Africa Information & Communication Technologies Alliance

Request for Proposals

To **Host**

AfICTA Summit 2021, 2022, 2023 & 2024

Prepared by

AfICTA Secretariat
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List of Acronyms

RFP	Request for Proposal
AfICTA	Africa Information & Communication Technologies Alliance
Kontemporary	Kontemporary Konsulting Ltd
EITESAL	Egyptian Information Telecoms, Electronics and Software Alliance
IITPSA	Institute of Information Technology Professionals South Africa
ITA	Information Technology Association of South Africa

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Executive Summary

AfICTA – Africa Information and Communication Technologies Alliance wishes to license the hosting of its annual Summits to its members in good standing as part of its strategic implementation plan for the realization of its vision and mission.

This Request for Proposal covering 2021 till 2024 is therefore the instrument for members to express their willingness, capacity and capability to host this important Summit.

The RFP outlines AfICTA expectations from potential hosts, which include information on Concept Note, Budget, Marketing/Media Plan, Schedule of Events, Roles and Responsibility, Specific Host Benefits, Arrangement for Visas, Venue and Meeting Rooms, Medical Support, Partnership, and sporting/social/cultural activities among others.

The RFP also outlines what the potential host is to expect from AfICTA. This includes identifying and inviting foreign delegates, hosting the event website on its platform including the registration page (host shall have access to real-time registration output), vetting Summit advert material designs, mobilizing international sponsors for the event beyond the scope of the host and sharing a list of potential sponsors and other activities which would be subject to mutual agreement. It as such implies that each potential host should plan well in advance to effectively bid, prepare and host the Summit.

While a token commitment fee of US$500 must be paid by a successful bidder within 30 days of acceptance as host, profit sharing between the host and AfICTA will be commensurate with the amount of sponsorship raised by both parties for the Summit.

A completed bid should be transmitted electronically at least eight (8) months before the proposed Summit date to

The Chairman Africa ICT Alliance info@aficta.africa

1.0 Introduction

Africa Information & Communication Technologies Alliance (AfICTA) is a concerned private sector led alliance of ICT Associations, multi-national corporations, companies, organisations and individuals in the ICT sector in Africa. Registered in Nigeria in 2013, its vision is to fulfil the promise of the digital age for everyone in Africa. The mission of AfICTA is to encourage multi-stakeholder dialogue fostering accelerated and ICT enabled development in Africa and the use of cutting-edge innovative technologies including mobile, computing and satellite technologies to achieve an Information society in Africa.

Composed of members from 33 countries, AfICTA aims at fulfilling its vision through a number of initiatives including annual Summits hosted by members in rotation. The summit was first hosted in Lagos, Nigeria by Kontemporary in 2013. EITESAL hosted the 2014 edition in Cairo, Egypt; IITPSA (Institute of Information Technology Professionals South Africa) and ITA hosted the 3rd Edition in Johannesburg; the 4th edition was hosted by ICT Professionals Association of Namibia in Windhoek. ADD (Afenoid Enterprises, Dotengee Enterprises and Digisphere Enterprises) Consortium hosted the 5th edition in 2017, The Computer Society of Kenya hosted its 6th edition, KAD (Konteporary Konsulting, Axiom and Dotengee) Consortium of Nigeria hosted its 7th edition and the 8th Edition was Hosted Virtually in 2020

This request for proposals is provided for the 9th, 10th, 11th and 12th editions of AfICTA Summits. Regardless of the numbers of entries, each bid will be scrutinized by the board of Directors for optimal decision.

2.0 AfICTA Summit

The Summit runs for a period of 2-3days with optional workshop/s conducted as pre-event or parallel events on pertinent subject matter of interest, usually in tune with the Summit theme. As a way of fostering public-private partnerships, the Summit is usually conducted under the auspices of the host's Ministry or Department in charge of ICT. A major output of the Summit is the *host city* Declaration in the form of an advisory which members can use for advocacy and for business development purposes.

3.0 RFP Requirements

Bidder's response to this RFP should include the following:

3.1 Concept Note

Draft event Concept Note focusing on the dynamic in-country ICT flavour with regional and global trend considerations shall accompany the proposal. The Note should include proposed theme, sub-themes, dates, venue, lodging option, airport proximity, ground transportation options, outline of sponsorship packages.

3.2 Budget

The bid should include detailed Summit budget composed of income and expenditure projections.

3.3 Marketing/Media Plan

Bidder should provide an outline of its marketing and media plan. Materials to be used for marketing purposes should be mentioned. Also, details of press plan including social media for effective publicity should be indicated.

3.4 Schedule of Events

A schedule of events indicating timelines when each event occurs, e.g. booking of event venue, Summit webpage launch etc, is expected to be implemented, should be provided. Illustration with project management tools such as a Gantt chart would be desirable.

3.5 Roles and Responsibilities

Bidder should outline the various roles/responsibilities and names of personnel with their emails and phone numbers that would deliver the Summit. This should include:

1. Proposed Summit Planning Committee Chair
2. Head of Marketing
3. Secretariat etc

3.6 The Specific Host Benefits

Bidders should state expected benefits from the Summit besides the larger value the Summit brings to the local domain. This would enhance event preparation, process delivery and the general engagement methods.

3.7 Arrangements for Visas

Host shall liaise with the nation's immigration service to ensure prompt issuance of visas to delegates as may be appropriate. Visa on arrival would be mostly favoured. Host would be responsible for issuing invitation letters for visa purposes with the support of AfICTA.

3.8 Meeting rooms

Host shall be responsible for arranging for the following meeting rooms
1. Event conference hall with capacity for not less than 200 delegates. The conference hall should have facilities for public address and multi-media systems (including projectors)
2. For Board Meeting and AGM 1 to 2 days after the Summit
3. Secretariat Bureau during the Summit

4. All meeting rooms shall have adequate power supply and WiFi capacity for the expected number of delegates throughout the Summit.

3.9 Medical Support

<mark>In line with the COVID-19 national precautionary measures, host shall ensure that medical support team is on-ground to enforce: the use of face mask; hand washing/sanitizing; infrared temperature check</mark> and provision of medical assistance to delegates who may take ill during the Summit.

3.10 Summit Advert Material Design and Printing

The Host in consultation with AfICTA Secretariat shall be responsible for Summit material design and production. The materials shall include a Summit Brochure (see samples @ https://aficta.africa/summit2015), rollup banners, back drop etc.

3.11 Partnership

Bidders should include confirmed partners towards the hosting of the Summit. Letters confirming support in this respect should be attached to enhance the bid. This may also apply to commitments for sponsorship. Partnership for the hosting may be diverse, cutting across government, business, civil society, technical and academic communities.

3.12 Complimentary Hotel accommodation

The host shall provide two (2) complimentary hotel accommodations for 2 Secretariat staff at the venue of the Summit.

3.13 Sporting/Social/Cultural Activities

Bidders should provide information of possible pre-event sports e.g. golf, chess etc. Information on social events (including spouse programme) and cultural activities should also be provided.

4.0 What to Expect from AfICTA

AfICTA through its Secretariat shall be responsible for:
1. Identifying and inviting foreign delegates
2. Hosting the event website on its platform including the registration page. Host shall have access to real-time registration output
3. Vetting Summit advert material designs
4. Mobilizing international sponsors for the event beyond the scope of the host
5. Sharing a list of potential sponsors

5.0 Terms

1. RFPs should be submitted by bidders electronically to info@aficta.africa Attention: The Chairman, AfICTA.
2. Bidders should indicate clearly the year it intends to host the Summit on the cover page of the Bid.
3. Successful bidder would be required to forward an acceptance letter to AfICTA Secretariat not later than 15days after notification of bid selection.
4. Successful bidder would be required to sign an agreement not later than 30days after acceptance of bid with a commitment fee of US$500
5. Net profit sharing between the host and AfICTA will be commensurate with the amount of sponsorship raised by both parties for the Summit In this regard, Secretariat account officer and the host account officer shall maintain the same financial workflow.
6. AfICTA member selected as the Summit Host Organization shall be responsible for all financial commitments associated with the Summit regardless of if it elects to outsource the organization to another business entity.

6.0 Conclusion

Bidders should respond to all variables in this proposal and as may be necessary provide additional details and materials to support the bid. It is important to highlight the importance of partnership in the bidder hosting strategy. In this regard, evidence of diverse level of partnership would be valuable to the success of the bid.

A completed bid should be transmitted electronically at least eight (8) months before the proposed Summit date to

The Chairman Africa ICT Alliance info@aficta.africa

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