



📍 14th Senchi Street , Airport Residential Area  
Accra - Ghana

✉ info@impactinvestinggh.org

🌐 www.impactinvestinggh.org

## **Request for Proposal (RFP)**

### **Consultant – Travel & Tour Agent Services for Africa Impact Summit 2025**

February 20, 2025

## **Invitation letter**

Dear Sir/Madam,

Impact Investing Ghana (hereinafter referred to as IIGh) is pleased to invite prospective bidders to submit a proposal for Consultant - Travel & Tour Agent Services for Africa Impact Summit, as detailed in Annex 1 of this RFP.

**Quotations may be submitted on or before 28th February 2025 by midnight via email to the address [info@impactinvestinggh.org](mailto:info@impactinvestinggh.org) with [doris.mensah@impactinvestinggh.org](mailto:doris.mensah@impactinvestinggh.org) in copy.**

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

Approved by:

Doris Mensah

Procurement Officer



📍 14th Senchi Street , Airport Residential Area  
Accra - Ghana

✉ [info@impactinvestinggh.org](mailto:info@impactinvestinggh.org)

🌐 [www.impactinvestinggh.org](http://www.impactinvestinggh.org)

### **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 to tackle 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**

The Africa Impact Summit (AIS) is the leading platform driving impact investing across Africa, hosted annually by Africa Impact Investment Group (AIIG) comprising GSG National Partners in Ghana, Kenya, South Africa, Nigeria, and Zambia supported by affiliated African Task Forces. The summit provides on-the-ground insights from both national and regional perspectives while drawing on the global impact investing community. This year's AIS is co hosted by Impact Investing Ghana (IIGh) and Impact Investors Foundation (IIF). The 2025 summit will place a strong emphasis on building platforms to mobilize capital at scale for impact, especially for small and medium enterprises; policy action to accelerate and scale progress; and research and knowledge capture to inform action and enable scaling of what works. The event will feature side events including a study tour to Nigeria, deal rooms, etc.

Impact Investing Ghana is seeking proposals for travel and tour agent services for the upcoming Summit on the **11th, 12th & 13 of June 2025 in Accra, Ghana**. The event is expected to be attended by over 400 participants globally.

### **Scope of Work**

The Travel Agency will handle all travel logistics for summit key speakers, and advisory services for participants. Key responsibilities include:

### **Travel Arrangements**

- Support with booking and ticketing of domestic and international flights for summit key speakers.
- Advise participants on booking and ticketing.
- Providing multiple flight options based on cost, convenience, and preference.

- Handle cancellations, rebookings, and changes in itineraries for summit key speakers.
- Other support to ensure that participants have a pleasant travel experience.

### **Visa and Travel Documentation Support**

- Support summit key speakers with visa applications and documentation as needed.
- Provide advisory services on travel requirements, health protocols, and restrictions.
- Protocol services.

### **Travel Insurance**

- Advise on travel insurance options for participants, covering emergencies and cancellations.

### **Accommodation Booking**

- Arrange accommodation in preferred hotels and ensure proximity to the venue.
- Secure group rates and negotiate discounts.

### **Transportation and other Logistics**

- Arrange ground transportation for airport transfers, venue commutes, and other event-related travel. Coordinate airport pickups and drop-offs.

### **24/7 Support**

- Provide ongoing support for attendees throughout the summit, addressing any travel-related issues promptly.

## **Tour Coordination**

- Plan tours that resonate with the summit's objectives, such as site visits to local businesses, institutions, or areas relevant to the summit's focus.
- Coordinate with the organizing committee to ensure tours align with the summit's schedule and theme.

## **Reporting and Billing**

- Maintain a detailed travel itinerary and budget for key speakers. These must be requested and approved.
- Providing a consolidated invoice for services rendered.

**Contract length/Time Demand:** March 2025 to July 2025.

## **Proposal Requirements**

Proposals should include the following details:

### **Company Profile and Expertise:**

- Overview of the agency, including years of experience and key clients. Examples of successfully managed travel logistics projects.
- Certifications and affiliations with travel industry bodies.

### **Technical Approach:**

- Technical approach to managing travel arrangements, timelines, and systems used.

### **Key Personnel:**

- Key personnel profiles highlighting relevant experience.

### **Budget Proposal:**

- Detailed budget proposal with a breakdown of costs including service fees, ticketing fees, and any additional charges.

### **References:**

- At least three references from past clients.

### **Selection Criteria**

The evaluation of proposals will be based on the following criteria:

- Demonstrated expertise and relevant experience.
- Efficiency in travel planning and logistics.
- Cost-effectiveness and budget transparency.
- Capacity to handle a large-scale event's travel needs.
- Feedback from references.

### **Submission Guidelines**

Proposals should be submitted by **28th February 2025, at midnight GMT** to [info@impactinvestinggh.org](mailto:info@impactinvestinggh.org) with [doris.mensah@impactinvestinggh.org](mailto:doris.mensah@impactinvestinggh.org) in copy. Kindly label the email – **RFP –Consultant for Travel & Tour Agent Services for AIS.**