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**PROCUREMENT REFERENCE NUMBER: AFENET/AfCDC / RFP/2025/03/001**

# REQUEST FOR PROPOSAL / INVITATION FOR BIDS FOR CONSULTANCY SERVICES -TO SUPPORT PLANNING AND EXECUTION OF THE 2025 EDITION OF THE AFRICA CDC INTERNATIONAL CONFERENCE ON PUBLIC HEALTH IN AFRICA (CPHIA 2025) FROM 25TH TO 28TH NOVEMBER 2025, IN RABAT, KINGDOM OF MOROCCO.

**BACKGROUND**

Established in 2005, the African Field Epidemiology Network (AFENET) is a non-profit networking and service alliance of Field Epidemiology (and Laboratory) Training Programs (FELTPs), and other applied epidemiology training programs. AFENET is dedicated to helping ministries of Health in Africa build strong, effective, sustainable programs and capacity to improve public health systems on the African continent.

The first international Conference on Public Health in Africa (CPHIA 2021) was hosted virtually by the Africa Centers for Disease Control and Prevention (Africa CDC) from 14th to 16th of December 2021. This historic three-day conference focused on the need to address long-standing health challenges on the continent, including vaccine inequity and manufacturing capacity, the ongoing COVID-19 pandemic, and the need to build resilient health systems. Across seven scientific plenaries, nine parallel sessions, two special sessions, and eight abstract driven sessions, CPHIA 2021 had over 200 African policymakers, scientists, public health experts, data experts, and civil society representatives who presented the latest learnings and research from the COVID-19 pandemic, as well as the actions needed to better guard against current and future health crises.

The second International Conference on Public Health in Africa (CPHIA 2022) was hosted in-person in Kigali Rwanda, from the 12 - 15 December 2022. Hosted by the Rwanda Ministry of Health and Rwanda Biomedical Center, CPHIA 2022 brought together 2,800 scientists, policymakers, and advocates from around the world to spotlight African science and innovation, and strengthen local, regional, and global collaboration, with an additional 11,625 participants joining the main conference online. The energy and passion for transforming public health was reflected in dozens of sessions, over 175 poster presentations, 56 accepted oral presentations and 59 side events (56 onsite, 3 virtual) across four days - and it’s never been clearer that we are facing a major inflection point for health.

The third edition the CPHIA (CPHIA 2023) was hosted by the Zambia Ministry of Health and Zambia National Public Health Institute from 27 - 30 November 2023 in Lusaka, Zambia brought together over 5100 delegates from around the world to the Mulungushi International Conference Center and more than 30 000 online, more than double the people who participated in 2022. This edition had an unprecedented pre-conference program held virtually the week before the in-person conference and the launch of a 6-month media fellowship to train and harness the capacity of African science journalists to lead the reporting of the event.

This year, CPHIA 2025 will be hosted by the Kingdom of Morocco over four days, 25 - 28 November 2025 in Rabat, Morocco.

Like in previous conferences, CPHIAs are intended to catalyze research by investigators in Africa and promote knowledge sharing and evidence-based program implementation and advocacy for more effective and innovative public health responses to disease and management of emergencies in Africa. Discussions and recommendations shall be synthesized into an outcome document, which shall offer insights into various products, including: an advocacy agenda targeting various stakeholders, policy brief(s), and action plan. It is estimated that the in-person conference will host an estimated 10,000 participants in person and 40,000 online from key categories of stakeholders including: researchers/academia, government, civil society, private sector, and communities.

**It is against this background that AFENET on behalf of Africa CDC is seeking to hire a well-qualified, experienced, professional event management service provider (professional conference organizer) for CPHIA 2025, to support the Africa CDC CPHIA Secretariat in the organization , execution and ensure the conference achieves its purposes and objectives and its excellency as a world-wide scientific event**.

**CONFERENCE FORMAT AND REQUIREMENTS**

As a guideline for initial planning purposes, the format is stated below. Please note that the format of the conference is subject to change and that of this year is as follows:

1. The meeting occurs annually, typically from Monday afternoon to Friday, with a series of symposia/side events held over the weekend through Monday, prior to the official opening ceremony of the conference in the evening.
2. The program sessions to be supported include opening and closing sessions; daily plenary sessions; oral abstract driven parallel sessions; poster abstract driven parallel sessions; high level special sessions; side events; workshops and exhibitions. The closing sessions also include the final rapporteur session for the conference.
3. Registration for all delegates, speakers and session chairs will be online through the conference website and will start a few months prior to the conference to ensure all participants information are available for visa processing, pre-printing of conference badges to ensure timely pick-up at the conference site, the day before the conference (Monday). Local delegates in Morocco are advised to use the same online platform to register for the conference to ensure a seamless coordination of the registration process. Registration fees will be paid through the conference portal. Hotel bookings will also be made through the conference portal.
4. Exhibitions will open on the first day of the conference (Tuesday) in the dedicated exhibition areas and run until the afternoon on the last day (Friday).

**OBJECTIVES OF THE CONSULTANCY**

The main objective of the assignment is to provide support to the Africa CDC CPHIA secretariat in:

1. Coordinating the activities of the Scientific Program Committee (SPC) to ensure the development of a comprehensive and robust scientific program of the conference and good preparation of the speakers and chairs.
2. Supporting the operations of the Directorate of Communications at Africa CDC, including the implementation of the communications strategy and roadmap.
3. Coordinating all the logistics activities organized and managed by the Africa CDC as well as work in collaboration with the local event organizer hired by the Kingdom of Morocco to ensure a world class delivery of the logistics of the conference.

**SCOPE OF WORK**

In consideration of the scope, the appointed professional conference organizer is expected to support the actions and deliverables:

**1. Overall Conference support**

1. Outputs from day-to-day secretariat support
2. Co-organise and coordinate with Africa CDC CPHIA secretariat, Scientific Programme Committee meetings and CPHIA Secretariat meetings.
3. Co-develop with Africa CDC CPHIA secretariat, a shared workplan with responsible staffing, assigned roles and clear deliverables.
4. Develop a conference planning manual.
5. Draft comprehensive minutes from onsite visits
6. Develop and roll out a post conference survey report.
7. Develop a comprehensive conference report.

**2. Scientific Program Development and Support to Speakers**

1. Establish and coordinate an easy-to-navigate conference agenda that clearly identifies speakers, venues, and time slots available online as well as printed formats.
2. Elaborate comprehensive concept notes for sessions.
3. Draft invitations to all invited speakers and moderators.
4. Develop speaker and moderator briefing packs.
5. Ensure assignment of rapporteurs for each session of the conference for adequate notes taking.
6. Management of plenary speakers and moderators onsite.

**3. Oral and Poster Abstract Driven Parallel Sessions**

1. Develop and manage an abstract submission, review and scoring platform that is user friendly to ensure timely submission reviewing and scoring of high-quality abstracts.
2. Develop clear and succinct messages for the conference website that describes the process on how to navigate the abstract submission portal.
3. Design with appropriate graphics, the poster hall.
4. Logistical support to presenters and moderators.
5. On site support of activities related to oral abstract sessions

**4. Side Events [satellite sessions]**

1. Develop and manage a side event submission, review and scoring platform that is user friendly to ensure timely submission reviewing and scoring of high-quality side events.
2. Develop clear and succinct messages for the conference website that describes the process on how to navigate the side event submission portal.
3. Design with appropriate graphics, the rooms to host the side events.
4. Logistical support to invite speakers and moderators.
5. On-site support of activities related to side events.

**5. Exhibitions**

1. Develop and manage an exhibition submission, review and scoring platform that is user friendly to ensure timely submission reviewing and scoring of exhibitions.
2. Website descriptions for submission portal for exhibitions
3. Exhibition promotional materials development and dissemination.
4. Logistical support to exhibitors
5. On-site support for exhibition activities

**6. Conference communications support to the Africa CDC communication directorate**

1. Develop and implement a communications plan, roadmap, and tool kit.
2. Create conference messaging, press releases, Op-eds, and list of spokespersons.
3. Develop and timely disseminate Communication materials.
4. Ensure proper communication with registrant.
5. Translation of materials to all African Union languages (Arabic, English, French, Portuguese, Spanish and Swahili).
6. Media contact list from English, French, Portuguese, and Arabic speaking outlets
7. Establish list of media partnerships
8. Pre‐conference media briefing

**7. Digital Materials & Promotion**

1. CPHIA website development and maintenance
2. Support Africa CDC-led social media handles to ensure coherent, timely and coordinated communication at the conference.
3. Support Africa CDC graphics designing to promote the conference.
4. Co-develop with Africa CDC communications, the social media token of the conference.
5. Ensure high quality conference photographs are taken to clearly depict the conference.
6. Coordinate content capturing with the service provider.
7. Conference promotional videos
8. Registration updates

**DELIVERABLES, TIMEFRAME, AND REPORTING**

The firm is expected to submit the following deliverables

1. Inception report including activity management plan to be submitted shortly after commencement date
2. Scientific program of the conference co-developed with the Scientific program committee and the Africa CDC CPHIA secretariat outlining the different activities, the venue, the speakers, moderators, and duration a few weeks before the conference.
3. Conference communication strategy and tool kit
4. Draft two weeks after delivery of the conference to be finalised within a month following review by Africa CDC management.
5. Conference planning manual outlining all the activities required for the organisation of CPHIA with tentative timelines for planning as a guidance document for the Africa CDC CPHIA secretariat.

**DURATION OF ENGAGEMENT:**

The contract shall be for nine (9) months, i.e. from **April 2025 to December 2025**

**DUTY STATION:**

The duty station is dependent on the timeline and activities to be delivered. Most of the support especially those related to the development of the scientific program with the Scientific program committee and the Africa CDC CPHIA secretariat, the planning of logistics activities with the Africa CDC CPHIA secretariat the local organising committee in Morocco, the development and execution of the communication strategy will be virtual. However, the duty station is Rabat Morocco during on-site planning visits and two weeks prior to the conference, the conference week and a week after the conference.

**REPORTING LINES**

The firm will be supervised by the leads of the Africa CDC CPHIA secretariat that directly report to the Executive office of the Africa CDC who will review and approve agreed deliverables.

**QUALIFICATIONS REQUIREMENTS AND EXPERIENCE OF THE FIRM**

**Experience of the firm**

The firm should have a minimum of 5 years' relevant experience in event/conference management of a similar magnitude. Track records of similar experience on the African continent is a plus.

**Qualification and experience of key experts**

**a. Senior Project Manager:**

Postgraduate degree in marketing Management, Business Administration, Project Management etc. with a minimum of 8 years' post qualification experience of which 5 years should have been in event management. Or BA degree in the same field with 10 years of experience in the same field

**b. Event Management Lead:**

BA in marketing Management, Business Administration, etc. with a minimum of 5 years' post qualification experience of which 3 years should have been in event and conference management.

 **c. Event Management Assistant:**

College Diploma in marketing Management, Business Administration, etc. with a minimum of 3 years working experience in event/conference management.

**PERFORMANCE CRITERIA**

The performance of the consultant will be evaluated monthly, with the following criteria:

1. Timely implementation of activities.
2. Ability to meet deadlines in terms of reporting.
3. Quality of the implementation of the assigned tasks.

**ADDITIONAL REQUIREMENTS**

In your proposal, please provide the following information:

1. Proposed Methodology for providing the services.
2. Key Personnel- Qualification and Experience
3. List of current clients and services provided.
4. Financial proposal – Pricing schedule-

**Eligibility Criteria:** You are required to meet the following criteria to be eligible to participate in this procurement: - (Bidder to provide evidence that:)

1. have the legal capacity to enter a contract.
2. not be insolvent, in receivership, bankruptcy or being wound up or subject to legal proceedings for any of these circumstances.
3. not have your business activities suspended by Africa Union.
4. have fulfilled your obligations to pay taxes and social security contributions.
5. not to have a conflict of interest in relation to this procurement requirement; and

**PROPOSAL EVALUATION CRITERIA**

The evaluation of proposals will be done using the Quality and Cost Based Selection (QCBS) methodology as detailed below:

 The minimum score required to pass the technical evaluation is 70 points. Proposals that fail at the technical stage will be eliminated and not considered for financial evaluation.

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| **S/n** | **Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:** | **Score** |
| 1 | Overall experience of the firm in terms of years in service | 5% |
| 2 |  Specific experience of the firm relevant to the assignment and number of years: | 15% |
| 3 |  Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference: a) Adequacy to the technical approach and methodology in responding to the TOR……………………….………………. 40 pointsb) Work plan in responding to the TOR……………...……….10 points | 50% |
| 4 | Key Experts’ qualifications and competence for the Assignment:a) Senior Project Manager 15 pointsb) Event Management Lead 10 pointsc) Event Management Assistant 5 points | 30% |
|  | **Total points**  | **100%** |
|  | **The minimum technical score (St) required to pass is***: 70*  |  |

**FINANCIAL EVALUATION:**

The formula for determining the financial scores is Sf *= 100 x Fm/F*

Where Sf is the financial score, Fm is the lowest price and F the price of the proposal is under consideration.

The weights given to the Technical and Financial Proposals are:

**Technical = 70%, and**

**Financial = 30%**

**Period of Validity of Proposals: Proposals shall remain valid for 120 days from the date of submission.**

**INVITATION**

AFENET invites eligible and qualified firms to indicate their interest in providing the services. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

Further information can be obtained by sending an inquiry to secprocurement@afenet.net.

**RESPONSE TO THE CALL**

Password encrypted electronic submissions should be made to secprocurement@afenet.net and copied to skyambadde@afenet.net

The deadline for receipt of proposals is **Monday March 17, 20245- 17:00hrs GMT.**

**Please click the link below to access the Standard Forms**

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