



## **REQUEST FOR PROPOSAL**

### **EVENT MANAGEMENT CONSULTANCY SERVICES - ARIPO 50<sup>TH</sup> ANNIVERSARY CELEBRATIONS**

**ATIN:2026/06/EVENTS-MANAGEMENT/06**

#### **1.0 BACKGROUND**

The African Regional Intellectual Property Organization (ARIPO) is an intergovernmental organization established under the Lusaka Agreement, which was concluded under the auspices of the United Nations Economic Commission for Africa (ECA) and the World Intellectual Property Organization (WIPO). Membership in the Organization is open to all African Union (AU) member states. The current members of the Organization include Botswana, Cabo Verde, the Kingdom of Eswatini, The Gambia, Ghana, Kenya, the Kingdom of Lesotho, Liberia, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Sao Tome and Principe, Seychelles, Sierra Leone, Somalia, Sudan, Uganda, the United Republic of Tanzania, Zambia, and Zimbabwe.

In commemoration of ARIPO's 50<sup>th</sup> anniversary, ARIPO is organizing symposia in selected Member States, the Africa Intellectual Property Conference, and ARIPO's 50<sup>th</sup> Anniversary celebrations in Lusaka, Zambia. To strengthen delivery capacity and ensure professional coordination of these activities, ARIPO intends to engage a qualified event management consulting firm from the ARIPO Member States to provide planning, coordination, implementation support, and close-out services for ARIPO@50 activities.

#### **2.0 OBJECTIVE OF THE ASSIGNMENT**

The overall objective of the consultancy is to provide professional event coordination, planning, logistical follow-up, documentation, and reporting support to ensure the timely, efficient, and high-quality implementation of ARIPO@50 anniversary activities in accordance with global standards.

Specific objectives are to:

- a) strengthen planning, tracking, and follow-up for ARIPO@50 activities

- b) support effective coordination among ARIPO, host institutions, Member States, partners, and service providers
- c) support readiness for each anniversary event through structured work plans, checklists, and issue resolution
- d) ensure accurate documentation, timely reporting, and orderly closeout of anniversary-related activities.

### **3.0 SCOPE OF WORK**

The consulting firm shall provide event management support services under ARIPO's overall guidance. The firm's role shall be advisory, coordination-focused, and administrative in nature and shall not include approving expenditures, signing contracts on ARIPO's behalf, making procurement decisions, or exercising delegated authority reserved for ARIPO officials.

### **3.1 Pre-Event Planning and Coordination**

- a) Prepare and maintain a consolidated ARIPO@50 implementation plan that outlines activities, milestones, responsibilities, deadlines, dependencies, issues, and follow-up actions.
- b) Provide secretariat support for planning and coordination meetings, including scheduling, agenda preparation, circulation of papers, minutes, and action tracking.
- c) Support the preparation and coordination of event programs, run sheets, speaker lists, session flow, and briefing packs.
- d) Maintain participant registration records, invitation follow-up logs, and consolidated attendance lists.
- e) Coordinate logistical details for travel, transfers, accommodations, venue readiness, materials distribution, and protocol requirements in coordination with relevant ARIPO focal points and service providers.

### **3.2 Event Delivery Support**

- a) Support event readiness reviews for each activity using structured checklists and escalation notes.
- b) Provide on-site or remote event coordination support, as needed, to ensure orderly implementation.
- c) Coordinate with host institutions, exhibitors, speakers, media support teams, and service providers to monitor readiness and promptly resolve operational issues.

- d) Capture participation data, operational notes, issues that arise, and immediate follow-up actions for each event.

### **3.3 Monitoring, Reporting, and Close-Out**

- a) Maintain an issues and risk register for anniversary activities and recommend mitigation or contingency measures.
- b) Track agreed actions, pending decisions, and service provider follow-up points, and report any slippages to ARIPO promptly.
- c) Prepare concise post-event reports for each activity, covering implementation status, participation, issues, lessons learned, and follow-up actions.
- d) Prepare a final close-out report summarizing the consultancy, the status of outstanding actions, key lessons learned, and recommendations for future institutional events.

### **4.0 ASSIGNMENT ASSUMPTIONS, INCLUSIONS, AND EXCLUSIONS**

These Terms of Reference are intended to support a program of ARIPO@50 anniversary activities to be implemented during the contract period. Activities may include conferences, commemorative sessions, stakeholder engagements, and related institutional events in one or more locations as determined by ARIPO. Bidders shall base their proposals on a firm-managed assignment that combines remote support with physical presence at selected activities when specifically requested by ARIPO.

Unless expressly included in the signed contract, the consultant's role shall not extend to acting as the principal event organizer, entering into commitments with third parties on behalf of ARIPO, independently procuring goods or services, authorizing payments, or providing media production, printing, branding, venue contracting, catering, security, or transportation services as a principal supplier. If the consultant is requested to support coordination of such matters, this support shall be limited to planning, follow-up, readiness review, and liaison with ARIPO and the relevant service providers.

Bidders shall clearly state in their technical and financial proposals the assumptions underlying their methodology, proposed staffing, travel requirements, and any limitations that affect price comparability. Any material assumptions not expressly accepted by ARIPO may be disregarded for evaluation purposes or clarified during procurement.

## **5.0 DELIVERABLES**

The consulting firm shall deliver, at a minimum, the following outputs to ARIPO's satisfaction:

- a. An inception report, to be submitted within ten (10) working days of contract signature, setting out the proposed methodology, workplan, staffing arrangements, reporting schedule, and key assumptions.
- b. A consolidated ARIPO@50 implementation plan and events calendar, updated as required, that outlines activities, milestones, responsibilities, dependencies, and critical deadlines, delivered within three weeks of contract signing
- c. Event-specific implementation plans, readiness checklists, run sheets, and briefing packs for each assigned event must be submitted no later than ten (10) working days before the relevant event, unless otherwise agreed by ARIPO.
- d. Progress reports on a monthly basis, summarizing activities undertaken, coordination actions, issues, risks, mitigation measures, and priorities for the following period.
- e. Stakeholder coordination updates and action trackers, as required, including records of key decisions, follow-up actions, and pending matters requiring ARIPO attention.
- f. A post-event completion report for each assigned event, to be submitted within five (5) working days after the event, covering implementation status, participation, operational issues, lessons learned, and outstanding follow-up actions.
- g. A final assignment report, to be submitted within ten (10) working days after completion of the assignment, consolidating results achieved, key lessons learned, outstanding issues, and recommendations for future institutional events.

## **6.0 DURATION, LEVEL OF EFFORT, AND DUTY STATION**

The assignment is expected to commence on 1 July 2026 and continue until 31 December 2026, unless otherwise extended or varied by ARIPO in writing. The assignment shall be delivered on a firm-managed basis, with the level of effort determined by the approved work plan and the schedule of anniversary activities. The duty station shall be home-based with remote support, supplemented by physical presence at selected meetings and event locations as may be specifically requested and approved by ARIPO. Where travel is required, the financial proposal shall clearly

indicate whether travel and subsistence costs are included in the quoted price or presented as separate reimbursable items, subject to prior written approval by ARIPO.

## **7.0 REPORTING ARRANGEMENTS**

The consulting firm shall report contractually to the Director General or to any other officer designated by ARIPO. For day-to-day coordination, the firm shall work through an ARIPO-appointed focal point and, as required, liaise with the anniversary planning committee, relevant directorates, host-country focal points, and service providers.

## **8.0 SERVICE LEVELS AND PERFORMANCE STANDARDS**

The consulting firm shall perform the assignment with due professional care, timeliness, and responsiveness. Without limiting any other contractual requirement, the successful bidder shall: respond to routine ARIPO communications within one (1) working day; escalate urgent operational issues affecting event readiness within twenty-four (24) hours of identification; attend scheduled coordination meetings upon reasonable notice; ensure continuity of key personnel during critical planning and event periods, subject to ARIPO's approval of any replacement; and submit reports and trackers in accordance with the timelines set forth in this Terms of Reference or as otherwise agreed in writing.

## **9.0 QUALIFICATIONS, SKILLS, AND COMPETENCIES**

- a) The bidder shall be a legally registered consulting firm or event management company with proven capacity to deliver high-level international or regional events.
- b) The firm shall demonstrate at least seven (7) years of relevant experience in planning, coordinating, and supporting large-scale conferences, symposia, commemorative events, or comparable institutional events.
- c) The firm shall demonstrate successful experience supporting multi-stakeholder, regional, international, or intergovernmental assignments of comparable complexity.
- d) The proposed team leader or lead consultant shall possess a university degree in event management, project management, business administration, public administration, communications, hospitality, or a related field.
- e) The proposed personnel shall demonstrate experience in preparing implementation plans, trackers, meeting documentation, run sheets, records of stakeholder coordination, and post-event reports.
- f) The firm shall demonstrate adequate quality-assurance arrangements, risk-management capacity, and the ability to mobilize personnel for virtual, hybrid, and in-person events.

- g) The proposed team shall have strong written and oral communication skills in English and proficiency in standard office productivity tools.
- h) Experience in Africa and familiarity with protocol-sensitive or government-related events will be an added advantage.

## **10.0 PAYMENT BASIS**

Payments shall be made in accordance with the signed contract and shall be tied to the satisfactory submission and written acceptance of deliverables by ARIPO. Bidders shall submit a detailed financial proposal that includes professional fees and, where permitted, separately priced reimbursable costs, with sufficient detail to enable price evaluation. For purposes of contract negotiations, ARIPO may adopt a milestone-linked payment schedule aligned with accepted deliverables. Such a schedule may include, for example, an inception payment upon acceptance of the inception report, interim payments against accepted implementation and progress deliverables, and a final payment upon acceptance of the final assignment report. No travel, subsistence, or incidental costs shall be reimbursable unless expressly provided for in the contract and supported by prior written authorization from ARIPO. No payment shall be made for services or expenses not expressly provided for in the contract or not approved in writing by ARIPO.

## **11.0 EVALUATION OF PROPOSALS**

Interested bidders shall submit a technical proposal and a separate financial proposal. Proposals shall first undergo a preliminary compliance screening to confirm timely submission, separation of technical and financial proposals, completeness of required documentation, bidder eligibility, and submission of required signed declarations. Only proposals that pass the preliminary compliance screening shall proceed to technical evaluation. Only the financial proposals of bidders who attain the minimum technical score shall be opened and evaluated. The bidder with the highest combined technical and financial score shall be recommended for award, subject to due diligence, reference checks, and successful finalization of the contract.

ARIPO reserves the right to accept or reject any proposal, request clarifications, negotiate with the highest-ranked bidder, and cancel the procurement process at any time before the contract is awarded, without incurring any liability. Unsuccessful bidders may also be notified in writing after the evaluation process is complete. No contractual relationship shall arise until a formal written contract has been signed by both ARIPO and the successful bidder.

## **A. Technical Proposal**

- I. Company profile, certificate of incorporation or registration, valid tax clearance or equivalent tax compliance documentation, and contact details.
- II. A brief technical proposal describing the bidder's understanding of the assignment, proposed methodology, work plan, staffing arrangements, quality assurance measures, risk mitigation approach, and assignment assumptions.
- III. Profiles or curricula vitae of the proposed key personnel.
- IV. Evidence of similar assignments completed, including at least three reference contracts or client references for comparable work, with a brief description of the assignment, the bidder's role, and results achieved.
- V. A signed statement confirming the absence of any actual, potential, or perceived conflict of interest in relation to this assignment.
- VI. A signed declaration that the bidder has not been debarred, suspended, or otherwise prohibited by any competent authority from participating in procurement proceedings, and that the bidder will comply with applicable anti-corruption and ethical conduct requirements.

## **B. Financial Proposal**

The financial proposal shall be submitted in a separate file clearly labelled "Financial Proposal". No financial information shall be included in the technical proposal. The financial proposal shall include the total price, a breakdown of professional fees, and any approved reimbursable items, each presented separately.

## **12.0 SUBMISSION INSTRUCTIONS**

Proposals must be submitted via email to **tenders@aripo.org** no later than **9<sup>th</sup> June 2026** by **2359Hrs**. Technical and financial proposals must be submitted as separate files, clearly labelled "Technical Proposal" and "Financial Proposal," respectively. Proposals received after the stated deadline will be rejected. The proposal shall remain valid for ninety (90) days from the submission deadline. Financial proposals must be quoted in United States Dollars. The tender reference number must be on the email subject line as follows: **ATIN:2026/06/EVENTS-MANAGEMENT/06**

Any request for clarification regarding this procurement must be submitted in writing to **procurement@aripo.org** no later than **5<sup>th</sup> June 2026**. ARIPO may issue responses or addenda to all bidders as necessary before the submission deadline. The proposal must be signed by a duly authorized representative of the bidder. Bidders are responsible for ensuring that their submissions are complete, legible, and submitted in the required format by the deadline. ARIPO reserves the right to request clarifications that do not materially alter the substance of a proposal.