



Background:

Reach for Change is a non-profit non-governmental international organization with its headquarter in Stockholm, Sweden. The organization is operational in 11 countries across the globe out of which three countries are in Africa. Reach for Change was registered in Ethiopia as a foreign organization in 2015 with registration number 3419 to positively impact the lives of young women and children in Ethiopia through building the capacity of local social entrepreneurs.

Currently, Reach for Change (RFC) envisions a green, sustainable economy in Ethiopia where everyone has the opportunity to have a decent quality of life and reach their full potential. A project called “Catalyzing green business in Ethiopia” intends to cultivate a strong pipeline of new green enterprise start-ups that will create green jobs and contribute to RFC’s vision by piloting an approach to inspire young people to start sustainable, green businesses, and supporting them to do so.

The ultimate goal of these interventions is to create new green enterprises, which in turn create both self-employment for the founders and employment opportunities for others.

Purpose

Reach for Change has been a pioneer in the social entrepreneurship sector since 2015 and the main purpose of the launching event is to create a clear picture and a mutual understanding of the new project about climate change and green business among stakeholders and partners.

Objective of the event

- To introduce the new Project
- To create awareness of the green business.
- To create a strong relationship with stakeholders

Scope of work

- Showcasing our entrepreneurs to different stakeholders
- Increase awareness of Reach for Change and Its programs
- Taking a leading role in social entrepreneurship in Ethiopia
- Exchange of green business experience among stakeholders

Responsibilities of the Event Organizer

- The company is responsible for the overall planning, organization, and execution of the one day event taking into consideration the purpose described above.

- The company is responsible for inviting media houses (Media Coverage).
- The company is responsible for video and photo production and overall documentation of the event.
- The company is responsible for all communication materials printing processes (Designing the materials is done by RFC).
- The company is responsible to contact and deal with an experienced moderator.
- Meet all deliverables as outlined in the TOR.
- Engage the client with a progress report.
- Make adjustments as per client feedback.

Duration

The timeframe for organizing the event is four (4) weeks from the date of the official agreement signed between RFC Ethiopia and the consultant firm.

Required Qualifications and Experience

- The group of experts Minimum 5 years experience in event organization at national and international level standards.
- Must have proven human resource capacity for each of the areas (script translation and cinematography, editing and mixing)
- Extensive experience in producing development work-related documentaries for international organizations.
- Well-equipped and with excellent technical competencies to ensure smooth and high-quality production.
- Strong negotiation, leadership, and planning skills
- Track record of successful completion of past assignments

Deliverables and Schedule

- Venue arrangement (primarily we are expecting the event to be held in a place that can be an example of a green environment found in urban areas accessible to the guests)
- Refreshment and meals
- Documentation (video and photo)
- Entertainment
- Exhibitor stand and space
- COVID-19 Management materials
- Media Coverage

Date of Launching Event

- Tentative

Duration of the event

- Full day - Starting at 8:00 am and ending by 5:00 pm at the latest

The place of the event:

- Addis Ababa

Attendees:

- A total of 100 participants

Budget

Bidders are required to provide a full cost proposal in the form of a price schedule.

Intellectual Property

All information related to this event will remain the property of Reach for Change. Except for purposes of this assignment, any information will not be disclosed to the public nor used in whatever without written permission from Reach for Change.

Application Procedure

Event management companies are required to submit the following:

- Letter of interest
- A technical proposal that includes objectives and methods with a detailed timeline.
- Portfolio of similar assignments and experience of the professionals proposed for this assignment
- Financial proposal indicating event management fee and a breakdown of expenses.
- Copy of company registration and TIN certificates

Application Deadline

The bidder shall submit original and copy of the bid in separate envelopes sealed and stamped, duly marking the envelopes as "ORIGINAL" and "COPY" for Technical and Financial proposals separately (including copies of renewed Trade License, Business Registration License, Taxpayers Registration, VAT Registration, and professional competency Certificates). All documents (Technical and Financial proposals) must be delivered to this address Reach for Change Ethiopia, Yeka Sub-city, Woreda 09, Gurd Shola Ten sisters NGO Building 6th floor on or before January 24, 2022.

Please note that the submitted documents will be opened by the Reach for Change Ethiopia Procurement committee and the technical and financial evaluation result will be disclosed by email or other means of communication and will be communicated to the bidders upon the completion of technical & financial evaluation.

The deadline for application is January 24, 2022.

Only shortlisted candidates will be contacted