
EXPRESSION OF INTEREST (EOI)

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

Advertised: Thursday 17 July 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 a high-level conference set to take place in Mombasa, Kenya on 25 and 26th November 2025. The meeting aims to bring together more than 150 stakeholders from across the globe. To ensure seamless event delivery and professional presentations, an experienced and technically equipped Audio-Visual provider is required to support all audio-visual and power requirements for the two-day event.

Terms of Reference (ToR)

1. Objectives of the Assignment

The objective is to secure a qualified Mombasa based AV service provider to offer comprehensive technical production services including professional sound, visual displays, lighting and backup power for uninterrupted conference proceedings.

2. Scope of Work

The selected Audio-Visual provider will be responsible for:

2.1 Audio Equipment/Staging

- High-quality PA system suitable for a 150-pax tented setup
- Digital mixing console
- Wireless handheld microphones (min. 4)
- 4 Branded Panelist stools with goose neck mics
- Wheelchair ramp for stage
- Elegant **stage backdrop design/fabrication** integrated with LED screens
- Wireless lapel microphones (min. 2)
- Branded Podium with microphone (1)
- Audio recording and integration with live stream (if applicable)

2.2 Visual Equipment

- Dual large LED screens for audience viewing
- 2 Confidence monitors with clickers for panelists and keynote speakers
- HDMI switchers and signal extenders as needed
- Live video feed integration with projection screens

2.3 Lighting

- Stage lighting suitable for daylight tent conditions
- Ambient LED lighting to enhance décor and visibility
- Backup lighting solution in case of power failure

2.4 Power Backup

- Silent generator as backup for entire AV setup
- Air Conditioners & Wall Fans for the conference are
- Power distribution units and cabling & accessories

2.5 Technical Support

- On-site technical team for:
- Set-up and dismantling
- Full-time operation during the event
- Troubleshooting and live coordination with the client, coordinators & event management team

3. Key Deliverables

- Fully functional AV and lighting system installed at least 12 hours before the event start time
- Functional cooling system pre-dry run
- Onsite technical support throughout the two-day conference
- High-quality audio and visual output suitable for both indoor and outdoor tent conditions
- Confidence monitor placement that does not obstruct guest view
- Power backup that ensures uninterrupted event flow

4. Duration and Timeline

Setup: 23rd & 24th November 2025 with dry run on 24th November afternoon

Event Dates: 25th–26th November 2025

Dismantle: Evening of 26th November 2025 or 27th morning

How to Apply

Audio-Visual Companies interested in applying for this role need to submit their

Expressions of Interest (EOI) to info@uaf-africa.org

With the subject line: EOI – Audio-Visual 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/>