

## **Call for Event Organizing Partner Africa Design Summit**

**Date of Issue:** June 28, 2018

**Submission Deadline:** July 19, 2018

**Duration:** August 2018 to December 2018

**Project Location:** Morocco (city to be determined by selected partner)

**Budget:** 25,000 Euros

In early December 2018, Hivos will organize the three-day “Africa Design Summit” in Morocco. Over the course of this event, creative practitioners from across Africa will gather to examine the emerging intellectual, technological, and cultural trends in 21st century Africa.

For example, shaped by new technologies, ideas, and perspectives, where do Africa's creative actors cross paths, meet, and cluster? What are the novel ideas and practices being exchanged, as well as professions and vocations created? Through careful study and reflection, participants will collaborate to explore these questions as well as their own roles—as artists, designers, makers, conveners, innovators, and entrepreneurs—in shaping these new pathways for exchange and defining the future of the continent.

Hivos is soliciting expressions of interest for an event organizing partner in Morocco to provide all logistical and organizational support for this upcoming summit. In particular, we are looking for organizations with a strong background in event management and logistics, as well as experience working in the creative industries or on cultural, artistic, technology, and entrepreneurship events.

Interested parties are required to submit: (1) a motivational letter describing their a) interest in the summit theme, b) event organization background in the creative industries, and c) organizational capacity for implementing the event, (2) a budget estimation for local summit costs (catering, transportation, printed materials, etc) and (3) supporting documents indicating the relevant experience of the applying party. The primary language of the summit will be in English, with significant contributions and activities conducted in French. Please find more information about the application in the “Application Components” section.

Hivos will select one implementing party for this call, though this party is welcome to subcontract for specific services (ex: venue rental, photography, etc). Shortlisted applicants will be invited for an interview before the final selection is made. For any inquiries, please email Katie Bentivoglio at [kbentivoglio@hivos.org](mailto:kbentivoglio@hivos.org).

**Applications should be submitted to [kbentivoglio@hivos.org](mailto:kbentivoglio@hivos.org) by July 19, 2018 no later than midnight (GMT+1).**

## About Hivos

Hivos is an international development organization guided by humanist values. Together with local partners, Hivos aims to contribute to a free, fair, and sustainable world in which all citizens – women and men – have equal access to opportunities, rights, and resources for development, and can participate actively and equally in decision-making processes that determine their lives, their society, and their future. Hivos operates throughout the Middle East, Africa, Asia, and Latin America.

## *How to Apply*

### 1. Eligibility

Hivos invites applications from interested parties which meet the following eligibility:

- Based in Morocco
- Minimum of 3 years of event management experience
- Ability to issue visa invitation letters
- Ability to acquire any needed clearances from local authorities to implement the event

### 2. Selection Criteria

- Interest and motivation in the summit theme
- Experience working on Africa-focused events and initiatives
- Background in implementing international projects and working with team members and participants from around the world
- Ability to contribute to summit content (ex: suggestions for facilitation, content contributors, participants, local engagement, etc)
- Ability to bring local and regional media coverage to the summit
- Ability to bring in additional event partners or sponsors to expand the impact and reach of the event
- Competitive budget estimates in relation to proposed services

### 3. Scope of Work

The selected partner will be responsible for all on-the-ground logistics and organizational aspects of the summit, as listed below, excluding hotel bookings for participants, flight bookings, participant invitations, and curation/content of the event.

## LOGISTICS

- Secure an appropriate summit venue for a 3-day event for 100-150 people, including a plenary hall, break-out session rooms, and an exhibition space(s), as well as all amenities needed for the summit (wireless internet, electricity outlets/powerstrips, etc.), as determined in coordination with Hivos.
- Organize transportation for the duration of the summit, including airport pick-up for participants, and transportation between the designated summit hotel and all summit venue(s) and activities.
- Arrange all catering for summit participants (100 persons) for the 3 days of the summit (excluding breakfast), and accommodate participant dietary needs or requests.
- Provide printed materials with summit branding (stage designs, banners, roll ups, programs, etc.) for summit activities.
- Provide goody bags (bags, notebooks, pens, etc.) for participants with summit branding (for 200 persons).
- Obtain local authorizations or permissions to implement summit activities, as needed.
- Provide appropriate crowd management and security services.
- Provide adequate staff support to ensure smooth organizational execution in the planning and implementation of the summit.

## PARTICIPANTS

- Facilitate visa applications for all participants requiring a visa to travel to Morocco, including sending all necessary documents (invitation letter, hotel confirmation, flight confirmation and any other requested documents) to participants in a timely manner. Hivos will provide the flight information and connect the implementing partner to the relevant hotel representatives.

## CONTENT

- Develop a robust media engagement strategy to ensure visibility in Moroccan and regional media.
- Suggest possible facilitators, content contributors (workshops, masterclasses, exhibitions, community-building exercises), and participants in coordination with Hivos.
- Arrange photography and videography for the summit, and produce a summit after-event video.
- Organize one public or semi-public local engagement event in coordination with a relevant organization, initiative, etc. in Morocco. This event should engage creative communities and networks in Morocco beyond the direct summit participants, and further connect summit participants to creative actors and changemakers in Morocco. Example: Urban city walk, reception with local creative communities or students, attending an artistic performance, etc.

## PARTNERSHIPS

- Assist in securing additional event sponsorship or in-kind contributions to expand the impact and capacity of the summit.

### 4. Deliverables

The expected milestones and payment schedule are detailed below. All milestones should be met based on the dates determined in the work plan developed by the selected party.

Milestones	Timeframe/Payment Schedule
Detailed work plan and approach, as agreed with Hivos	30% of total contract cost
Reach designated milestones (Round 1), as determined in the work plan	Date to be jointly agreed upon/50% of total contract cost
Reach designated milestones (Round 2) and send all final deliverables, as determined in the work plan	20% of total contract cost

### 5. Application Components

The application should consist of the following:

1. **Letter of Interest:** A letter (max 3 pages) directed to Hivos explaining your organization's interest in implementing the Africa Design Summit, including:
  - a. Information about the applying party, including legal incorporation information.
  - b. Relevant experience that qualifies the applicant to successfully perform the duties elaborated in the scope of work.
  - c. Motivation regarding the summit theme, content, and participating communities
  - d. Proposal for a specific venue location in Morocco to host the summit
  - e. Connections to local creative communities to engage or involve in the summit
  - f. Strategy for media engagement
  - g. Proposal for additional partnerships or sponsorship from within the applicant's networks to help expand the reach and impact of the event.
2. **Financial proposal:** The applicants are expected to submit a general financial proposal not exceeding 25,000 Euros and which concludes by December 2018. The proposal should include cost estimates for all services mentioned in the scope of work above. All prices should be quoted in, or converted to, Euros.

**3. Documentation of relevant experience:**

- a. Resumes of the lead project manager and the key personnel that will be assigned to support the summit implementation activities.
- b. Past relevant projects conducted by the team.

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