1. BACKGROUND

The Partnership for skills in Applied Sciences, Engineering and Technology (PASET) is an African-led initiative to strengthen skills in the applied sciences, engineering and technology to further socio-economic transformation in sub-Saharan Africa (SSA). The Regional Scholarship and Innovation Fund (Rsif), the flagship program of PASET, aims to support PhD students, post-doctoral scientists, and universities in SSA to establish high-quality training, research and innovation environments and to develop institutional capacity for the benefit of the whole region. The program, which was initiated in 2015 has supported 282 PhD students and provided 58 research and innovation grants through 15 African ‘Host’ Universities. Nine African countries are directly contributing to towards Rsif, while many others are in the process of joining. Visit www.rsif-paset.org for more information.

The 6th PASET Forum and Rsif Conference will take place from 23-25 April 2024 in-person in Nairobi, Kenya hosted by icipe and the Government of Kenya with around 250 physical participants and additional virtual participants and speakers. The overall theme is Skilling for Africa’s Green Economy Future of Work. The Forum will have plenary sessions and 5 breakout sessions, each with 3 - 5 speakers/panelists.

icipe intends to hire the services of an experienced firm to offer photography, videography and virtual conference platform management services at the Rsif physical conference. The outputs of the assignment will be used by icipe to portray the impact of the Rsif work and its activities across

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1 A hybrid event involves both in-person and virtual participation.
the African continent through photos and videos to be presented on its website, social media, publications and other communications materials. The firm will also render a seamless, well-coordinated hybrid event, which includes activities before, during, and after the conference.

2. OBJECTIVES OF THE ASSIGNMENT

The assignment will be divided into two (2) Lots, as follows:

2.1 LOT 1 - PHOTOGRAPHY AND VIDEOGRAPHY

The objectives of the assignment are:

i. To produce a storyboarding including research and development of a creative brief guided by the Conference theme.
ii. Capture good high quality and high resolution still photos representing the Conference activities (Pre, during and post conference).
iii. Conduct short (3-5 minute) videos (including interviews) summarizing the Conference events; to be used on the Rsif YouTube channel and other digital platforms.
iv. Manage efficient post-production process and produce high-quality photos and video products.

Scope of the assignment

The firm should be physically available at the venue of the Rsif Conference and side meetings as guided by the communications team to capture good quality photos, collect video footages and conduct video interviews as per guidance. The firm is expected to utilize pertinent innovative and imaginative methods to guarantee the successful completion of the assignment.

Description of assignment

Pre-production (Before the conference)

i. Participate in planning meetings with the organisers
ii. Work with organisers to identify areas and persons of interest for interviews
iii. Gather necessary information on potential interviewees
iv. Conduct 3-5 interviews as guided
v. Develop a creative brief
vi. Design the storyboard

Execution (During the conference)

i. Video production
ii. Still photography (We might need some photos of each day for posting on social media as the conference goes on)
iii. Debrief session with organisers before, during and after the conference

Post production (After the conference)

i. Produce short videos of 3-5 minutes from the Conference sessions
ii. Produce 3-5 interview videos (3-5 min)
iii. Provide a summary of still photographs taken for each day of the event
iv. A video summarizing the Rsif Conference 2024 (3-5 minutes)
v. Deliver videography and photography shoot for the 3-day physical conference

Expected Outputs and Deliverables
The successful firm will be responsible for delivering the following outputs:

i. Good quality still photos from the field visits and events for use in website, social media and publications.
ii. Closely working with the Communications team, produce videos/short videos for website and social media using the footages collected from the field visits and events.
iii. Produce short video interviews for social media and website.
iv. Produce photo essays, photos stories, photo books.
v. Raw photos and video footages should be handed over to the client communications team.

The firm is expected to have a meeting/briefing with the client before the event to discuss the workplan. The outputs and deliverables will be varied based on the assignment.

2.2 LOT 2 - VIRTUAL CONFERENCE PLATFORM MANAGEMENT SERVICES

Objectives of the assignment
The objectives of the assignment are:

i. To deliver the virtual version of the 3-day hybrid conference.
ii. To set up an online platform and coordinate its use before, during and after the conference.
iii. To manage communication of the conference to targeted audiences in consultation with the organisers.

Scope of the assignment
The firm will work closely with icipe, and the organisers to achieve the deliverables. The firm will implement the assignment within the framework of the concept note and programme for the Forum and Rsif annual conference and have access to any relevant documentation to facilitate preparation and management of the virtual part of the hybrid event. The firm is also expected to employ relevant innovative measures for the successful execution of the event.

Description of the assignment
The assignment will be carried out in three parts namely:

a. Preparation (Before the conference): This will involve planning and logistical activities including but not limited to:
   i. Participating in regular planning meetings with the organisers.
ii. Establish an integrated virtual solution suited to a hybrid conference of this magnitude, preferably in both web-based and mobile platforms.

iii. Ensure integrated translation and interpretation services (French to English and vice-versa).

iv. Stream Rsif brief videos during designated conference sessions (including highlights that may be used during breaks).

v. Organise a ‘demo’ day to test the functionality of the virtual platform at the physical venues (including IT support tests, breakout/networking sessions, use of live and produced/pre-recorded Rsif videos among others).

b. Execution (During the conference): This will involve activities conducted during the three-day conference including but not limited to:

i. Liaise closely with icipe on the set up of the venue of the conference suited for a hybrid event.

ii. Support the coordination of the conference program in liaison with the organisers (including breakout/networking sessions, timekeeping and coordinating speakers, participants, moderators, and exhibitors).

iii. Coordinate both physical and virtual participation in close coordination with the organisers.

iv. Document virtual participation during the event.

v. Coordinate and analyse participants’ feedback.

vi. Address any technicalities related to use of the virtual platform and featured videos including assisting speakers, participants and organisers during presentations.

vii. A debriefing session with the organisers before, during and after the conference.

C. Completion (After the conference): This will entail:

i. A meeting with the organisers to evaluate the event.

ii. A final report on service delivery.

IMPORTANT NOTE:
Firms are required to bid for both lots. Bids for only one lot will be disqualified/rejected.

3. QUALIFICATIONS AND EXPERIENCE
The firm should have at least 5 years demonstrable relevant experience of documenting through videography, photography and managing and implementing a virtual hybrid event of a similar nature and magnitude. Preference will be given to a firm with sufficient experience in documenting
through videography, photography and managing hybrid events for international organisations involving multi-lingual local, regional, and international audiences.

### 4. DELIVERABLES, TIMELINES AND BUDGET

The assignment will be spread over a two (2) months period as shown below. The firm shall be compensated subject to the provisions of the assignment based on deliverables as follows:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables</th>
<th>Timelines</th>
<th>Payment %</th>
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| An inception report including:  
  a. An activity workplan  
  b. A plan for the conference  
  A virtual platform  
  An updated conference website  
  A creative brief  
  A story board | Approved inception report  
  A virtual platform  
  An updated website  
  A creative brief  
  A story board | 02-03 April 2024 | 30% |
| A ‘demo’ of the virtual platform for online participation, A conference ‘demo’ (involving hybrid participation) | Approved ‘demos’ | 04-05 April 2024 | 20% |
| Deliver a 3-days conference | Delivery of photography, videography and virtual version of a 3-days’ hybrid conference | 23-25 April 2024 | 40% |
| A final report, approved final videos and photos and documentation of the 3-day physical conference | Submission of final report approved videos and photos | 3 May 2024 | 10% |
5. **FOCAL POINT**

icipe in liaison with the organisers will serve as the focal point for the firm and will provide the relevant information and any support required for the assignment.

6. **APPLICATION GUIDELINES**

Interested applicants should submit the following documents to rsiftenders@icipe.org on or before 6th March, 2024 at 11.00 hrs EAT.

7. **MANDATORY REQUIREMENTS**

   I. Copy of Certificate of Incorporation
   II. CR12 form.(Name of directors)
   III. Valid tax compliance certificate
   IV. Valid Business trading license

8. **TECHNICAL PROPOSAL**

   i. Detailed cover letter expressing interest in this assignment, including full contact details (name, tel. e-mail), and physical address.
   ii. Proposed team’s CV.
   iii. Evidence of undertaking similar work during the last 5 years attach at least three (3) for reference.
   iv. Contacts of at least three references. They will be contacted.
   v. Methodology to be used during the assignment.
   vi. Should be in English language.

9. **FINANCIAL PROPOSAL**

   Provide a competitive and detailed cost breakdown for both lots (quoted in US$) to perform the assignment including all chargeable taxes.

10. **SUPPLIER/FIRM PROFILE**

<table>
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<tr>
<th>QUESTION</th>
<th>ANSWER</th>
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<tbody>
<tr>
<td>1. Would you envisage that any portion of this contract would be sub-contracted? What portion and why</td>
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</tr>
<tr>
<td>2. Does your company have any pending or threatened litigation? If so please describe it. icipe reserves the right to carry out an independent investigation to verify the accuracy of the information to provided</td>
<td></td>
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11 CRITERIA FOR SELECTION OF THE BEST OFFER

The winning firm will be selected in accordance with the criteria laid down under items 7 and 10 above.