
EXPRESSION OF INTEREST (EOI)

Call for Audio Visual Company for the 3rd Feminist Republik Festival (26- 30 November
2025 in Mombasa, Kenya)

Advertised: Wednesday 19 March 2025

Submission Deadline: Open until filled

Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and womn's human rights pan-African Fund registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi- Kenya, Kampala-Uganda, and Addis Ababa-Ethiopia; North Africa: Cairo- Egypt; West/ Central Africa: Yaoundé and Douala Cameroon; Southern Africa: Harare- Zimbabwe, Lilongwe- Malawi; Antananarivo- Madagascar, Johannesburg, Pretoria & Cape Town- South Africa, Gaborone- Botswana and West Africa: Abuja -Nigeria and Parakou- Benin and Lomé- Togo. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant-making mechanism to support unanticipated, time-sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

Background

UAF-Africa is hosting the 3rd Feminist Republik Festival (3rd FRF), set to take place in Mombasa, Kenya, from 26- 30 November 2025 with the bold and audacious theme of *Regenerating in Crisis: Grounding Healing and Care in the Storm*. The Festival aims to bring together more than 600 activists from across the globe. The Fund seeks a professional audio-visual company to provide a comprehensive solution for its forthcoming event. The selected company will report to the Head of Finance and Operations and collaborate closely with the

Finance and Operations, Human Resources, and Feminist Republik planning committees. The primary responsibilities will include designing, supplying, installing, and operating high-quality audio and visual equipment in plenary rooms, breakout sessions, and the gala dinner setup. This collaboration ensures an exceptional and memorable event experience for all attendees.

Scope of Work

- Supplying and installing high-quality speakers and amplifiers.
- Setting up wireless and wired microphones for speakers and performers.
- Providing LED screens, projectors, and video walls as needed.
- Setting up stage and audience display screens.
- Supplying and installing stage and lighting.
- On-site technicians for installation, testing, and operation.
- Fully functional AV setup across all festival meeting rooms.
- Providing high-quality interpretation booths, headsets, and transmitters.
- Setting up soundproof booths for interpreters where necessary.
- Coordinating with interpretation teams to ensure smooth communication.
- Provide a backup power system for the event.

Qualification & Experience Requirements

- Proven experience providing AV services for large-scale festivals and events, preferably in gender justice, women's rights, or a non-profit/NGO setting.
- A broad knowledge of the latest Audio / Visual equipment.
- Strong technical knowledge of projectors, sound systems, etc.
- Proficiency in AV software, control systems, and equipment.
- Experience managing audio/video conferencing equipment installed in large conference rooms and auditoriums.
- Expertise in professional sound, lighting, and display systems.
- Ability to provide on-site technical support throughout the event.
- Compliance with all relevant health and safety regulations.
- Diligence and attention to details.

Interested vendors should submit a proposal including:

- Company profile.
- Portfolio of similar projects.

- List of available AV equipment and technical specifications.
- Proposed staffing plan and technical support structure.
- Contact details for further inquiries.

How to Apply

Qualified companies interested in applying for this role need to submit their proposal to info@uaf-africa.org With the subject line: 3rd Feminist Republik Festival Audio Visual Company.

No phone calls please.

We thank all those who apply, but only shortlisted firms will be contacted. To learn more about UAF-Africa and our programs, please visit our website at <http://www.uaf-africa.org/>