



**RFP/006/2026**

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**REQUEST FOR PROPOSALS (RFP) CONSULTANCY SERVICES FOR EVENT  
MANAGEMENT DURING GLOBAL MENTAL HEALTH CONFERENCE -  
RFP/006/2026**

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**MARCH 2026**

## 1.0 Introduction

The Science for Africa Foundation (SFA Foundation) is a pan-African, non-profit, and public charity organisation that supports, strengthens, and promotes science and innovation in Africa. The SFA Foundation is committed to improving African people's quality of life and promoting research uptake in communities, industry, and the public sector. We serve the African research ecosystem by designing, funding, and managing programmes that support excellent science and innovation; and that build and reinforce environments that are conducive for scientists to thrive and produce quality research that impacts development. SFA Foundation is distinctive in that it focuses on the ecosystem surrounding research and the production of research itself. It also supports initiatives that directly influence the quantity, quality, and impact of research. SFA Foundation operations are hosted within the International Centre of Insect Physiology and Ecology (icipe) as a programme in the Republic of Kenya.

## 2.0 Background

The Global Mental Health Conference is a premier platform dedicated to showcasing African-led mental health research and innovation, with a strong emphasis on locally driven solutions that hold both regional and global relevance. The conference aims to convene a diverse range of stakeholders, including researchers, practitioners, policymakers, and development partners, to foster collaboration, knowledge exchange, and the advancement of evidence-based mental health interventions. Through a carefully curated programme featuring keynote sessions, parallel tracks, quickfire plenaries, an Innovation Fair, networking engagements, and site visits to local organizations, the conference will amplify Africa's contribution to the global mental health agenda. It will further promote mutual learning and South-to-South collaboration, while strengthening the linkages between research, policy, and practice. The conference is jointly organized by the Science for Africa Foundation (SFA) and the Mental Health Innovation Network (MHIN) Africa.

### **Purpose of the Assignment**

The purpose of this assignment is to engage a qualified Event Management Company to provide end-to-end planning, coordination, and execution services for the Global Mental Health Conference. The selected firm will be responsible for delivering a seamless, well-coordinated, and high-impact event that aligns with the conference's vision and meets the expectations of all stakeholders, participants, and partners.

### **3.0 Objectives of the Assignment**

The overall objective of the assignment is to ensure the successful planning, coordination, and delivery of the Global Mental Health Conference and Innovation Fair. Specifically, the Event Management Company will be required to:

- Coordinate all logistical, technical, and creative aspects of the conference and Innovation Fair to ensure a professional and seamless experience
- Oversee venue design and setup for plenary sessions, breakout rooms, networking spaces, the Innovation Fair, and the conference dinner
- Manage audio-visual production, interpretation services, registration processes, and branding requirements, ensuring accessibility and inclusivity for a global audience
- Provide administrative and coordination support for the abstract review and notification process, including management of the reviewers' pool

This assignment is critical to ensuring the delivery of a high-quality event that effectively showcases innovation, fosters collaboration, and advances the global mental health agenda.

## 4.0 Scope of Work:

### 1. Branding and Design

- a) Offer expertise in leading the conceptualisation of the visual language, graphics and theme of the event guided by the Science for Africa Foundation branding guidelines to be applied across all event collateral and platforms ensuring consistency.
- b) Design a mock-up and digital impression of the event stage, room layout, signages, décor and coordinate the sub-contracting of the production of the final layout of the stage setup and room design.
- c) Coordinate the development of conference materials: website, social media updates, event branding, press releases, and delegate packs.
- d) Oversee documentation of the event through photography, videography, and media coverage.
- e) Ensure consistent use of the conference logo, theme, and brand identity across all platforms.
- f) Serve as the primary liaison between SFA Foundation, partners, sponsors, and service providers.
- g) Manage communication with speakers, exhibitors, sponsors, and participants.
- h) Coordinate partner visibility and exhibition arrangements (booths, banners, materials).
- i) Support the mobilization of sponsorships and in-kind contributions where applicable.

### 2. Printing and production of event materials

- a) Ensure the printing of required branding materials, collaterals, badges and any approved IEC materials to be used for the event.
- b) Ensure the production of branded SWAGs for the event as agreed upon by the SFA Foundation team (Including, VIP and Panellist gift packs).
- c) Ensure the production of posters and poster board/stands for a poster presentation session at the event.

### 3. Audio-visual and lighting for the event

- a) Provision of a stage -stage size can be adjusted after site inspection in the event the venue will provide a complimentary stage.
- b) Branded Perspex lectern, if one is not provided by the venue accompanied by a corded microphone.
- c) Led screen on either side of the stage according to the venue and aspect ratio.
- d) Comfort monitors
- e) PA system for high quality audio at the venue.
- f) Lavalier microphones and cordless microphones as advised by the SFA Foundation team.
- g) Profile lights for the stage.

- h) Uplighters around the venue for ambience.
- i) Backdrop lights/uplighters.

#### **4. Registration & Delegate Management**

- a) Manage an online registration system and on-site registration process for participants and speakers.
- b) Ensure efficient check-in, badge printing, and helpdesk operations.
- c) Maintain a secure and up-to-date delegate database.

#### **5. Abstract Management**

- a) Notification of acceptance/ rejection of Oral and Poster submissions

#### **6. Rapporteur services during the conference**

- a) Take detailed notes of all conference proceedings, including presentations, keynotes, and plenary sessions
- b) Prepare a comprehensive conference report capturing key discussions, recommendations, action points, and timelines
- c) Produce and submit concise daily summary reports highlighting key takeaways for participant sharing

#### **7. Speakers and Scholarship Recipients Coordination**

- a) Coordinate communication and logistics for all speakers and scholarship recipients
- b) Notify applicants on scholarship outcomes in a timely and professional manner
- c) Serve as the main point of contact, ensuring clear and consistent communication
- d) Manage travel, accommodation, and logistical arrangements, including itineraries and transfers
- e) Provide participants with essential event and accommodation details
- f) Share presentation guidelines and brief speakers on programme expectations
- g) Maintain accurate records of all communications and arrangements

### **5.0 Deliverables**

The Event Management company will be expected to deliver high-quality, timely, and coordinated outputs that demonstrate creativity, attention to detail, and adherence to Science for Africa Foundation's (SFA Foundation) branding and quality standards. The deliverables will be structured around the key areas of the assignment as outlined below:

#### **1. Branding and Design**

- a) A comprehensive event branding and visual identity package, including the conceptualisation of the conference's theme, colour palette, typography, and design elements aligned with SFA Foundation branding guidelines.
- b) Digital mock-ups and 3D impressions of the proposed stage, plenary hall, breakout rooms, signage, and décor concepts for review and approval.
- c) Printing and Production of Event Materials
- d) Fully printed and delivered event branding materials (stage backdrops, banners, signage, and directional boards).
- e) Posters and poster boards/stands produced and installed for the poster presentation area and innovation/exhibition space.
- f) Participant badges, and printed programmes in line with approved design templates.
- g) Branded SWAG items and VIP/Panellist gift packs, packaged and distributed during the event.

## 2. **Audio-Visual and Lighting Setup**

- a) A detailed AV and lighting plan reflecting venue specifications and approved designs.
- b) Installation and testing of the following:
- c) Stage (custom-built or venue-provided, with final sizing confirmed after inspection).
- d) Branded Perspex lectern with microphone.
- e) LED screens on either side of the stage (configured to venue size and aspect ratio).
- f) Comfort monitors for speakers.
- g) Complete PA system delivering high-quality audio throughout the venue.
- h) Lavaliers and cordless microphones as advised by SFA Foundation.
- i) Stage profile lights and uplighters to create ambience and enhance visual appeal.
- j) Backdrop lighting for branding visibility and atmosphere.
- k) Onsite technical support team available throughout the event for live sessions, recordings, and streaming.

## 3. **Registration and Delegate Management**

- a) A streamlined onsite registration desk, including badge printing, check-in process, and staffed helpdesk.
- b) A verified and updated delegate database containing all participant details for communication, seating, and certification purposes.
- c) RSVP and logistics communication for participants attending the conference dinner, including transport coordination and guidance.
- d) Management of DJ/entertainment for the conference dinner, ensuring cultural and thematic alignment.

## 4. **Innovation Fair Coordination**

- a) A floor plan and booth layout for the Innovation Fair, maximising interaction and visibility of showcased interventions.
- b) AV support and exhibition logistics for innovators, including display screens, posters, and short video pitches.
- c) A compiled innovation exhibitor manual outlining booth setup guidelines, logistics timelines, and communication channels.

## 5. **Abstract Management**

- a) Notification letters to all applicants communicating acceptance/rejection and presentation details (oral, poster, or quickfire plenary).
- b) Finalized program matrix aligning abstracts with thematic sessions and breakout rooms.

## 6. **Venue Setup**

- a) Detailed floor plans and seating arrangements for all venues, ensuring inclusivity, accessibility, and logical flow.
- b) Design and installation of décor reflecting the conference theme across both venues.
- c) End-to-end on-site coordination during setup, event days, and breakdown, ensuring adherence to safety and quality standards.

## 7. **Post-Conference Activities**

- a) Oversee the evaluation of the conference (participant feedback, lessons learned).
- b) Support preparation of the Conference Report, including summaries of sessions, key outcomes, and recommendations.
- c) Ensure proper closure of contracts, payments, and reporting to partners and sponsors.

## 6.0 Duration of the Assignment

The assignment will run upon signing of the contract to January 2027, covering all stages planning, execution, and closure.

## 7.0 Proposal Submission Requirements

### Mandatory/ Statutory requirements/ Company Profile

- i. Certificate of incorporation/business registration,
- ii. Tax compliance certificate.
- iii. Registration with relevant bodies if applicable

### Technical Proposals

- i. A one-page cover letter with contact details.
- ii. The proposal should not be more than five (5) pages (including the budget.
- iii. A project plan that demonstrates a clear understanding of the assignment.
- iv. An executive summary providing an overview of your methodology, project approach, detailed work plan, timeline and deliverables
  - a. Description of event production capabilities, including professional AV services, graphic designing, livestreaming, recording, photography, stage management, interpretation, and translation.
  - b. Outline of digital tools and platforms to be used, and a statement on compliance with data protection and cybersecurity standards.
  - c. Proposed approach to conference communications and branding, including design, website management, social media strategy, media engagement, and production of communication materials
  - d. A monitoring and evaluation plan describing how participant feedback, lessons learned, and event outcomes will be captured, and how the final conference report or outcome document will be produced.
- v. Experience
  - a. References from similar clients. (submit at least three (3) reference letters with evidence of successful similar assignments and good standing).
  - b. Submission of supporting documents such as event portfolios, previous agendas, reference letters, event reports, contracts, or URLs demonstrating completed events.
  - c. Evidence of delivering accessible, multilingual, and hybrid conferences, including registration and accreditation systems.
  - d. Samples of previous design, branding, or communication

products. -(Provide one (1) sample assignment.

- vi. **Team Composition:** Names and roles of the project team members, highlighting their qualifications and experiences in past projects. Team members should have the required competences. The lead consultant should have the required competencies and experience at least 5 years of experience in event management.
- vii. Companies are encouraged to include any additional information they believe demonstrates added value within the scope of this assignment

### Cost projections

The financial proposal shall clearly indicate the total cost disaggregated/broken down into various components of the deliverables. must be in US Dollars (\$) and shall remain valid for (120) days

## 8. RFP Timelines

Table 1

Action	Date
Circulation of RFP	1st April 2026
Deadline for receipt of questions relating to the RFP and confirmation of participation	4th April 2026
Response to Vendors' Queries	5th April 2026
Deadline for submission of the proposals	16th April 2026
Project start date	After issuance of the contract

## 10.0 Evaluation Criteria

Interested firms should submit:

### 11.0 Mandatory Evaluation

The mandatory evaluation shall be conducted based on the below criteria. Any bidder who does not meet the mandatory requirements will be disqualified from proceeding to technical evaluation.

Table 2: Mandatory Criteria

Mandatory Requirements of the Bidder
<ul style="list-style-type: none"> <li>a) Tax compliance certificate and PIN Certificate - if Kenyan and where applicable.</li> <li>b) Evidence of having conducted similar assignments. (provide recommendation letters stating the similar assignment done)</li> <li>c) Registration with relevant bodies (where applicable)</li> </ul>

### 11.1 Technical Evaluation \* (Weight 80%)

Only bidders who meets all mandatory requirements will proceed to technical evaluation stage. The evaluation will be based on the below criteria.

Table 3: **Technical Evaluation Criteria**

<b>Criteria</b>	<b>Weighted Percentage</b>
<p><b><u>Understanding of the RFP</u></b>            Clear understanding of the assignment as outlined in the (RFP) with realistic methodology, approach, workplan, deliverables and timelines.</p>	40%
<p><b><u>Experience</u></b>            Evidence of similar assignments in last five (5) years . (Provide at least three (3) references where similar assignments were implemented            Provide one (1) sample assignment</p>	20%
<p><b><u>Team Composition</u></b>            Composition and verifiable competencies of the proposed project team for the assignment            (The project lead must demonstrate at least 5 years' of experience in Event Management)</p>	15%
Value addition	5%
<b>Total Scores out of 80</b>	80%
<b>Minimum Score (64/80)</b>	

Bidders must attain a pass mark of 64% to be considered for the next steps.

**11.2 Financial Scores (Weight 20%)**

Only bidders who will attain the minimum technical scores requirement will be considered for Financial Analysis.

Table 4: Financial Criteria

<b>Criteria</b>	<b>Score</b>
<p><b>Cost and Value (20%)</b></p> <p>i. Total project cost broken down into various components of the deliverables.</p> <p>ii. Justification of costs, ensuring alignment with the scope</p>	20 marks

#### 11.4 Determination of the Winning Bidder

The winning bidder shall be determined based on the combined scores for Technical and Financial scores as per the below formula:

Final Score (FS)= TS x T% + FS x F%,

where T% + F% shall always be equal to 100%.

- *Final Score (FS) is the total combined scores of Technical and Financial scores.*
- *T% is the weighting given to the technical proposal.*
- *F% is the weighting given to the financial proposal*

*T% shall be 80% and F% shall be 20% respectively*

The bidder with the highest combined scores shall be considered for negotiations for the award.

The best bidders as outlined above may further be invited for presentation on their proposals for further decision making.

#### 11.0 Terms and Conditions

This document contains proprietary and confidential information. Bidders may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this request for proposal. No commitment will be made to any bidder unless a contract has been awarded and signed by both parties.

SFA Foundation reserves the right to cease this exercise at any time. During the period of this activity, no contact should occur between any members of the bidder's staff and SFA Foundation staff in relation to this exercise other than through the designated contact points as detailed within this request for proposal. It is however recognised that pre-existing relationships if any, will be respected.

#### 12.0 13.0 Ethics

Bidders are required to observe our procurement ethical code of conduct which includes but is not limited to observing the highest standard of ethics regarding corruption, collusion, conflict of interest, and fraud. If the bidder does not observe confidentiality or ethical practices, they shall be disqualified from any future work.

#### 13.0 Non-Disclosure and Confidentiality

The information contained within this document or subsequently made available to the bidders is deemed confidential and must not be disclosed without prior written consent unless required by law.

All information obtained during the assignment shall be treated with the highest level of confidentiality and used solely for this assignment.

#### 14.0 Independent Proposal

By submitting a proposal, the bidder warrants that the fees in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition as to any matter relating to such fees, with any other potential bidder or with any competitor.

#### 15.0 Proposal Submission Process

It should be noted that this document relates to a request for proposal only and not a commitment to enter into a contractual agreement. In addition, SFA Foundation will not be held responsible for any costs associated with the production of a response to this request for proposal.

#### Instructions on the Proposal Submission Process

1. Proposal to be sent by email to [procurement@scienceforafrica.foundation](mailto:procurement@scienceforafrica.foundation) on or before 16<sup>th</sup> April 2026 at 5.00 pm (EAT)
2. Protect your proposal with a password and share the password on 17<sup>th</sup> April 2026 by 8.00 am (EAT)
3. The proposal to be marked as follows on the subject line:

**REQUEST FOR PROPOSALS (RFP) CONSULTANCY SERVICES FOR EVENT MANAGEMENT DURING GLOBAL MENTAL HEALTH CONFERENCE RFP-006-2026**