



INVITATION FOR PROPOSALS GOLF TOURNAMENT MANAGEMENT SERVICE FOR THE 2026 SADC SUSTAINABLE ENERGY WEEK

Terms of Reference	To support the organisation and coordination of the 2026 SADC Sustainable Energy Week Golf Tournament, which will be jointly hosted by the Government of Zimbabwe, SADC Secretariat and the SACREEE as an official side event of the 2026 SADC Sustainable Energy Week
Type of Contract	Firm - Golf Tournament Management Service
Duration of Assignment	23 December 2025 – 31 March 2026
Submission Deadline Date	17 December 2025
Location	Victoria Falls, Zimbabwe

1. Introduction

The SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) is inviting proposals from reputable **Golf Tournament Management Firms (Tournament Manager)** with presence in Zimbabwe to support the organisation and hosting of the 2026 SADC Sustainable Energy Week to be held from 23-27 February 2026 at the Elephant Hills Hotel, in Victoria Falls, Zimbabwe. The SADC Sustainable Energy Week (SEW) is jointly hosted by the Government of Zimbabwe through its Ministry of Energy and Power Development (MoEPD), SACREEE and SADC Secretariat.

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 objectives of the 2026 SADC Sustainable Energy Week Golf Tournament are to create an informal yet strategic platform for stakeholders to network, explore collaboration opportunities, and promote sportsmanship engagement. The tournament aims to bring together industry leaders, investors, and key players in the sustainable energy sector attending the event to foster meaningful partnerships while showcasing sustainable energy initiatives, innovations, and regional collaborations. It also serves as an avenue to attract and engage sustainable energy sponsors, offering them increased visibility and recognition for their commitment to sustainability. Additionally, the event blends the enjoyment of golf with insightful discussions on energy transitions, making sustainability awareness both engaging and accessible.

4. Format of the Golf Tournament

The 2026 SADC Sustainable Energy Week Golf Tournament is scheduled to be held on Friday, 27 February 2026, as part of the week's official side events. The golf tournament is open to all, and participants are also encouraged to join the 2026 SADC SEW. The purpose of the tournament is to provide an informal platform for networking, stakeholder engagement, and the promotion of sustainable energy initiatives across the SADC region. Service providers are required to propose a suitable tournament format, including the structure, flow of activities, and any thematic elements that can enhance the visibility of sustainable energy initiatives.

5. Scope of work

SACREEE requires the services of a reputable golf management firm (Tournament Manager) with a demonstrated track record in organising golf tournament events. The Tournament Manager shall, among other things, undertake the following tasks in close collaboration with the SACREEE and MOEPD Task Team:

The scope covers full lifecycle management of the golf tournament, including but not limited to:

A. Concept and planning

- Refine the tournament concept, playing format (18-hole, four-ball individual stableford), and programme (registration, draw, tee-off, halfway meal, prize-giving, cocktails, etc.).
- Develop a detailed event plan, timeline, and logistics matrix.

B. Venue and course coordination

- Secure golf course, date, and time (Elephant Hills Hotel Golf Course).
- Liaise with the selected golf club on tee times, course setup, signage, marshals, scoring arrangements, cart requirements, caddies and locker facilities.
- Coordinate practice rounds, rain contingency plans, and technical requirements

C. Participant and registration management

- Design and manage the registration process (online forms, email confirmations, helpdesk).
- Manage draws, starters, and handicaps verification (in collaboration with the club/professional), scorecard preparation, and results compilation.
- Provide on-site registration desks, registration staff, and player packs (shirt, cap, towel, balls and tee pegs. Designs to be approved by SACREEE and MoEPD).

D. Sponsorship, branding and hospitality

- Sourcing sponsors and implementing sponsor visibility: branding on course, banners, digital backdrops, media walls, and branded collateral. Note that all sponsorships must be sourced in collaboration with SACREEE and MoEPD.
- Sponsors - Platinum, Diamond, Gold, Silver, Bronze, Holes, Prizes,
- Coordinate hospitality areas, food and beverage requirements.

E. Communications and promotion

- Prepare and implement a basic promotional plan (save-the-date, invitations, reminders, social media content supplied for client channels, pre- and post-event comms).
- Produce essential event materials (programme, master of ceremonies brief, announcements, player information packs, sponsor acknowledgements).
- Develop and implement a risk and safety plan, including medical support arrangements and emergency procedures, aligned with venue requirements.

F. Post-event services

- Provide a concise post-event report summarising attendance, sponsor exposure, key outcomes, photos/links, challenges, and recommendations.
- Provide final player results and any media content for client use.

6. Timeline

The assignment is expected to start on the **23rd of December 2025** and conclude by the **31st of March 2026**.

7. Deliverables

The following deliverables are expected from the service provider:

- a. Inception report with confirmed concept, format, workplan, and budget breakdown.
- b. Detailed event operations plan, including staffing plan, layouts, schedule, and risk plan.
- c. Design and supply of agreed event signage, branding, and printed/digital materials.
- d. Fully managed tournament day with on-site coordination and issue resolution.
- e. Post-event report, including financial summary against approved budget, participation statistics, sponsor visibility summary, and photo selection.

8. Required experience and qualifications

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

- a. Registered company (in Zimbabwe) with at least five (5) years of professional events management experience, a sports background is an added advantage.
- b. Proven experience (minimum of 3 years) in professional event management.
- c. Demonstrated track record in managing golf tournaments and/or comparable outdoor corporate sporting events.
- d. Capacity to manage logistics, suppliers, and budgets at a value comparable to the anticipated tournament scale.
- e. Adequate staffing, including a dedicated event manager for this assignment.

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 Tournament 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 the purposes of this assignment the information shall not be disclosed to 3rd parties without the written permission of the Executive Director of SACREEE.

11. Formal and Legal Requirements

- a. Certificate of Incorporation: The Golf Tournament Manager should be a registered legal entity in Zimbabwe and authorized to enter contracts for provision of goods and services. As proof, the company should provide a certified copy of the Certificate of Incorporation or other documents setting forth on the legal basis of the company.
- b. Most recent Tax Clearance Certificate
- c. Licenses/Authorizations/Quality-Standards: The Golf Tournament 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 20 pages must include:

- a. Company profile and relevant experience.

- b. Description of understanding of the assignment and proposed approach (concept, format, participant experience).
- c. Any comments or suggestions on the Terms of Reference.
- d. Draft workplan and timeline.
- e. Outline of the proposed team, roles, and key CVs (especially the event manager and any golf-specific expert).
- f. Proposed ideas for sponsorship sourcing and branding, participant engagement, and value-added elements.
- g. Risk management and contingency approach.
- h. Testimonials with contact details from three (3) references from similar recent assignments.

The **financial proposal**, kindly note that this is a success fee-based remuneration assignment.

- a. Financial proposal should be in currency: United States Dollars (USD)
- b. Outline the proposed payment structure.

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	Understanding and compliance with the terms of reference	15
2	Qualifications of the Team and specific experience related to the services	20
3	Proposed sponsorship mobilisation strategy	25
4	Competency of the organization demonstrating the ability to organize reputable high-end and similar events preferably in the energy sector (Please list events and supporting references)	25
5	Relevance of the proposed methodology and work plan	15
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 most feasible 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 Central African Time (CAT) on 17 December 2025:**

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. Please note that only shortlisted candidates will be contacted.