REQUEST FOR PROPOSALS (RFP)

Professional Conference Management and Event Coordination Services

RFP particulars	Details
Reference	FP-ICGLR/RFP/WPC/2026/02
Procuring entity	FP-ICGLR Secretariat
Issue date	28 September 2026
Submission deadline	05 October 2026
Submission address	secretariat@fpcirgl.org
Procurement method	Competitive method determined and approved under FP-ICGLR Procurement Guidelines
Contract form	Service Contract

1. Invitation and purpose

FP-ICGLR invites eligible and qualified firms to submit separate Technical and Financial Proposals for the services described in this RFP for the Women's Parliamentary Conference (WPC) 2026, scheduled for 2–5 November 2026 at JNICC, Dar es Salaam, Tanzania.

This procurement concerns only the scope specified in this RFP. Proposers must price the complete base scope and separately identify optional services, exclusions, assumptions and taxes. This RFP is not a commitment to award a contract. FP-ICGLR reserves its rights under its Procurement Guidelines to seek clarifications, reject proposals, cancel or amend the process, and make an award only after required approvals.

2. Conference context and objective

The assignment supports WPC 2026, a regional parliamentary conference. The objective is to secure professional services for the defined work package, with timely, high-quality outputs, cost transparency, coordination with the Secretariat and other appointed suppliers, and a documented handover.

1. Scope of services and required outputs

Service provider shall deliver an integrated professional conference management/PCO assignment for WPC 2026, covering the pre-conference and conference period, based on the seven workstreams below. The proposer shall describe its methodology, personnel, schedule, quality controls, assumptions and deliverable acceptance process for each workstream.

Workstream 1 – Planning and project management

- Provide full PCO management for pre-conference and conference periods.
- Prepare a master planning checklist and detailed timeline.
- Maintain a risk register and contingency plans.
- Coordinate supplier sourcing and coordination within the approved scope, budget and FP-ICGLR procurement/approval requirements. No supplier commitment or expenditure may be made without prior written authorisation.
- Develop and maintain a budget framework and cost tracking.
- Coordinate planning meetings, action tracking and reporting to the Secretariat/Steering Committee.
- Conduct conference close-out and debrief with the Steering Committee.

Workstream 2 – Delegate logistics and on-ground support

- Prepare delegate logistics notes and operational information based on details supplied by FP-ICGLR.
- Manage onsite delegate flow, registration/room movement and room management across all conference days.
- Coordinate delegate-facing logistics and on-ground support, including designated VIP and protocol arrangements as provided by FP-ICGLR.
- Propose staffing rosters, responsibilities and escalation arrangements. Ushers are excluded from the base scope and must be separately priced if requested.

Workstream 3 – Programme and speaker management

- Provide full programme and speaker support, including session architecture and a programme operations plan.
- Coordinate speakers and briefing schedules, session briefing materials and speaker presentation requirements.
- Coordinate moderator management and live show-calling/session timing across all conference days.
- Source and brief rapporteurs and coordinate collection and submission of session notes for all plenary and breakout sessions. State the number of rapporteurs and assumptions in the proposal.
- Maintain a master programme and obtain FP-ICGLR approval for programme changes or external communications.

Workstream 4 – Graphic and creative design services

- Develop a full event brand identity system consistent with FP-ICGLR and WPC branding.
- Design event collateral including flyers, posters, presentations, agendas and brochures.
- Prepare speaker presentation templates and digital content assets.
- Provide editable/source files and print-ready artwork. State included revision rounds and delivery schedule.
- Venue branding production, installation and printing are excluded; these are identified as a separate work package.

Workstream 5 – Communications, media and content

- Develop the WPC 2026 media and communications strategy and campaign plan.
- Conduct pre-event media outreach and prepare a media kit for FP-ICGLR approval.
- Provide real-time social media management during the conference using approved content, channels and posting workflow.
- Coordinate the press and media accreditation desk.
- Coordinate with the separately contracted livestreaming/audiovisual provider on schedules, access, media cues and approved content. Photography, videography, livestream production and final film production are excluded from this SRC scope and are covered under a separate procurement.

Workstream 6 – Onsite conference management

- Provide a full onsite management team across all conference days, covering venue areas including plenary, registration and VIP zones, based on the final venue plan.
- Prepare venue layout and logistics plans, onsite staffing/coverage plans, operational checklists, run-of-show and escalation procedures.
- Coordinate technical rehearsal and final supplier check-in with the venue and separately contracted suppliers.
- Manage onsite delivery, daily operational briefings, issue logs and coordination across all conference days.
- Provide an accountable onsite lead as the principal operational contact for FP-ICGLR.

Workstream 7 – Post-event report

- Prepare a comprehensive post-event report covering conference management operations, onsite delivery, achievements, challenges and lessons learned.
- Compile consolidated session outcomes from rapporteur notes across all plenary and breakout sessions.
- Document declarations and resolutions based on approved conference records.
- Analyse delegate feedback and present findings and recommendations.
- Include a full media coverage report and post-event communications summary.

- Submit the report and supporting handover materials within a proposed timeline. Timely delivery depends on rapporteur participation and submission of session notes; the proposer shall explain its controls to ensure completeness.

2. Conference basis and schedule

Item	Basis
Event	Women's Parliamentary Conference (WPC) 2026
Conference dates	2–5 November 2026
Venue	Julius Nyerere International Convention Centre (JNICC), Dar es Salaam, Tanzania
Mobilisation	Immediately after contract signature; proposer to provide detailed mobilisation timeline
Programme/rooms	Final programme, room allocations and number of plenary/breakout rooms to be confirmed by FP-ICGLR

3. Excluded services and separate contracts

- These items are excluded from the base PCO scope and shall not be committed or incurred without separate written approval and, where required, separate procurement:
- Venue costs, room hire, catering, accommodation and related charges, subject to final room requirements, availability and programme.
- Interpretation services and interpretation equipment, subject to final number of plenary and breakout rooms.
- Venue branding production, installation and printing (separate work package).
- Photography, videography, livestreaming, Zoom/remote production, conference film and audiovisual archive production (separate work package).
- Technical equipment and production requirements arising from final technical review, except coordination expressly included.
- Media reimbursements, speaker and moderator fees, and ushers.
- Proposers shall identify any other assumptions, exclusions and optional items separately. No excluded service is payable unless approved in writing and incorporated through an authorised contract amendment or separate contract.

4. Deliverables and indicative timetable

Deliverable	Required timing (proposer to confirm)	Acceptance evidence
Inception workplan, master checklist, risk register and contingency plan	Within 5 working days of contract signature or proposed schedule	Approved inception package

Budget framework, supplier coordination plan and cost tracker	Within 5 working days; update at agreed intervals	Approved budget/cost tracker
Delegate logistics and onsite room/flow plan	Draft at least 10 calendar days before conference; final before onsite setup	Approved logistics plan and staffing roster
Programme operations, speaker/moderator/rapporteur plan and show-calling documents	Draft at least 10 calendar days before conference; update as programme is confirmed	Approved programme operations package
Brand identity, collateral, presentation templates and digital assets	Schedule proposed; priority materials by dates agreed with FP-ICGLR	Approved designs and source files
Media strategy, campaign plan, outreach and media kit	Draft within 7 working days of contract signature; final after comments	Approved strategy and media kit
Onsite management and daily operational reports	Across all conference days and agreed setup/rehearsal period	Daily checklists, issue logs and FP-ICGLR sign-off
Post-event report, session outcomes and close-out/debrief	Draft within 10 working days after event, final after comments; proposer to confirm	Accepted final report and handover

5. Roles and coordination

- FP-ICGLR will provide the approved conference concept/programme and available delegate/speaker information, nominate authorised focal points and approvers, and make decisions/approvals within agreed timelines.
- The contractor shall coordinate with the venue, separately appointed audiovisual/production provider, venue branding provider, interpretation provider and other authorised suppliers. Coordination does not confer authority to commit FP-ICGLR funds or vary another supplier's contract.
- Contractor shall maintain confidentiality of delegate, speaker and institutional information, comply with applicable data protection and venue requirements, and obtain approval before publication or disclosure of conference information.

6. Eligibility and qualification

- Legally registered professional conference organiser/event management firm eligible to operate in Tanzania and its country of registration.
- At least five years' relevant conference/event management experience and evidence of at least three comparable institutional, parliamentary, diplomatic, intergovernmental or regional events.
- Provide references, company registration and tax/statutory compliance documentation, and CVs/availability of project director, onsite lead, logistics lead, programme/speaker coordinator, communications/creative lead and reporting/rapporteur coordinator.

- Submit a proposed organisation chart, staffing levels and coverage for all conference days, risk and contingency plan, and signed eligibility, conflict-of-interest and non-collusion declarations.

7. Proposal content and submission

- Technical proposal: signed letter; understanding and methodology against each of the seven workstreams; detailed workplan and mobilisation timeline; staffing plan and CVs; comparable assignments and references; quality assurance; risk register and contingencies; coordination plan for other contractors; reporting and handover approach; assumptions, exclusions and deviations.
- Financial proposal, submitted separately: lump sum for the full seven-workstream base scope; itemised price by workstream; professional fees and personnel inputs; travel, accommodation, local transport, communications and other costs; taxes/VAT shown separately; payment milestones; and separately priced optional items including ushers, additional rooms/days, extra rapporteurs, printing/branding, media reimbursements and any other exclusions. Optional items are not included in base price.
- Currency: [FP-ICGLR to specify TZS or USD before issue]. Proposal validity: at least 90 days. Submission deadline, official email/address and clarification deadline: [insert].

8. Evaluation and award

Evaluation shall be conducted by an authorised committee in accordance with the FP-ICGLR Procurement Guidelines. Confirm the approved evaluation method, technical pass mark, technical/financial weighting and financial scoring formula before issue.

Proposed technical criterion	**Points**
Understanding and methodology across seven workstreams	25
Relevant institutional conference experience and references	20
Team composition, key personnel and onsite staffing	20
Workplan, logistics, risk management and supplier coordination	20
Communications, reporting, quality assurance and handover	15
Total	100

Suggested technical qualifying threshold is 70/100, subject to confirmation by the procurement authority and consistency with the Procurement Guidelines. Only technically qualified proposals proceed to financial evaluation if approved in the final RFP. Award and contract signature are subject to required committee review and approvals.

9. Financial proposal schedule

Workstream	Amount before tax	Taxes/VAT	Total
1. Planning and project management			
2. Delegate logistics and on-ground support			
3. Programme and speaker management, including rapporteurs			
4. Graphic and creative design services			
5. Communications, media and content			
6. Onsite conference management			
7. Post-event report and close-out			
Travel, accommodation and other costs (itemised)			
TOTAL BASE PROPOSAL			
Optional/excluded items, priced separately			

10. Contract, payment and performance

- Successful proposer shall sign a written professional services contract before starting work or committing expenditure on behalf of FP-ICGLR.
- Payment shall be linked to accepted deliverables and agreed milestones. Any advance payment, performance security, insurance or other security shall be determined in accordance with applicable FP-ICGLR rules and stated in the final contract.
- Changes to scope, price, deliverables, personnel or dates require prior written approval and an authorised contract amendment. Supplier commitments require prior written authorisation and compliance with FP-ICGLR procurement and financial rules.

Form 1 – Proposal letter

We offer to provide the services in this RFP in accordance with our Technical and Financial Proposals. We confirm proposal validity for 90 days, accuracy of information and disclosure of conflicts and subcontractors.

Legal entity: _____ Authorised representative/title: _____

Signature: _____ Date: _____ Stamp: _____

Form 2 – Relevant experience

Client / event	Dates / country	Scope / equipment / deliverables	Value (if disclosable)	Reference contact

Form 3 – Key personnel and equipment

Name / role	Relevant qualifications / experience	Responsibilities	Equipment / availability

Form 4 – Conflict of interest and non-collusion

We declare that we are eligible; have disclosed actual or potential conflicts; prepared this proposal independently without collusion; have not offered improper inducements; and will comply with FP-ICGLR procurement, confidentiality and ethical requirements.

Legal name: _____ Signatory: _____

Signature/date: _____