

Terms of Reference (ToR)

Event Organiser for Annual Energy Event

- **Position Title:** Event Organiser (Firm)
- **Location:** Addis Ababa, Ethiopia
- **Duration:** September – November 2026 (tasks delivered on a rolling basis)
- **Reporting to:** Communications Officer & Finance and Admin Manager, EWiEn

1. Background

The Ethiopian Women in Energy (EWiEn) is hosting its Annual Energy Event, a flagship gathering that brings together government representatives, private sector actors, exhibitors, development partners, media outlets, and other stakeholders. The event is a dynamic platform that promotes inclusive energy development, facilitates knowledge sharing, showcases innovations, and recognises outstanding contributions to the sector.

To ensure the successful delivery of this high-profile event, EWiEn seeks to engage a professional Event Organiser. The selected firm will be responsible for managing the full scope of event logistics, from planning, print vendor procurement, exhibitor coordination, media management, and videographer facilitation to on-site execution, AV/screen management, real-time event documentation, and post-event reporting. The Event Organiser will operate independently with minimal supervision from EWiEn, ensuring a seamless experience for all participants, sponsors, exhibitors, and media partners.

2. Objective of the Assignment

The Event Organiser will oversee the overall coordination, logistical arrangements, print procurement and material handling, exhibitor setup, media management, videography support, screen and AV monitoring, on-site management, real-time session note-taking, and post-event reporting for the Annual Energy Event. The firm will ensure timely preparation, effective stakeholder communication, flawless execution, and thorough post-event documentation.

3. Key Responsibilities

A. Planning, Coordination & Administrative Liaison

- Lead overall implementation of the Annual Energy Event in close coordination with EWiEn.
- Maintain regular alignment with EWiEn's Admin and Finance team to ensure smooth execution of operational logistics, including catering arrangements (lunch/refreshments), venue seating layouts, and payment processing.
- Allocate and manage personnel for all operational tasks, including ushering, reception, material transport, guest services, and dedicated rapporteurs/note-takers.
- Coordinate with vendors, the venue, partners, participants, and sponsors.
- Ensure event arrangements are inclusive, consideration of accessibility for persons with disabilities, appropriate seating and movement arrangements, accessible registration, and other reasonable accommodations communicated by participants.

B. Print Vendor Coordination & Material Logistics

- Coordinate with the printing company designated by EWiEn to facilitate the production of all required event collateral and branded materials, including banners, booklets, brochures, backdrops, awards, keychains, and other approved materials.
- Receive the final approved design files and production specifications from EWiEn and provide them to the designated printing company, ensuring that the required materials, quantities, dimensions, finishes, and other specifications are accurately communicated.
- Coordinate production timelines with the printing company that has been selected by the EWiEn Procurement Team, and monitor the printing and production process to ensure that materials meet EWiEn's approved designs, specifications, and quality standards.
- Use their professional expertise to assist the EWiEn Procurement Team in determining the quality and standard of the first Print Material samples sent by the Printing Company.
- Inspect all the printed and branded materials upon completion and promptly communicate any quality issues, errors, or discrepancies to the printing company and EWiEn for resolution before the event.
- Collect and transport all completed printed and branded materials to the event venue **one day before the event**, and oversee their appropriate placement, installation, and setup at the venue in coordination with EWiEn and the relevant venue team.
- Safely collect and transport all reusable and leftover printed and branded materials from the venue back to the EWiEn office/store following the event, ensuring that materials are properly handled and delivered without damage or loss.

C. Communication and Dissemination

- Manage the dissemination of invitation letters and official correspondence.
- Assign staff/messengers to physically deliver invitation letters to designated participants.

D. Media Engagement & On-Site Press Management

- Coordinate with 15 mainstream media outlets for coverage.
- Assign designated seating for all invited media personnel within the venue.
- Facilitate press interviews with designated EWiEn representatives, ensuring a structured, seamless schedule without interruptions.

E. Exhibitor Management & Setup

- Contact all exhibitors individually in advance to coordinate logistical details, equipment needs, and arrival schedules.
- Ensure all exhibitors arrive with their branded materials one day before the event.
- Oversee exhibitor layout: assign designated spaces, arrange tables, and position technical equipment appropriately within the venue.

F. Videography, AV & Screen Management

- Collaborate directly with the hired videography team to assist with early arrival, clearance, and equipment load-in, establishing designated filming spots that avoid attendee obstruction.
- Oversee overall venue setup, audio-visual equipment, stage decoration, and lighting.

- Collect all presentation slides, display graphics, background videos, and multimedia assets from speakers and EWiEn prior to the event, ensuring all files are verified, properly formatted, and pre-tested.
- Manage and continuously monitor the main display screens/projectors throughout the event day to ensure the correct visual content, logos, videos, and agenda slides are displayed seamlessly and on schedule.
- Supply, set up, and test all required presentation connection cables (including HDMI, DisplayPort, VGA, and necessary adapters) to ensure instant, reliable connectivity with presenters' laptops.
- Designate a dedicated technician on-site to handle laptop switching, presentation transitions, screen mirroring, and technical troubleshooting during live sessions, ensuring zero interruption to speakers.

G. On-Site Operations, Registration & Event Documentation

- Supervise total venue readiness ahead of delegate arrival.
- Manage volunteers, handle guest check-ins, manage consent forms, and oversee VIP protocols.
- Assign dedicated rapporteurs/note-takers on the day of the event to record detailed minutes, document key themes, capture notable speaker quotes, and summarise speeches, presentations, and panel discussions as they happen.
- Troubleshoot all operational and logistical issues on-site.
- Develop and administer, in consultation with EWiEn, a short participant feedback mechanism (digital/QR-based and/or physical) and provide a summary analysis of participant satisfaction, relevance, key feedback and recommendations as part of the final event report

H. Post-Event Reporting & Documentation

- Deliver two distinct post-event documentation packages within strict timeframes based on the on-site documentation and operational notes (detailed under Deliverables).
- Conduct post-event inventory checks and return all leftover printed/branded materials to the EWiEn store.

4. Deliverables

Deliverable	Description	Timeline
Inception Report including Work Plan & Logistics Plan	Detailed staffing matrix (including assigned rapporteurs/note-takers), task allocations, venue layout, and vendor timelines	September 2026

Print Vendor Proforma Package	Collection of 3 proformas, evaluation summary, and selected print vendor recommendation	September 2026
Trackers (Sponsors & Invitations)	Live logs tracking sponsorship payments and guest confirmations	Rolling (Sept – Nov 2026)
Exhibitor & Media Plan	Confirmed exhibitor placement map, media seating chart, and interview schedule	1 week before event
Media & Presentation Asset Deck	Collected, pre-tested presentation slides, display videos, screen assets, and cabling setup plan	2 days before event
Risk & Contingency Log	Weekly updated risk management document	Sept – Event Day
Event Minutes Document	Comprehensive record compiled from on-site note-taking: detailed summary of speeches, presentations, panel discussions, attendee Q&A, key takeaways, and direct quotes	Within 3 working days post-event
Comprehensive Organiser Report	Detailed operational report covering all aspects of event coordination, execution details, attendee numbers, media coverage, and lessons learned	Within 5 working days post-event
Inventory Wrap-Up	Reconciled inventory log and physical return of all remaining printed/branded materials to EWiEn store	5 working days post-event

5. Timeline Overview

- **September – October 2026 (Rolling Basis):** Invitation dissemination, sponsor follow-ups, print proforma collection & selection, exhibitor outreach, and media outreach.

- **Early November 2026:** Final payment follow-ups for sponsors/exhibitors; layout approval; print production oversight; assignment of on-site rapporteurs and AV technicians.
- **Day Before Event (Late November 2026):** Venue setup, transport of printed items, exhibitor arrival/booth arrangement, videography location setup, pre-testing of presenter slides, screens, speakers, and display videos.
- **Event Day (Late November 2026):** Event execution, guest registration, VIP/media seating, interview facilitation, videographer support, screen/presentation switching, catering oversight, and real-time event note-taking/minuting.
- **Post-Event (Within 3–5 Working Days):** Submission of Event Minutes (3 days), submission of Organiser Report (5 days), transport of leftover materials to EWiEn store.

6. Qualifications

- Minimum five (5) years of proven event management experience handling corporate/NGO events of 100+ participants.
- Demonstrated experience in vendor procurement oversight, print production management, and logistics transport.
- Demonstrated experience in providing professional rapporteur services, minute-taking, and producing high-quality event documentation.
- Track record in managing media protocols, press interviews, AV/screen management, and exhibitor logistics.
- Strong communication, coordination, and stakeholder management abilities.
- Familiarity with donor, NGO, and government protocols in Ethiopia.

7. Reporting Line

The Event Organiser will report directly to the Head of Finance & Administration and work in continuous alignment with assigned focal points.

8. Application & Submission Requirements

Interested firms must submit:

- **Technical Proposal (Max 4 pages):** Methodology, print procurement/logistics strategy, rapporteur/minuting strategy, exhibitor/media management approach, AV/screen handling plan, work plan, and staffing CVs.
- **Valid Business License** (Updated copy).
- **Financial Proposal:** Cost breakdown per activity.

Payment Schedule:

- **Pre-Event Payment:** Released upon approval of pre-event deliverables and setup plans.
- **Post-Event Payment:** Released during the final week of November 2026, following approval of both post-event reports (Minutes & Organiser Report) and material return.
- **Email Submissions To:** career@ewien.org
- **Subject Line:** Event Organiser (Firm) for Annual Energy Event 2026
- **If you have any questions & inquiries before applying:** Contact Tsedeniya Asegaheng (tsedeniya.asegaheng@ewien.org)

PLEASE NOTE: Applicants must use the exact subject line provided above when submitting applications.

9. Evaluation and Selection Methodology

Bids will be evaluated using the **Quality- and Cost-Based Selection (QCBS)** methodology, weighted as **60% Technical Proposal** and **40% Financial Proposal**. Proposals will be evaluated based on the firm's relevant experience, proposed technical methodology (including print procurement, AV control, and reporting), staff qualifications, documentation capacity, and overall price offer. The contract will be awarded to the bidder achieving the highest combined score.

Deadline: Oct 5th 2026 at 5:00 PM (EAT)