

TERMS OF REFERENCE (TOR)

CONSULTANCY FIRM TO PROVIDE EVENT MANAGEMENT SERVICE TO *icipe*

1. Background

Established in 1970, and headquartered in Nairobi, Kenya, the International Centre of Insect Physiology and Ecology (*icipe*) is distinct, being the only research organisation in Africa working primarily on insects and other arthropods. *icipe* is also the sole institution that combines research and development activities across plant health, human health, animal health and environmental health. *icipe* generates world-class scientific knowledge and translates it into insect-based, nature-positive, One Health innovation that sustainably transform millions of livelihoods across Africa and beyond. Additionally, *icipe* nurtures Africa's talent and leadership in insect-science through the Centre's long-standing programmes in doctoral and postdoctoral training, advancement of research and innovation in applied sciences, engineering and technology, and the creation of a bioeconomy in Africa. The Centre has about 500 international and national staff, operations in more than 40 countries in Africa, and over 300 partnerships with diverse organisations across the world. For additional information, visit www.icipe.org.

On 16 November 2026, the Centre will hold *icipe* Science Day, a one-day institutional event designed to showcase scientific work, facilitate engagement around research and innovation, and bring together staff and invited stakeholders. The event is expected to host approximately 400 participants, including staff, government officials, diplomatic representatives, partners and other invited guests, with selected proceedings supported through digital and media channels as appropriate.

Given the profile of the event and the need for coordinated delivery across programme, protocol, guest experience, production, logistics and media engagement, *icipe* seeks to engage an experienced Event Management Consultancy Firm to support the planning, coordination and professional execution of Science Day 2026.

2. Objectives of the Assignment

Providing comprehensive support for the planning and execution of *icipe* Science Day 2026 on 16 November 2026 to safeguard the institution's image through a high-quality, creative, and organized event.

3. Scope of Work

The Event Management Consultancy Firm will work closely with the Science Day Taskforce and designated *icipe* focal persons. They will provide comprehensive event management, logistics, and operational support under the direct oversight of the *icipe* Events Coordinator. The assignment will include, but not be limited to, the following:

3.1 Pre-event Planning and Coordination

- Assist in developing the detailed event management plan, workplan, and run-of-show by mapping out timelines, responsibilities, dependencies, and escalation points.

- Provide input and recommendations on the overall event concept, venue flow, audience experience, stage layout, décor, branding, signage, and exhibition integration.
- Contribute to protocol planning and execution for high-level guests, including government officials, diplomatic representatives, partners, and VIPs.
- Define technical specifications for event requirements—such as AV, livestreaming, internet connectivity, staging, tents, furniture, and décor—ensuring alignment with approved budgets and procurement procedures.
- Support the creation and execution of the event-day staffing and deployment plan, helping coordinate teams across registration, ushering, protocol and stage management.
- Help draft the risk management, health and safety, weather, and operational contingency plans, ensuring backup options are ready for critical services.
- Attend and actively participate in all coordination meetings, site inspections, technical rehearsals, and final readiness checks.
- Branding and printing: Support in areas of branding, design and printing of various materials, such as event banners and exhibition branding.
- Social media training: For *icipe* staff.

3.2 Event-Day Management – 16 November 2026

- Assist the Events Coordinator in supervising venue set-up, ensuring the stage, seating, registration desks, branding, and media spaces are fully prepared before guests arrive. Coordinate AV, sound, projection, lighting, recording and livestreaming requirements as applicable, including technical checks and backup arrangements in close collaboration with the *icipe* floor manager.
- Coordinate exhibition and research-display spaces to ensure they are complete, accessible, branded and ready for participant engagement.
- Maintain a visible event command/coordination point and provide real-time issue resolution throughout the event.
- Support compliance with agreed safety, security, traffic flow and emergency arrangements in liaison with relevant *icipe* teams and service providers.
- Establish an onsite/designated media working or holding area where required.
- Coordinate professional photography and videography coverage to capture key moments, speakers, dignitaries, exhibitions, participant engagement and agreed institutional priorities. Provide two camera video coverage and one camera for photography.
- Coordinate with AV/production teams on livestreaming via *icipe*'s YouTube channel, recording and media feed requirements where applicable.
- Support timely capture of approved digital/social-media-ready content for use by *icipe* Communications; management or posting on *icipe*-owned social media accounts will only be undertaken if specifically authorized.
- Provide on-site editing of short videos and photos to support *icipe* to post social-media-ready content.

3.3 Post-event Activities

- Conduct a post-event debrief with the Science Day Taskforce and relevant *icipe* focal persons.
- Provide a consolidated event report covering delivery against plan, attendance/participation information available to the firm, key issues, lessons learned and recommendations.
- Deliver an organised, labelled photo and video archive of the event in agreed formats as per the following:
 - A short event video highlights no more than 3 minutes.
 - A news package video of no more than 2 minutes.

- Edited videos categorized and properly labelled by event sessions
- Edited photos categorized and labelled by event sessions

4. Deliverables, Duration and Timeline

The assignment will run from contract commencement through post-event close-out. The following minimum deliverables are expected:

Activity / Milestone	Timeline	Key Deliverables
Inception & Planning	Within 5 working days of contract commencement	Inception meeting to discuss and agree on event concepts, expected deliverables and key contacts. Develop a draft detailed workplan; event management plan; responsibility matrix; initial risk register; coordination calendar.
Event Design & Production	By 30 October 2026	Agreed event concept and flow; draft run-of-show; venue/set-up plan and event mock-up; branding, design and production requirements; protocol and guest-flow plan; supplier/technical requirements.
Final Readiness & Rehearsal	By 13 November 2026	Final run-of-show; staffing/deployment plan; final risk and contingency plan; technical/rehearsal checklist; final readiness report.
Science Day Event Execution	16 November 2026	Support onsite management and coordination of Science Day, including programme/stage management, protocol, registration/guest flow, supplier coordination, video and photo coverage plus onsite editing of short videos, AV/production and livestreaming on icipe's YouTube channel, exhibitions, and real-time issue resolution.
Post-event Reporting & Close-out	By 23 November 2026	Draft event report; photo/video archive; available participation records; lessons learned; recommendations; agreed event documentation and close-out files.

5. Qualifications and Experience

- At least five (5) years of demonstrable experience in professional event management and consultancy.
- Proven track record in planning and executing large or high-profile institutional, corporate, scientific, development-sector or public events, preferably involving 300 or more participants.
- Demonstrated experience in protocol and VIP management, including government and/or diplomatic guests.
- Demonstrated experience in media relations or media management for events, including journalist liaison, accreditation, interview coordination and media coverage reporting.
- Capacity to coordinate technical event production including AV, sound, lighting, recording, livestreaming and hybrid-event requirements.
- Strong project management, supplier coordination, risk management, budget awareness and reporting capability.

- Access to a competent multidisciplinary team with sufficient event-day staffing to deliver the scope of work.
- Excellent written and verbal communication skills and ability to work effectively with diverse stakeholders under tight timelines.

6. Reporting and Coordination

The Consultant will report to the Science Day Committee/Taskforce Chair or Events Coordinator and will work closely with the Science Day Taskforce and relevant internal teams, including, Communications, Hospitality/Guest Services, Security, ICT/AV, and Procurement.

The consultancy firm will attend agreed planning meetings, maintain an action tracker and promptly escalate risks or decisions requiring *icipe* input.

7. Evaluation criteria:

- Technical proposal 70%
 - Firm & technical team qualification and experience in a similar assignment as sought by *icipe* (60%)
 - Client reference check (10%)
- Competitive pricing and value for money (30%)

Note: *icipe* reserves the right to adjust timelines or scope based on tender process progress and organisational needs, and to accept or reject any Bid without assigning any reasons thereof.