



African Evaluation Association
Association Africaine d'Evaluation

**TERMS OF REFERENCE FOR THE RECRUITMENT OF
INTERNATIONAL CONFERENCE ORGANISER FOR THE 10TH
AfrEA CONFERENCE**

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1. AfrEA Presentation

The African Evaluation Association (AfrEA) was founded in 1999 in response to a growing demand for information sharing, advocacy and advanced evaluation capacity building in Africa. AfrEA is a bilingual association (English and French), and serves as an umbrella body for Voluntary Organizations for Professional Evaluation (VOPEs) networks. The AfrEA VOPEs are increasing their national and global visibility. AfrEA has three categories of members numbered as follows: 39 national associations and networks of monitoring and evaluation (M&E), 12 International Institutions, and 113 individual members. Its head office, located in Accra, Ghana is also a resource for individuals in countries where national bodies or VOPEs are absent.

The governance structure currently consists of the following entities:

- (a) The General Assembly (GA)
- (b) The Board and its Committees
- (c) The Executive Committee
- (d) The Secretariat

The core AfrEA's objectives are to:

- Support evaluations that contribute to real and sustained development in Africa
- Promote Africa-rooted and Africa-led evaluations through sharing African perspectives;
- Encourage the development and documentation of high-quality evaluation practice and theory
- Support the establishment and growth of national evaluation associations or VOPEs
- Facilitate capacity building, networking and sharing of evaluation theories, techniques and tools among evaluators, policymakers, researchers and development specialists
- Empower members to influence national M&E policy in their countries and represent Africa on the global stage of M&E, a notion becoming prevalent across Africa

One of the pivotal roles that AfrEA plays in international evaluation is that of hosting the AfrEA Biennial International Conference. The conference will provide a forum for networking, knowledge sharing and capacity building activities for member associations, individuals, funders, partners and stakeholders related to the evaluation discipline, globally, but Africa focused.

2. Overview on AfrEA's Biennial International Conference

As part of its strategy, AfrEA in partnership with one of its national VOPEs organizes an International Conference every two years.

AfrEA has successfully organized nine biennial conferences: the first and second took place in Kenya in 1999 and in 2002 respectively; the third in South Africa (Cape Town) in 2004, the fourth in Niger (Niamey) in 2007, the fifth AfrEA conference was jointly organized with The Network of Networks for Impact Evaluation (NONIE), in Egypt (Cairo) in 2009, the sixth in Ghana (2012), the seventh in Cameroon (2014), the eighth in Uganda (2017) and the ninth in Côte d'Ivoire (2019). The average attendance is around 700 participants, ranging from 300 at the 1st conference in 1999 to 700 in 2019.

AfrEA in collaboration with partners, Ethiopian Evaluation Association (EEA) and the Government of Ethiopia will hold the 10th International Conference AfrEA from 21st to 24th September 2021. The theme is **"Evaluation that leaves no-one behind: empowering progress towards the Africa we want amidst the COVID-19 pandemic and the other crises and opportunities facing us"**. Based on AfrEA's previous conferences, 700 participants (including Government representatives, African Parliament representatives, Donors, Researchers, Academia, young emerging evaluators and practitioners, etc.) are expected to attend the 10th international AfrEA conference.

Due to the challenges posed by COVID 19, this conference will take a blended format of virtual and physical attendance of participants. The systems and preparations necessary for holding the blended conference should be evolved to ensure that participants attending virtually or physically all get value from the conference. AfrEA has bilingual members with the two main languages being English and French. All materials and communications are therefore be translated in both languages.

3. Operational Partners

A task force consisting of the AfrEA board, members and Secretariat, EEVA and the Ethiopia Ministry for Planning and partners will organize the 10th Conference of African Evaluation Association. In addition to the operational partnership, AfrEA also counts on the honorary, technical and financial partnership and the support of its previous leadership, specifically past presidents, vice presidents, and treasurers etc. to facilitate the execution of a successful conference.

4. Scope of the Work

In view of the above, AfrEA is seeking the services of an International Conference Organiser to support preparation and execution of a successful 10th AfrEA Conference in Ethiopia from 21st to 24th September 2021.

5. Contract period

The International Conference Organiser (ICO) provide services for the delivery of the 10th AfrEA International Conference from 1st May 2021 to 31st October 2021.

6. Objective of the assignment

The assignment aims to deliver a successful blended (virtual and physical) conference both in terms of the quality and richness of the planned events, and the number and diversity of participants. It will be important to ensure effective communication and a conducive

environment (logistics and facilities), and use of the AfrEA- Ethiopian Evaluation Association (EEvA), Government of Ethiopia and partners partnership.

7. Duties of the International Conference Organizer

6.1 Preparatory phase

The International Conference Organiser will develop a TOR and in consultation with AfrEA and EEvA put in place a National Conference Organising Committee. This phase will be predominated by the preparation of technical documents for the conference. These include:

- Gantt chart for the conference listing expected completion dates for conference activities under each objective.
- Venue and Room allotment and contracting.
- Write a call for papers including the following information:
 - Logos of the hosts
 - Logos of technical and funding partners
 - Title, date and place of the conference
 - The objectives of the conference
 - The main themes and strands
 - Instructions for submitting abstracts
 - Announcement of exhibition space
 - Details of where the abstracts should be sent
 - Closing date of call for proposals
 - Date when the prospective presenters will be informed of the results of the call
- Develop a brochure containing the preliminary program and then the detailed programme within agreed timelines. This brochure should include the additional information in relation to the call for papers. These include the following details:
 - ✓ The lists of invited speakers
 - ✓ Titles and abstracts with the names of speakers
 - ✓ Information note: registration information, fares, and accommodation facilities
- The final program should include:
 - ✓ Final abstracts of conference papers
 - ✓ Welcome remarks from the President of AfrEA
 - ✓ The lists of members of the various committees;
 - ✓ The substantive part of the program including sessions with the name and address of the presiding officer
 - ✓ The posters (display of a communication on panels / texts and graphics)
 - ✓ Guest speakers and Facilitators
 - ✓ The conference registration form
 - ✓ Host country information and registration for tours and attractions in collaboration with a selected travel agency.
 - ✓ Practical information (time and location, welcome arrangements, ease of access, enrolment procedures, working languages, welcome cocktails, conference dinner, etc.)
- Prepare press releases: a text of one page maximum, which must be written in an appropriate style, with a spacious layout and clear content;
- The above documents must be regularly disseminated to the general press and specialist press throughout the preparation of the conference and mainly at the time of dispatch of the call for communications/papers and program.

6.2 Pre-Conference Workshops

The conference is divided into two, pre-conference workshops and the international conference itself. The international conference organizer will need to ensure the following:

Two-day pre-conference professional development workshops will be conducted before the three-day conference. The workshops will consist of one or two day professional development workshops, where international experts will present on a range of practical issues focusing on the subject of Evaluation. We expect to offer around 10-20 workshops, which will run either concurrently or sequentially depending on the situation of the COVID 19 pandemic in September. For this purpose, the service provider will be expected to assist with:

- a) Manage the workshop registration and payments of all workshop delegates
- b) Provide efficient on-site registration of delegates, manage turnout of the sessions, submit an accurate attendance register per workshop and ensure the completion of evaluation forms by all workshop delegates
- c) Cover printing, indexing and binding of all training materials – in hard cover, branded files (Up to 100 pages for each workshop each)
- d) Design, develop and print certificates of attendance for each participant to be handed out at the end of each respective workshop
- e) Issue, collect and analyse all workshop evaluation forms

6.3 International Conference

The conference is comprised of three days, and will include 4 keynote speakers¹, around 22 paper sessions to be attended physically and virtually, the AfrEA Annual General Meeting roundtables, debates, planning sessions, panels and a range of exhibits, networking and social opportunities for those who will meet physically. For this purpose, the service provider will be expected to:

- a) Manage the pre-conference registration and payments of all workshop delegates and submit an accurate list of delegates at the end of the conference
- b) Register and collect payment from participants in the plenary sessions
- c) Provide sufficient on-site and off-site registration of delegates and manage attendance of sessions
- d) Manage room allocation and timing of sessions including coffee and lunch breaks for those attending physically as well as those attending virtually.
- e) Liaise with the hotel to ensure timely delivery of services and meals
- f) Provide 4 GB flash discs with the abstracts and programmes – (to be populated with paper presentations), printed workshop programmes and conference bags. In addition to this the provider can provide a link where delegates can download all the necessary information relating to the conference. A mobile application would be most preferred.
- g) Assemble a technical team to attend all panel sessions to assist presenters with the electronic equipment and their power point presentations
- h) Providing scribe services during the above sessions
- i) Audio record and transcribe of all plenary sessions
- j) Video record all keynote and plenary sessions – and editing and provision of flash disks and a website link for distribution to delegates
- k) Issue, collect and analyse all evaluation forms from the workshops and the conference
- l) Produce a conference proceedings report – both electronic and hard copy in colour.

¹ This number can be revised. The organizer is required to constantly keep in touch with the Task Force to be updated just in case there is a change.

6.4 Implementation Phase (during the conference)

During this phase, the international Conference Organizer in collaboration with the Ethiopian Evaluation Association (EEvA), AfrEA task force and the different organizing committees will be:

- a) In charge of organizing international and local travel plans of participants attending physically. This will include air ticketing, arrivals and departures, hotel and visa logistical arrangements ensuring this is done to world standards
- b) Ensure the Government and the national VOPEs are actively involved both in the preparation and implementation phases
- c) Supervise welcoming participants and others involved
- d) Manage all activities during the conference
- e) Supervise the conference sites
- f) Oversee the contracting of all service providers, suppliers and other consultants involved in the organization of the conference: hotels, travel agents, shuttle services etc
- g) Supervise the activities attended by all personnel (consultants and volunteers) and ensure quality control of their benefits
- h) Record accounting transactions of the conference
- i) Develop activity reports bi-weekly or monthly with AfrEA
- j) Propose and perform other activities to facilitate with the preparation and the running of the conference, specifically, paying attention to the following: Pre-conference workshops

8. Expected Results

The key result areas:

- a) A well delivered blended (virtual and physical) 10th AfrEA Conference
- b) Organization of travel, hospitality and accommodation for conference participants are coordinated and provided both on their arrival as well as their return
- c) Ensure the presentation rooms whether virtual or physical are adequately equipped and known in advance by the participants
- d) The conference activities are easily located
- e) National and international coverage of the event, before, during and after the conference is confirmed
- f) The Ethiopian government is informed, aware and involved in the organization of the conference
- g) Ethiopian culture and tourism opportunities are highlighted and promoted before and during the conference
- h) Progress reports outlining the development of the conference are timely written and shared
- i) A final report detailing the conference to be written and presented to AfrEA within two weeks after the conference.

9. Deliverables

The main deliverables, in English and French, are the following:

- a) Documents marking the preparatory phase, such as mentioned in these terms of reference (See point 6.1)
- b) Weekly progress reports during the preparatory period indicating the progress of activities including registration and hotel booking statistics
- c) A final narrative report showing the overall conduct and marking the end of the conference
- d) A final financial report detailing income and expenditure with supporting documents

Regarding the reporting, the conference organizer will report to the President of AfrEA and receive all the necessary support from AfrEA Secretariat (logistics, travel arrangement, visa application, etc...). The International Conference Organiser will work on a day-to-day basis with the AfrEA Secretariat and will report regularly to the Executive Committee of AfrEA.

10. Qualifications and Experience

The International Conference Organizer profile:

- An event management firm with the relevant qualifications and experience
- Possession of an event management software that allows for online abstract submission, review and notification as well conference participant registration.
- Proven event management experience -- Impressive portfolio of previously managed events
- Having excellent organizational and facilitation skills
- Client oriented and resourceful
- Extensive knowledge and experience in Africa
- Capability to work under pressure and within budget limits
- Excellent written and oral communication skills in English and French

11. Invitation to Submit and Deadline

We invite interested firms and individuals to submit:

- a) Technical and Financial proposals for the 10th AfrEA International Conference; the Technical proposal should include intended approach, plan, capacity, competence, and other relevant information on the ability to successfully deliver. The financial proposal should include fees and travel expenses
- b) Firm profile and CV of the international conference organizer – CV is only required for individual consultants
- c) A recent sample of a conference report written by the Expert
- d) At least two references of organizations/institutions where they have organized recent conferences

To the following email address: conference2021@afrea.org

The submissions must be received not later than **06th June 2021** by 5 pm (Time GMT). Kindly contact the AfrEA Chief of Secretariat, Sim-Yassah Awilêlo BADJO below for any additional information at simyassah@afrea.org.