

Terms of Reference

Curator for RISE Africa

ICLEI Africa seeks to appoint a curator and manager to support creative development, promotion and event management of RISE Africa 2021

Proposals Due: 13 January 2021 by 16:00 SAST

Email proposals to

Paul Currie at paul.currie@iclei.org; riseafrica@iclei.org

1. RISE Africa Concept

RISE Africa is a flagship event envisioned by ICLEI Africa as a platform for promoting action-oriented learning and exchange, and supporting inter-sectoral collaboration. It is planned to take place on Africa Day each year (25 May).

In 2020, in response to the Covid-19 pandemic and associated governmental lockdowns, RISE Africa was reimagined as a series of monthly activations around pertinent themes related to African Sustainable Cities. These are encapsulated in monthly digests as follows:

- [July - AfricanCITYFOODmonth](#)
- [September - Futures Literacy in African Cities](#)
- [August - Localising the SDGs](#)
- [October - AfricanMobilityMonth](#)
- [November - Circular African Cities](#)

For 2021, we will continue the monthly activations, but also convene a virtual event from 24-28 May 2021, in the form of an *Action Festival*.

1.1. RISE Africa Themes

RISE Africa aims to be a platform for bringing together business, academia, government and civil society to share experience and those interested in exploring many cross-cutting urban themes and concepts including, but not limited to: population growth, youth dividend, resource efficiency, circular economy, sustainable food systems, Covid-19 response, water sensitive cities, waste management, smart cities, climate crisis & uncertainty, futures literacy, local government roles, private sector roles, nature and biodiversity in our cities, finance, traditional knowledge and practice, urban resilience.

1.2. RISE Africa Objectives

LEADERSHIP – NETWORKING – IDEAS – ACTION

- To profile RISE Africa as platform for thought-leadership and partnering
- To bring together diverse actors and perspectives and build active networks
- To inspire participants & provoke new thinking
- To elicit commitments to action & follow up

1.3. Proposed elements / approach aimed at achieving the above objectives

A FIVE-DAY RISE AFRICA ACTION FESTIVAL:

- Pre-recorded video provocations by urban leaders and practitioners
- Five core webinar sessions (>200 participants) (1 per day)
- Open Call for interactive sessions by partners and new partners-to-be (20-60 participants)
- Embedding creative inputs within sessions

- Social networking
- Targeted invitations to attendees, based on existing networks and relationships
- Easy participation – two clicks or less to secure session in calendars
- Follow-up on proposed actions post-event (by ICLEI)

2. PURPOSE OF THIS TERMS OF REFERENCE AND RATIONAL FOR APPOINTING A SERVICE PROVIDER

The purpose of this Terms of Reference is to call for proposals from service providers to support ICLEI Africa in co-designing, managing, advertising and implementing RISE Africa, as described below under section 3. Responses to this ToR are welcomed from individuals or organisations who will hereafter be referred to as the service provider.

3. SCOPE OF WORK & KEY DELIVERABLES

ICLEI Africa seeks to appoint a curator to support creative development, promotion and event management of RISE Africa 2021

The Curatorship would include:

- Creative co-design of event
- Working with the RISE Africa core team to refine the themes, ethos and approach of the event
- Help to identify, recruit and secure/contract event partners, speakers, facilitators, resources and content for the event, with particular attention to reaching those across the continent
- Contacting ± 20 speakers for short ± 10 min pre-recorded provocations, and recording these inputs
- Coordinating open call sessions (collating title, description, process, speaker, etc information from partners; setting up meeting platforms) and preparing stakeholders who are convening or participating in sessions
- Communications planning, content development and implementation (in some instances) with guidance and approval from ICLEI Communications team (e.g. producing social cards for each session, content for morning mailers (email & whatsapp), speaker cards; and content for Instagram, whatsapp group, youtube uploads)
- Update the website with session details, embedded session recording, and post-session reports
- Provide rapporteurs who will take notes for each session, for inclusion on website and post-event reports
- Support ICLEI Africa with content curation for final RISE Africa report
- Ensuring in-process and terminal evaluation of the event
- Consistent meetings with core team and steering committee

The alignment of these roles with the RISE Africa core team roles will be done in the Inception meeting.

3.1. Key Deliverables:

29 January 2021 - Inception report with detailed workplan for developing, promoting and managing the event with ICLEI Africa.

April through May – Weekly Meetings

24-28 May 2021 – Implementation of the Festival

15 June 2021 – Evaluation report and handover of event materials, inclusive of a final database of facilitators/speakers, registrants, participants

4. REPORTING REQUIREMENTS AND MANAGEMENT

In order to meet the requirements of this ToR, the appointed service provider is expected to meet the following reporting and project management requirements:

1. An inception meeting with ICLEI Africa to clarify scope and deliverables, and determine ways of working
2. Implementation of the event in partnership with ICLEI Africa
3. A close-out meeting with ICLEI Africa to present the findings of the report
4. The service provider must supply accurate and comprehensive financial records of project-related expenses, which contribute to a financial report that is submitted with a narrative report to ICLEI AS prior to receiving payments.
5. The service provider will report to Paul Currie, who will be responsible for ensuring project implementation.

5. SERVICE PROVIDER REQUIREMENTS

The service provider is required to have and demonstrate the following experience and competencies:

- Demonstrate experience in event management, writing, design & communications
- Conceptual knowledge and technical skills of African urban development, including but not limited to demographic and socio-economic trends, environment and nature-based solutions, climate crisis, mobility, smart cities, innovation systems, water-, food- and energy-security, circular economy, built environment, housing and infrastructure, social justice, spatial planning, and more.
- Co-design processes, and stakeholder convening and facilitation
- Creativity, particularly the use of creative expression in conveying information and ideas, and ability to think outside-the-box
- Proven project management skills, and the ability to ensure that the project deliverables are completed in a timeous manner.

The service provider may sub-contract other parties to assist them; or form a Consortium to undertake the work specified in this Terms of Reference. Consortium members and sub-contracted parties must identify in the proposal and the specific role/s and task/s to be performed by each consortium member and sub-contracted party must be described.

6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals may be submitted by individuals, organisations or by a consortium of two to three (2-3) individuals. Only complete proposals, written in English, will be considered.

6.1. General

Proposals must include the following sections:

1. Clear description of each of the proposed activities and anticipated outputs, as well as a short explanation of how each activity will be done (methods) and by whom.
2. A detailed work plan and time schedule of activities should be submitted.
 - 2.1. Of note in this workplan needs to be a demonstration of how you will reach facilitators, partners, audiences and participants from across the African continent
3. Composition of the Team, detailing roles and the activities for which they are responsible. This is specifically required to prevent a situation in which senior CVs are submitted, and junior staff end up undertaking the work.
4. CVs of relevant persons who will work on this project, detailing qualifications, skills, experience and past track record, particularly in relation to the main requirements and skills and competencies requirements for service providers as outlined above.
 - 4.1. This must be accompanied by a role.
5. Company profile (if appropriate)
6. Location of your office(s).
7. Demonstrated experience: A table or list of relevant/similar projects, including the name, project description, client, monetary value, your role in the overall project and contact details of project reference(s).
8. The company's BBB-EE Certificate (if in South Africa)
9. Detailed budget denominated in Rands (ZAR) and including VAT, broken down into:
 - Daily charge out rate for all members of the team for 2021, and structured according to the activities presented in your proposal;
 - Expenses associated with the specified activities to be implemented in 2021, including but not limited to printing and stationary;

6.2. Budget

The maximum budget allocation to this event is R 200 000.00 including VAT. Submitted proposals should demonstrate a creative budget that can implement all activities and produce the specified outputs for this project within this limit.

The submitted budget should be detailed and organised by Staff Time and Disbursements, which shows budget breakdown by activity and items.

Service providers are liable for all taxes and social security premiums, if applicable

ICLEI Africa will pay 30% of project costs upon receipt of inception report and workplan, with the remaining 70% to be paid upon receipt of a complete final report. ICLEI Africa will not pay for any unbudgeted items.

7. IMPLEMENTATION TIMELINE

The indicative timelines for project process and meetings are as follows:

18 January 2021	Appointment of Service Provider
Week of January 18 2021	Inception Call with appointed service provider
18 January – 30 June 2021	Service Provision Period
29 January 2021	Inception report and workplan due
24-28 May 2021	RISE Africa Action Festival
15 June 2021	Closing Report Due
30 June 2021	Close of Project

8. PROPOSAL EVALUATION PROCESS

Refer to the list below for an indication of technical evaluation criteria. The overall evaluation scoring will be as follows:

- **Service provider qualifications: knowledge of key content areas, design and communications expertise, use of creative expression – out of 40;** Indicators: CVs indicating skills, expertise and qualifications; Track record/completed projects
- **interpretation of the brief, proposed methodology for delivering the brief, and use of creative expression – out of 40;** Indicator: description of the approach to the tasks and associated methodologies.
- **budget score – out of 10;** Indicators: budgeted rates are reasonable; and allocations to specific activities reflect the key priorities for delivering the project.
- **BBB-EE – out of 10** (if South African).

9. SUBMISSION DEADLINE AND TIMELINE

Please indicate interest for submitting a bid by 5 January 2021, so any responses to queries may be shared with all bidders. Bidders will not be excluded from submitting bids if notice of interest is not indicated, but these bidders will not receive responses to any queries and clarifications raised.

Kindly submit your proposal to Paul Currie at paul.currie@iclei.org and riseafrica@iclei.org by 16:00 (SAST) on 13 January 2021. At all times, please use the subject line, Service Provider: RISE Africa Curator

17 December 2020	Terms of Reference released
5 January 2021	Deadline for expressing interest and/or sending requests for clarification or queries regarding the ToR to ICLEI Africa, if any
7 January 2021	Response to queries from ICLEI Africa
13 January 2021	Proposal submission closing date
18 January 2021	Service provider appointed

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER AS PER THIS TERMS OF REFERENCE