



FOR WOMN'S HUMAN RIGHTS

<b>Position Title</b>	Events Management Company
<b>Position Location</b>	Nairobi, Kenya
<b>Reporting to</b>	Programmes Director
<b>Type of Contract</b>	Consultancy- 10 Months
<b>Advertised date</b>	5 March 2025 – Open until filled
<b>Start Date</b>	Quarter II - 2025

### 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 & Douala, Cameroon; Southern Africa: Harare -Zimbabwe, Lilongwe & Blantyre -Malawi, Antananarivo, Madagascar, Johannesburg, Pretoria & Cape Town-South Africa, and West Africa: Abuja -Nigeria and Parakou & Cotonou -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 (3<sup>rd</sup> 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

vibrant and creative events management company, reporting to the Programmes Director, they will work closely with the Feminist Republik planning committee, to ensure that the planning and preparation of the event are well coordinated and ensure the success of the Festival. The duties will include, carrying out detailed event planning, including venue management; creative design and branding for venue enhancement and venue ambiance creation; crowd management; African theme set up and décor, lighting, entertainment (band and traditional dancers), wellness session set up; organize recreational activities; ensure adequate security and coordinating with PA/AV providers, managing translators & sign language interpreters, gala dinner set up; crisis management plan & reporting.

### **Key Responsibilities**

- Venue management: ensure all venues are well set up, and venue enhancement as per specifications provided
- Hotel Management:
  - Menu selection- coordinate with hotel to ensure all dietary needs of the participants are met satisfactorily.
  - Communication on mealtimes to the hotel and ensuring catering set up is ready at the said times.
  - Placement of adequate ramps in walkways for ease of access for womn with disability.
  - Ensure the use of gender-neutral names for all bathroom signages in all hotels.
  - Work with hotels to ensure adequate security for all participants and equipment day and night
  - Road/ corridor renaming to resonate with the festival.
  - Gala dinner management set-up, lighting, entertainment, food, and beverage services.
- Manage interior and exterior design.
- Provision of interpretation equipment to meet all the festival's needs, including those in the breakout rooms.
- Technical Audio-Visual Equipment Management: Provision, management, and operation of equipment; Collection and queuing of presentations and ensuring they are in order; Consultation with speakers before sessions; Coordination with PA/AV providers to ensure clear audios for all events; and very high-quality videos produced during the festival and after.
- Work closely with the Communications team on media coverage and managing public relations.
- Photography & videography management- Tag participants if they want photos taken, Brief photo and video teams, Collect and archive the photos and footage
- Recreational activities and Entertainment- Set up wellness centers- massage spaces; traditional healers' spaces, doctors' spaces, therapists and counseling

spaces; organize hired bands, poets, drummers, and traditional dancers; Launch entertainment; provide Intermittent festival entertainment,

- Content Design & Artwork Management and printing including Gifting packages, menu designs and layouts
- Engagement of bi-lingual ushers to support the event.
- Briefing translators & rapporteurs
- Administrative Management- Managing the secretariat and general administrative work
- Crisis Management Plan- Anticipating any deviation from original plans and mitigating recourse for the anticipated eventualities
- Overall event coordination- Programme oversight-ensuring all is going according to plans, Intervention, and decision-making
- Risk management through identifying potential risks and developing contingency plans to mitigate them.
- Reporting- Submit a festival coordination report on the completion of the assignment.

### **Qualifications/Competencies:**

The Events Management Company must have prior experience in the following:

- At least 5 years of experience in events management and support (design, organizing, managing, and implementing high-level national & international conferences/ events for at least 200 participants and above, including dealing with senior dignitaries and sub-contractors).
- Proven expertise in graphic design, animation and branding of high-profile events including the development and placement of event branding materials in the venue.
- Proven track record in successful organization and management and content development of physical and online events such as conferences, webinars, digital campaigns and round table debates.
- Documentation to demonstrate that the Events Management Company meets the qualification requirements should be provided. It should include the following
  - Organizational/company profile with a brief description of the organization institutional capacity and an outline of recent experience in providing events management services of similar magnitude.
  - Minimum 3 proofs of recent experience in managing large scale national / international events. Proofs should include information on the event profile, budget, audience type (including participation by senior officials, events management services provided, a concept design for the event, and team structure that supported the event management.
  - Minimum 3 reference letters from recent clients (national and or international institutions) for large-scale events with a minimum of 200 participants.
  - Mandatory Team Structure: Event Manager, communication expert, graphic designer, media coordinator etc.

## **Event Manager's Desired Skills & Experience**

- University degree in Event Management, Hotel Management, Hospitality and Travel, Business Administration, and any related fields.
- Over 10 years of proven experience designing and executing events, conferences, and virtual tours. Experience in developing effective event planning procedures and systems.
- Good knowledge of gender justice, and women's rights, and experience providing similar services in a non-profit/NGO setting.
- Demonstrate an understanding and experience of security protocols during events.
- Highly motivated and experienced in coordinating and planning events at international and national levels.
- Excellent attention to detail in administration, organizational and time management skills.
- Excellent teamwork and participatory process skills.
- Use of cutting-edge technological solutions for events and showcasing creative skills - High levels of initiative, creativity, and resourcefulness
- Strong knowledge of IT or a strong base and willingness to learn, including databases, SharePoint, Google Drive, Excel, and presentation packages
- Experience working remotely with other team members as well as vendors and suppliers.
- Ability to work in high-pressure situations with tight deadlines and vital planning and prioritization skills.
- Demonstrated ability to develop, coordinate implementation, monitor, and evaluate a project plan with multiple deliverables, stakeholders, and deadlines.

## **How to Apply**

Events Management Companies interested in applying for this role need to submit their Expressions of Interest (EOI) to [info@uaf-africa.org](mailto:info@uaf-africa.org)

With the subject line: EOI - Events Management Company

## **Documents to include in the EOI;**

Company profile, testimonials, recent events handled summary, referrals, profiles of the key staff, budget projections, and any other information deemed useful for the review process.

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/>

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