



## REQUEST FOR PROPOSALS

RFP No.	RFP-EAGC-2023-008
Issue date	Wednesday, 13th September 2023
Title	Request for Proposals for media engagement and photography during the 10 <sup>th</sup> African Grain Trade Summit
Email address for submission of questions	<a href="mailto:procurement@eagc.org">procurement@eagc.org</a> The email address in the synopsis is the sole point of contact at EAGC for any questions.
Email address for submission of proposals	<a href="mailto:procurement@eagc.org">procurement@eagc.org</a>
Deadline for Receipt of Proposals	September 19 <sup>th</sup> 2023 at 1700hrs East African Time
Anticipated Award Type	Fixed Price Purchase Order. EAGC anticipates awarding contract to the successful bidder for the provision of specific services or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.
Basis for Award	An award will be made based on the experience of the consultant to offer similar services. The award will be issued to the responsible and reasonable offeror who provides the best value to EAGC using a combination of technical and cost/price factors.



## 1. Introduction

The Eastern Africa Grain Council (EAGC) is a regional Not-for-Profit membership organization headquartered in Nairobi, Kenya with country offices in Uganda, Tanzania, Rwanda, and Malawi and representation in Ethiopia, Burundi, South Sudan, and DR Congo. The membership constitutes farmers, traders, processors, and private sector service providers; financial institutions, input suppliers, and professional institutions in the grain value chain which focuses to Facilitate efficient, structured, and profitable grain trading system in the Eastern and Southern Africa (ESA) region.

EAGC will be hosting the **10th African Grain Trade Summit (AGTS)**, to be held from **5th to 7th October 2023** at the Speke Resort Munyonyo, Uganda. The AGTS is a biennial high-level, public-private grain industry event hosted by EAGC that brings together key grain sector stakeholders from across Africa and beyond for an in-depth, evidence-based discussion on topical grain sector issues with the intention of providing the strategic thrust for development of the grain sector in Africa. It will be hosted by EAGC in partnership with the Government of Uganda and will carry the theme: *“Defining Africa's place in global grain trade for sustainable food systems.”* The physical conference, exhibition, field visits and networking events will be hosted in Munyonyo, Uganda taking into consideration all Covid-19 protocols, while a specialist online platform will allow delegates from around the world to join the deliberations and engage virtually.

The AGTS is hosted by EAGC and its partners every two years as its flagship platform for driving policy changes for the grain sector in Africa. The Summit typically convenes approximately 300 high-level grain industry stakeholders from across Africa and beyond to shape the business and development agenda for the grain sector in Africa. It is typically graced by the Head of State in the host country and resolutions from the Summit are presented to Head of State for further direction following its conclusion.

## 2. Objective of the Assignment

EAGC intends to engage the services of a qualified service providers for media engagement, Videography & photography during the 10th African Grain Trade Summit.

Specifically, the service provider will deliver the below tasks;

- i. Summit videography and photography coverage
- ii. Production of a 5 minutes edited documentary on the 10th AGTS and its outcomes/results
- iii. Virtual event live streaming for 2days inclusive of production of Live Summit streaming with provision of the necessary studio, equipment such as LED Screens.
- iv. Video livestream on EAGC YouTube or Facebook channel.
- v. 4-day photography and videography of the B2B Meeting, Welcome cocktail, 2-day conference, exhibitors booths, networking dinner and field visit
- vi. Production of high-quality edited photos in soft copy
- vii. Capture photos that can be re-used as promotional materials for next Summit
- viii. Coverage during the 10<sup>th</sup> AGTS media launch and liaison/distribution of content with the necessary media houses for both the media launch and 10<sup>th</sup> AGTS

### **3. Deliverables and Timelines**

The assignment is expected to be within a 4-day period i.e 4th October (Set up Day) and 7th October (Field Visit Day) with the deliverables being submitted by 11th October 2023.

### **4. Qualifications, Competencies and Experience Required**

The service provider should possess the following:

- i. Good knowledge of principles and practices used in video and photography production and the operation of complex video equipment;
- ii. Ability to communicate effectively both verbally and in writing;
- iii. Ability to establish and maintain good working relationships with staff and on-air guests;
- iv. Ability to use computer applications software; electronic aptitude;

### **5. Submission of Proposals**

Interested individual consultants are required to submit an expression of interest proposal with the following:

- i. A cover letter introducing the service provider
- ii. A technical proposal demonstrating, among others, a solid understanding of EAGC requirements and previous experience and/or expertise relevant to the assignment
- iii. A financial proposal for delivering the assignment.