SADC Centre for Renewable Energy and Energy Efficiency
Type of Contract	Firm - Events Management Service
Duration of Assignment	Eight (8) months
Submission Deadline Date	20 May 2024
Expected Starting Date	30 May 2024
Location	Gaborone, Botswana

1. Introduction

The SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) is inviting proposals from reputable Events Management firms (Event Manager) with presence in Botswana to support the organisation and hosting of the 2024 SADC Sustainable Energy Week to be held on 02-06 December 2024 in Gaborone, Botswana. The SADC Sustainable Energy Week is jointly hosted by the Government of Botswana through its Ministry of Minerals and Energy and SACREEE.

2. Background

SACREEE is a SADC subsidiary organisation based in Namibia with a mandate to contribute to increased energy access and energy security in the Member States through the promotion of market-based uptake of energy efficiency and renewable energy.

SACREEE executes its mandate through resource mobilisation; policy; quality assurance; capacity building and knowledge management; communication; and promoting investment in renewable energy, energy efficiency projects and programs.

3. Objectives of the assignment

The Government of Botswana and SACREEE will be jointly hosting the 2024 SADC Sustainable Energy Week from the 02nd to the 06th of December 2024 in Gaborone, Botswana under the theme '**Accelerating Sustainable Energy Solutions for an Energy Secure SADC Region**'. The event will create a platform that will bring together diverse relevant stakeholders who include government ministers, policy makers, utilities and regulators, development partners, financiers, private sector players including investors and developers, as well the academia, non-governmental organisations and civil society and industry associations.

The event will offer a dynamic platform for stakeholders to meet in one place to connect and inspire each other and provide encouragement to the various players. The diverse audience will raise awareness in the sustainable energy sector in the SADC region, exchange lessons learnt and information as well as collectively craft solutions while also catalysing business partnerships through networks and relations among stakeholders will be forged and

strengthened. Innovative financing and investment strategies and models and policy and regulatory interventions to create an enabling environment for the renewable energy and energy efficiency sector will be conceptualized and discussed.

4. Format of the event and key events

The event is being planned for approximately 500 delegates and will comprise a series of events that include high-level presentations, seminars, bilateral, one-on-one and group meetings and interactive engagements and discussion panels, networking events and workshops and exhibition. Technical tours and site visits will be scheduled for the last day of the event.

The event will be advertised in advance to relevant sector stakeholders through various media including the event website, governments' communication platforms, the SACREEE and other relevant institutions websites. Advertising sponsorship from industry publications will be considered and promotional materials will also be produced for the event. Sponsorship will be sought as part of the resource mobilisation efforts.

5. Scope of work

SACREEE requires the services of a reputable events management firm (Event Manager) with demonstrated track record in organising large and complex regional and international events. The Event Manager will support the delivery of a seamless, well-coordinated conference focusing on the pre-during-post conference preparation and reporting activities. The Event Manager will work in close coordination and collaboration with SACREEE and the event Task Team comprising the Ministry of Minerals and Energy of Botswana, SACREEE and other identified stakeholders to:

- i. organise and coordinate the 2024 SADC Sustainable Energy Week in close coordination with SACREEE and the Task Team;
- ii. undertake all the logistics associated with organizing and convening the event; and
- iii. manage communication and advertising of the conference for targeted audiences and delegates.

The Event Manager shall, among other things, undertake the following tasks in close collaboration with the SACREEE and MME Task Team:

Pre-event management activities

5.1.1 Preparatory activities:

- a. Review and continuously update the Programme for the Sustainable Energy Week.
- b. Participate in kick-off and planning meetings with the Task Team
- c. Review the proposed format of the Conference.
- d. Develop a strategy to meet the provided work plan/roadmap and propose clear and realistic execution timelines.

5.1.2 Communication and visibility;

- a. Improve, provide inputs, and monitor the Conference website.
- b. Develop visibility promotional materials, visuals and branding for the event.
- c. Identify and work with the relevant media outlets to promote the visibility of the event through advertisements and press statements
- d. Publicise to a wide audience of relevant regional and international stakeholders.

5.1.3 Participants and delegates management

- a. Compile a list of target participants
- b. Develop and manage the registration process for all delegates

- c. Send out official invitations and approved programme based on approved protocols to all confirmed participants and delegates, including event moderators/facilitators, speakers and panel members
- d. Follow up on invitations with reminders and manage any enquiries
- e. Ensure that all resource persons who will serve as the keynote speakers, panel members and facilitators/moderators have all the relevant information and are technically well equipped for their roles
- f. Planning and organisation of the reception / cocktail event(s)
- g. Develop and present an innovative and modern concept for the implementation of these events to the organisers
- h. Develop a sponsorship strategy for activities and sub-events and assist mobilisation of sponsorship.
- i. Develop itineraries: arrival/departure schedule for key participants and other invited delegates plus monitoring and shortest and straight forward routes to venue of event only for approved participants in close coordination with the respective institutional travel agents
- j. Design and package all event materials and memorabilia
- k. Develop transportation schedule between accommodation venues and conference venues for registered participants.
- l. Ensure that all participants book accommodation facilities within a 15km-radius to cut the cost on daily shuttle transfer expenses and late show-up at event and provide shuttle transfer services including a schedule.
- m. Coordinate all aspects related to protocol of the high-level participants, i.e. ensure a protocol officer is assigned for each confirmed Minister/and or High-level official communicated by the Task Team
- n. Booking and coordination of VIP cars for high level delegates
- o. Organise, negotiate and recommend suitable accommodation for high level delegates in close collaboration with SACREEE and MME, and others that will be identified by the Task Team
- p. Assist the Task Team in contracting SADC accredited interpreters for English, French and Portuguese translation and interpretation
- q. Set up a professional online registration for participants and handle the registration desk throughout the conference
- r. Set-up and man a receiving booth at the airport and register all arriving delegates as well as undertake the necessary accreditation in collaboration with Botswana's security and the Ministry of Foreign Affairs and the Task Team will share the confirmation lists
- s. Prepare the list of participants for each event and ensure participants registration
- t. Prepare a general country information pack for inclusion on the conference website
- u. Advise participants on local travel to the hotel and event location through development of an Information Note
- v. Organise, coordinate and ensure accreditation of the media for the event and prepare a media room for press briefing
- w. Organise the design of the exhibition and handle registration of exhibitors
- x. Organise and advise exhibitors on equipment/booths for exhibitions
- y. Coordinate with the sponsors on identifying and hiring of professional video / photographer(s) for all the events
- z. Coordinate with the organisers and sponsors on the production of branded promotional and memorabilia gift packages (such as bag, pen and notebook, T-shirt, etc.)

- aa. Hold weekly virtual and at least three physical meetings with the Task Team in preparation of the event and provide minutes of those meetings.
- bb. Liaise with the Task Team in the development of event programmes including detailed schedule, list of speakers, facilitators and other resource persons

5.1 Logistical arrangements

- a. Test functionality of all technology support systems are secured and adequately tested for the event
- b. Provide internet services and ensure back-up to maintain functioning internet throughout the event
- c. Ensure that all presentations are submitted on time and readily available for translation and sharing
- d. Ensure media coverage of the event. Selected media participants are to be supplied with information packs to provide them the necessary information to report on the event

5.2 Event coordination activities

- a. Check the set-up for all speakers, presenters, panel members, moderators/facilitators and that there is reliable internet connection for the event as some of the activities are done virtually, and that resource persons are well briefed on how to use the platform or tools.
- b. Coordinate the logistics of the programme in close coordination with the SACREEE and the Task Team.
- c. Ensure smooth participation during all sessions of the conference.
- d. Ensure that all IT equipment functionality, audio-visuals/sound systems, internet connections and power backups are secured and tested before the commencement of proceedings.
- e. Ensure media coverage during the event.
- f. Assign support staff to break away rooms

5.3 Post-event activities

- a. Administer feedback questionnaires at the end of the Conference to solicit suggestions for improvements on future events.
- b. Send out appreciation messages to all participants in collaboration with organisers
- c. Document media coverage of the event.
- d. Compile brief post-event report detailing the number and type of participants, what worked well and what did not, a summary of the feedback received from participants, and recommendations for future events.
- e. Hold project closeout meeting with SACREEE and the Task Team.
- f. Document all event proceedings and provide an event report at the end of the conference.

6. Timeline

The assignment is expected to start on the 30th of May 2024 and conclude by the 31st of January 2025.

7. Deliverables

The following deliverables are expected from the service provider:

- a. An agreed conference outline /programme or agenda
- b. Detailed conference roadmap and plan with a comprehensive checklist of events and plan components such as sponsorship, communication, etc.
- c. List of confirmed participants – including speakers, moderators, entrepreneurs, investors, etc.

- d. A detailed communication and media plan for increased visibility before, during and after the event
- e. Compile event packages
- f. Documented media coverage.
- g. A post event evaluation report detailing the number and type of participants, lessons learnt, a summary of the feedback received from participants, recommendations for future events.
- h. A compilation of event proceedings.

8. Required experience and qualifications

The prerequisite requirements for the event management firm are as follows:

- Registered company with at least five (5) years of professional events management experience; Team members demonstrate strong experience in events management regionally, and international experience will be an added advantage; The team leader has at least a first degree in Business Management or a related field;
- The proposed project team has a track-record of at least five (5) years of event management.
- Experience in the organization of at least three high-level events with knowledge of protocol procedures;
- Proven track record organizing high visibility regional and international events;
- Familiarity with the SADC region and Member States;
- Demonstrated experience in organization of exhibitions;
- Ability to coordinate an inter-disciplinary team and manage complex assignments in a multi-cultural setting and ability to jointly work and collaborate with other event managers;
- Demonstrated experience in developing and managing media and communication;
- Experience in managing event budgets;
- Strong problem solving, communication, research and analytical skills;
- High proficiency in English of all staff members involved is a requirement; and
- Ability to work under a highly pressure environment and ability to adhere to tight deadlines.
- Knowledge of an additional SADC official language would be an added advantage

9. Budget

Contract terms and conditions will be negotiated upon selection of the winning bidder for the assignment.

10. Intellectual Property

All information generated, including, but not limited to delegates profile, passports, and personal information, footage audio, digital, cyber, etc. which the Event Manager may come into contact with during the performance of their duties under this assignment, shall remain the property of SACREEE and shall not be stored in any format by the service provider beyond the execution of the assignment. Except for purposes of this assignment the information shall not be disclosed to 3rd parties without written permission of the Executive Director of SACREEE.

11. Formal and Legal Requirements

- a. Certificate of Incorporation: The Events Manager should be a registered legal entity in Botswana and authorized to enter into contracts for provision of goods and services. As proof, the company should provide a certified copy of Certificate of Incorporation or other documents setting forth the legal basis of the company.
- b. Most recent Tax Clearance Certificate.

- c. Licenses/Authorizations/Quality-Standards: The Events Manager should provide a copy of relevant certification / registration to relevant industry association(s) if applicable.

12. Application and selection process

Interested service providers should submit **separate technical and financial proposals**, in Word, Excel or pdf.

The technical proposal of not more than 30 pages must include:

- a. An outline of a strategy/plan for how the assignment will be approached and how the listed deliverables will be accomplished.
- b. Any comments or suggestions on the Terms of Reference.
- c. Description of the firm's/individual's experience in organising virtual conferences and events. Links to videos or highlights of previous events should be included.
- d. A tentative list of proposed vendors to be used for the assignment.
- e. A profile and CVs of the core event management team detailing previous and preferably recent most relevant experience.
- f. A tentative workplan.
- g. Testimonials from three references from similar recent assignments.

The financial proposal must include an itemised budget for all the costs, including the following:

- a. Personnel costs/fees
- b. Logistics and communication costs
- c. Other costs which should be clearly stated

13. Bid Evaluation

All proposals will be screened for technical ability after which qualified proposals will be further evaluated in terms of the financial criteria. The evaluation of the proposals will be based on the core requirements of the services using the following criteria:

13.1 Technical Criteria

	Requirement	Points
1	Company legal registration in Botswana	10
2	Understanding and compliance with the terms of reference	15
3	Qualification of Team and specific experience related to the services	15
4	Knowledge of the regional and international energy organizations and country specific energy sector	15
5	Competency of the Team including demonstrated ability to organize reputable high-end and similar events preferably in the energy sector. (Please list events and supporting references)	25
6	Relevance of the proposed methodology and work plan	20
Total		100

**SACREEE has no legal obligation to accept any proposal.*

13.2 Financial Criteria

The firm(s) with a minimum score of 75% in the technical evaluation will be considered for financial evaluation. A firm with the cheapest offer from the technically qualified firms will be deemed successful.

Following the evaluation, the successful bidder will be called for a briefing meeting. The firm must be prepared to verify the cost elements of the fee rates and other cost components. Please note that the costs of preparing the proposal and negotiating the contract are not reimbursable.

14. Proposal Submission

Proposals clearly outlining the proposed methodology for executing the assignment must be submitted via email to the SACREEE Secretariat at the address given below at or before **23:59hrs CAT on 20 May 2024**:

The Executive Director
SACREEE Secretariat
Unit 1, Ausspann Plaza
11 Dr. Agostinho Neto St
Ausspannplatz
Windhoek
NAMIBIA
Tel: +264 61 300051
Email: procurement@sacreee.org

SACREEE will respond by standard electronic mail to the queries of all service providers without identifying the source of inquiry. No requests for clarification should be sent to individual SACREEE staff.