

Request for Quotation (RFQ)

Consultant - Event Management Services

April 4, 2024

Invitation letter

Dear Sir/Madam,

Impact Investing Ghana (hereinafter referred to as IIGh) is pleased to invite prospective bidders to submit a quotation for a Consultant - Event Management services, as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before April 12th, 2024 by midnight via email to this address info@impactinvestinggh.org.

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements of services as stated in this RFQ and submit it via this email by the deadline for quotation submission.

Please provide a proposal that includes the following components:

- A brief summary/profile of the consulting firm or consultant
- Relevant past experience
- Financial quotation with a detailed breakdown of the cost

We look forward to receiving your quotation.

Approved by:

Mary Afenyie-Abekah
Program Coordinator, Impact Investing Ghana

About Impact Investing Ghana

Impact Investing Ghana (IIgH) is the Ghana National Advisory Board for Impact Investing. We are an independent private-sector led initiative promoting sustainable development and advancing the development of the impact investment ecosystem in Ghana. Established as a nonprofit, IIgH is Ghana's representative to the Global Steering Group (GSG) for Impact Investing, the successor to the Social Impact Investment Taskforce established by the G8. The GSG's National Advisory Boards (NABs) currently cover 33 countries and provide a global platform to drive investment and increase visibility for its members globally. IIgH aims at tackling Ghana's pressing social and environmental challenges by driving more capital to deliver real impact. We are a local platform representing all the stakeholder groups needed to redirect significant capital flows towards social and environmental impact. Private-sector led, yet in close partnership with the national government, we raise awareness, create market intelligence, change policies, and mobilize additional financial resources for the public good. IIgH brings together leaders from the worlds of finance, business, government, social organizations, and philanthropy. IIgH has an ambitious plan to support the growth of impact ventures and to catalyze \$1 billion in impact funds for investment in impact ventures in Ghana and the West African sub-region.

Terms of Reference (Annex 1)

Background

Impact Investing Ghana hosts the Ghana Impact Summit annually with key stakeholders in the ecosystem to provide a platform for the Ghanaian financing ecosystem to make significant progress on local ecosystem-building initiatives that can increase the supply of funds, particularly for SME growth for impact, and drive the attainment of the SDGs.

This year's 3rd Ghana Impact Summit is a two-day event designed to foster ecosystem collaboration and engagement. With a deep focus on bringing together key stakeholders including government and regulatory bodies, suppliers of capital, enterprise support organizations, and more. The summit will contribute to the long-term impact of;

1. Catalyzing SME growth to deliver sustainable jobs, especially in the key sectors of agriculture & agribusiness, light manufacturing, commerce, ICT and tourism, hospitality, arts & culture.
2. Reducing inequality, especially in health, education, financial services, housing, water & sanitation with a focus on vulnerable populations such as youth, women, rural dwellers, the north of Ghana, and people living with disabilities.
3. Building climate resilience and ensuring rapid low-carbon growth

Impact Investing Ghana is seeking quotations for event management services for the upcoming Summit on the **21st & 22nd of May in Accra, Ghana**. The event is expected to be attended by over 150 participants.

Scope of Work

The consultant will be responsible for the following tasks:

1. Event Planning and Coordination:

- a. Coordinate with the event planning committee to develop an event plan with sequences of activities including the programming flow and stage directing.
- b. Source and serve as a focal point for and coordinate with all relevant vendors for the event (ie. photography, videography, media production, Ushers, MC, etc.)
- c. Support the preparation of the on-site event script for emcee(s).

2. On-site Coordination:

- a. Oversee all aspects of event setup and execution, ensuring adherence to the established timeline and budget.
- b. Manage on-site staff and vendors, providing direction and support as needed.
- c. Provide support for participant registration and check-in processes, ensuring a smooth and seamless experience for participants.
- d. Facilitate both in-person and virtual participation to ensure seamless interactions between in-person and online participants.

3. Logistics Management:

- a. Be the key point of contact for the venue and coordinate all arrangements with the venue including catering for the event
- b. Coordinate logistics related to venue setup, seating arrangements, and audiovisual equipment.
- c. Arrange for necessary equipment and technical support, such as audiovisual systems, staging, lighting, etc.
- d. Provide event branding and promotional materials, including signage, banners, and printed materials.
- e. Source entertainment options for the event.

4. Additional Services:

- a. Support with distribution of communications materials and outreach of the event across all media channels to enhance event visibility and engagement
- b. Prepare a comprehensive event report, summarizing key findings, successes, and recommendations for future events.

Contract length/Time Demand: April 2024 to June 2024

Timelines

- RFQ Posting - April 4, 2024.
- RFQ Responses- April 12, 2024
- Selection Process and Announcement- April 16, 2024

Requirements:

Please provide a proposal that includes the following components:

1. A summary/profile of the consulting firm or consultant
2. Proposed technical approach and work plan
3. Quotation- a budget summary and narrative outlining your proposed fees

Selection Criteria

1. Experience with similar assignments (40%)
2. Technical approach (30%)
3. Competitive price (30%)

To Apply:

All responses to this **Request for Quotation are due by April 12, 2024, at midnight GMT.**

Please email your response to Akua Asare via **info@impactinvestinggh.org** and label the email – RFQ - Consultant for Event Management Services.