Terms of Reference (TOR)

Support in Organisation and Coordination of a Development Partners Roundtable Conference

1. Overview and Background

The IGAD Secretariat has developed the IGAD Regional Infrastructure Master Plan (IRIMP) to help improve infrastructure in the region. The IRIMP focuses on interconnectivity in transport, energy, ICT, and transboundary water resources management. Enhanced interconnectivity in transport, energy, ICT, and water resources is expected to contribute to enhanced trade and poverty alleviation within the region while contributing to its peace and security. The IRIMP has identified vital infrastructure that needs to be developed in the short, medium and long term (up to 2050).

The IRIMP project is based on the need to harmonise and promote regional integration. Regional integration has been part of Africa strategy for economic transformation, and the Regional Economic Communities (RECs), including IGAD, are the building blocks that will enhance continental integration. The IRIMP will lead to unlocking opportunities across the region, resulting in tangible investments. The physical implementation of the projects will reduce transport and transit times and, thus, improve the competitiveness of partner countries in regional and international trade. Regional connectivity will be enhanced, and socio-economic cooperation and development in the IGAD region improved.

The key aims of prioritising the development of infrastructure in the IGAD region, among other things, include:

- Providing infrastructure support for regional integration within the context of the regional economic integration agenda; and
- Provision of infrastructure to maximise economic development and attain SDGs targets, and reduce poverty. Provision of infrastructure includes enhanced universal access to water supply and sanitation, dependable transport, secure energy sources, communications, and ICT.

It is widely believed that by stimulating growth through sustainable infrastructure, regional integration will help address the social imbalances outlined in the United Nations Sustainable Development Goals (SDGs). SDGs goals 6, 7 and 9 are directly committed to developing infrastructure in water, energy, and resilient infrastructure. SDG goal no. 9 cites the need for investments in infrastructure (transport, irrigation, energy and information and communication technology) as crucial to achieving sustainable development and empowering communities in many countries. Goal no. 7 identifies that sustainable energy is an opportunity that transforms lives, economies and the planet. Goal no. 6 acknowledges that water scarcity, poor water quality and inadequate sanitation negatively impact food security, livelihood choices and educational opportunities for low-income families worldwide. Drought afflicts some of the

world's poorest countries, worsening hunger and malnutrition.

At the G8 meeting in Gleneagles in 2005, leaders called on countries to double their funding in infrastructure in Africa. Over the coming years, donors and development partners would increase funding for African regional programmes, including infrastructure development. The cost of addressing Africa's infrastructure needs is around some $93 billion a year. Even if major potential efficiency gains are captured, Africa would still face an infrastructure funding gap of $31 billion a year, mainly in power. Developing vital infrastructure in the IGAD region up to year 2050 will cost some USD 233 billion. Yet experience has shown that obstacles to development are primarily political, especially where needs are most dire.

The IGAD Member States in 2009 adopted a Minimum Integration Plan to accelerate regional economic cooperation and integration. Increased cooperation and investment in key regional infrastructure projects are important aspects of that plan. To this end, the development of regional interconnectivity among the countries of the IGAD region is actively supported by the IGAD Member States and development partners, with the AfDB playing a leading role.

Mobilising funds to implement IRIMP is crucial in ensuring that the identified priority projects are developed to support the region's sustainable development. The African Development Bank (AfDB) has assisted IGAD in preparing the IRIMP, and together with other development partners, is expected to support the development of the identified priority projects. It is hoped that this conference, building on the successes and lessons learnt from similar conferences organised by sister organisations, could help mobilise enough resources to develop the identified crucial priority regional infrastructure projects.

2. Development Partners Roundtable Conference

The hallmark of the proposed conference is its regional focus to secure support for regional infrastructure to promote economic development and integration.

The specific objectives are:

1. Cement the political commitment of the IGAD Member States to the development of infrastructure in the region

The conference will be a unique event where large national and multinational enterprises will participate. The event will be the first such event where special attention is given to the roles that the development partners, private sector and regional political leadership can play in providing transboundary infrastructure.

2. Introduce IGAD's nascent role in the promotion of regional infrastructure

This will be a major infrastructure conference under the IGAD. In this regard, special emphasis will be placed on infrastructure's role in intra-IGAD trade promotion and enhanced connectivity and business opportunities that originate from all the Member States of IGAD.

3. To sensitise investments banks and other private sources of finance, transaction advisors, contractors and developing partners to key regional infrastructure projects which require financing and development in the IGAD region

The conference offers a perfect setting for the IGAD region to case-show its priority regional infrastructure projects in transport, ICT, energy and transboundary water resources, as well as opportunities in infrastructure services to the international donor community, development

partners, infrastructure funds and other investment funds as well as leading institutional investors and the private sector infrastructure investors outside the region.

4. To highlight and share knowledge on key sector issues and foster dialogue amongst project sponsors, the private sector and development partners

The development partners roundtable conference will provide a rare opportunity to discuss infrastructure development in the region. The conference, organised as a highly interactive "marketplace", will be an unrivalled opportunity to exchange views and network amongst governments, development partners, investors and other stakeholders. Together with project sponsors and the Member States, policymakers will meet and interact through a series of meetings and many networking activities. Besides, sponsors will attend the strategic summit sessions led by the thought leaders in the infrastructure investments industry.

5. A key expected outcome is that development partners will commit at the meeting new finance for a number of projects

The conference can be considered as a forum in which all types of strategic investment choices and business modalities will be equally examined and promoted, i.e., public-private partnerships, joint ventures, management contracts, technology transfer, rehabilitation, expansion, technical assistance etc.

Four (4) infrastructure sub-sectors are the focus of the conference. The priority projects under these sectors will contribute to regional integration and confidence building through functional cooperation, promoting regional synergies, cross-sector cooperation, dialogue and information sharing between regional stakeholders. The sub-sectors are:

i) Transport (with focus on Economic Development Corridor (EDC) approach including multi and inter-modal transport including new relevant technologies and management systems, managing private participation, regulatory and institutional reforms)
ii) Energy (with focus on power generation, and regional links and renewable energy opportunities, e.g., geothermal, bioenergy, mini-hydro, solar, LED and other relevant production and conservation technologies)
iii) Information Communication Technology (ICT) (with focus on internet exchanges, broadband connectivity, submarine cable systems, telecommunications, etc.)
iv) Regional management of water resources as an essential element for food security. Improvement in management resulting from institutional and regulatory reforms, water harvesting, irrigation and waste management.

3. Purpose of the assignment

The IGAD Secretariat requires the services of an event manager with a track record in organising corporate events.

The event manager will support in delivering a seamless, well-coordinated conference event, in preparation to and during the conference in close coordination with the IGAD Secretariat conference preparation team.

The conference will target a minimum of 100 participants in total, both local and international. It will include a variety of events, ranging from keynote addresses, breakout sessions, presentations, panel discussions, regional infrastructure development highlights and networking opportunities.

4. Scope of work

The objectives of the assignment are:

- To organise and coordinate a 3-day conference in close coordination with the IGAD Secretariat team
- To set up a suitable online platform/system and coordinate its use before, during and after the conference
- To manage communication of the conference for targeted audiences in close coordination with the IGAD Secretariat team.

Every aspect of the conference, from brochures and website to audio-visual material and stage sets, should project professionalism and should reflect innovation, IT integration, and follow international best practices.

IGAD Secretariat will meet all the costs of the conference.

The event manager or firm shall undertake the following tasks:

4.1. Pre-event management activities
4.1.1. Preparatory activities

(a) Participate in a kick-off meeting with the IGAD team
(b) Review of the roundtable investment conference concept note
(c) Make recommendations on the format of the investment conference – a mixture of physical and virtual arrangements is recommended
(d) Develop strategy and work plan with clear timelines

4.1.2. Communication and visibility

(a) Develop visibility materials and branding for the roundtable investment conference
(b) Management of social media, industry media and mainstream media - work with the relevant media outlets to promote the visibility of the conference
(c) Designing for printing etc. of Brochures and promotional material and all collaterals
(d) Preparation for publications - program handbook, concept note, abstract and proceeding volume etc
(e) Publicise to a wide audience, both local and to the international community and particularly networks with a strong interest in the IGAD region

4.1.3. Participants' management

(a) Establish the list of target participants with the IGAD team
(b) Develop and manage the registration process for all participants
(c) Send out invitations with the approved programme details to all confirmed participants, including event moderators/facilitators, speakers and panel members
(d) Follow up on invitations with reminders and manage any enquiries
(e) Ensure that all resource persons who will serve as the keynote speaker, panel members and facilitators/moderators have all the relevant information and are technically well equipped for their roles

4.1.4. Logistical arrangement

(a) Test functionality of the conference platform, including the virtual segment; ensure that all technology support systems are secured and adequately tested for the event
(b) Ensure that all presentations are submitted on time and readily available for sharing
(c) Ensure that the right technical set-up is used to manage each activity during the virtual conference
(d) Ensure the media coverage of the event. Selected media participants are to be supplied with info packs to provide them with the necessary information to report on the event

4.2. Event coordination activities

(a) Ensure that all speakers, presenters, panel members, moderators/facilitators are facilitated appropriately, and those participating virtually are available with a reliable internet connection in an appropriate location and are well briefed on how to use the platform or tools
(b) Coordinate the logistics of the programme in close coordination with the IGAD team
(c) Support all virtual conference participants in case they have difficulties joining any of the sessions
(d) Monitor actual participation during all sessions of the conference
(e) Ensure that all IT equipment functionality, audio-visuals/sound systems, interpretation services, internet connections and power backups are secured and tested each day
(f) Ensure the media coverage during the event

4.3. Post-event activities

(a) Send out thank you and appreciation messages to all participants
(b) Administer feedback questionnaires and solicit suggestions for improvements on future events
(c) Document media coverage of the event
(d) Compile a brief post-event report detailing the number and type of participants, what worked well and what did not, a summary of the feedback received from participants, recommendations for future events
(e) Hold project closeout meeting with IGAD team

5. Timeline

The assignment will begin earliest on 27th September 2021 and end by 12th November 2021.

6. Deliverables

The following deliverables are expected from the service provider:

- Integrated IT solution for a 3-day development partners roundtable conference, including a virtual arrangement that can preferably work on both web-based and mobile platforms
- An agreed conference outline or agenda
- List of confirmed participants – including speakers, moderators, entrepreneurs, investors, etc.
- A detailed media plan for increased visibility before, during and after the event
- Documentation of media coverage

- Official records/report for the full conference including for various sessions conducted
- A post-event report detailing the number and type of participants, what worked well and what did not, a summary of the feedback received from participants, and recommendations for future events.

7. Required experience and qualifications

The corporate event manager must have

- experience in organising and coordinating investment conferences with an international audience and also encompassing virtual events
- Proven experience in organising, coordinating and managing corporate seminars, summits and fora.

8. Application and selection process

The Expression of Interest (EOI) must be submitted via email to procurement@igad.int, and copy zacharia.kingori@igad.int . Proposals should be sent by 23:59 EAT (GMT+3) on 16TH September 2021. Please include "Development Partners Roundtable Conference" in the subject line.

All enquiries regarding this TOR must be submitted to procurement@igad.int, with copies to zacharia.kingori@igad.int before 17th September 2021.