



## **TERMS OF REFERENCE FOR PROVISION OF EVENT MANAGEMENT SERVICES FOR THE GREEN FINANCE CONFERENCE & TRAINING IN MALAWI**

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### **1.0 BACKGROUND**

The Green Finance Conference organized by the African Guarantee Fund (AGF) and sponsored by the Nordic Development Fund (NDF), is a response towards climate change challenges in the context of Nationally Determined Contributions (NDCs). This conference aims to provide African countries with enhanced expertise in increasing financing for low-carbon development.

The conference is of paramount importance for financial institutions as it analyzes the existing opportunities and proposes solutions to unlock financing for SMEs investing in green growth and climate resilient development.

AGF through the support of NDF, has successfully held Green Finance Conferences & Trainings in Zambia, Kenya, Ghana, Côte d'Ivoire, Senegal, Benin and Mozambique. The 8<sup>th</sup> Edition of the Green Finance Conference and Trainings will be held in **Lilongwe** from **Tuesday, 9<sup>th</sup> May to Friday, 12<sup>th</sup> May 2023**.

The event involves the following activities:

- A national Green Finance Conference that brings together Government representatives, Development Financial Institutions, Directors/CEOs of the different stakeholders in the financial services sector, Non-Governmental Organizations and Green SME project owners & service providers to deliberate on the opportunities, challenges and solutions in availing financing to Green SME projects. The conference will be attended by approximately 60 participants.
- A 3-day off-site Credit Risk and Product Development Training in Green Finance for Senior Managers of Financial Institutions. The training will be attended by approximately 30 participants.

## **2.0 SCOPE OF WORK**

The successful event management consultant will be responsible for the preparation and management of all logistical issues and arrangements related to hosting a successful “Green Finance Conference and Training” in Malawi. Working closely with the AGF team, the consultant will identify suitable service providers, as needed, and liaise with them regarding all required services.

Detailed specifications for the services and tasks being requested under this assignment include:

- Secure and liaise on-site with venue for the 1-day Conference and 3-day Training Session, managing all necessary requirements i.e., rooming (Conference room, VIP lounge, press conference room, Side-meeting rooms, Staff secretariat room), banqueting, deco, signage, audio-visual equipment etc.
- Deliver physical invitations to key stakeholders and assist in following up on confirmations as required.
- Set up and manage an online registration portal.
- Manage participants’ registration on the days of the event.
- Propose MC and Moderators for the event.
- Arrange and manage airport meet & greet services for event partners.
- Arrange and manage airport transfers event partners.
- Secure accommodation and transport services for event partners during event period.
- Design and produce all branded material required for the event i.e., banners, brochures, stationery, nametags, e-cards, e-shots etc.
- Procure branded gift packs for the various categories of participants.
- Provide full-service photography and videography for entire event duration.
- Livestream the event via provided digital channels.
- Provide ushers to guide and direct participants during the event.
- Organize the official event cocktail if required.

In addition to above tasks, the firm will be required to:

- Regularly report/update, the AGF team members throughout the organization period, to ensure a smooth coordination of the event.
- Prepare a final post-event report detailing the conference and training outcome. The content outline of the report will be provided.
- Conduct a survey to be completed by all participants at the end of the event.



### **3.0 REQUIRED QUALIFICATION AND EXPERIENCE**

The event management firm should have a proven track record of having organized at least three events of international standards with relevant networks in key targeted sectors. Link to website and/or portfolio, references and contact persons will be required. The successful firm will be selected based on their past relevant experience and qualifications of key staff.

### **4.0 SUBMISSION OF PROPOSAL**

Interested firms with the required qualification and experience may submit their **Expressions of Interest and Budget Proposal** to the following address:

[info.communications@africanguaranteefund.com](mailto:info.communications@africanguaranteefund.com) while copying [info.cd@africanguaranteefund.com](mailto:info.cd@africanguaranteefund.com) on or before **Wednesday, 5<sup>th</sup> April 2023 at 1700hrs EAT**