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## **EXPRESSION OF INTEREST (EOI)**

**Call for Decor Service Provider for the 3<sup>rd</sup> Feminist Republik Festival (26- 30 November  
2025 in Mombasa, Kenya)**

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**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 bringing together key stakeholders in a custom outdoor tent. The organizing committee seeks a professional décor service provider to deliver a clean, elegant, and functional aesthetic setup suitable for an international development and philanthropic audience. The décor must also align and integrate with technical stage and audiovisual needs.

### **Terms of Reference (ToR)**

## **Objectives**

To design, deliver, and implement a professional, clean, and ambient décor setup that enhances the attendee experience and complements the stage and AV setup, while maintaining the formality and prestige of a donor conference.

## **Scope of Work**

### ***Guest Seating Area***

- Provision of 150 chairs, fully dressed in high-quality chair covers with sashes or coordinated accents
- Table linen, overlays/runners, and appropriate centerpieces for 25 tables (seating 6 per table)
- Placement and layout planning to allow clear visibility to stage and screens

### ***Stage Area & Backdrop***

- Podium area enhancement with floral/plant features
- Thematic or branded elements if required (e.g., logos, flags, banners)

### ***Floral & Greenery Enhancements***

- Fresh floral arrangements for stage, podium, and table centerpieces (low, non-obstructive)
- Use of indoor potted plants or greenery to soften and enhance the tented atmosphere

### ***Entryway & Registration Area***

- Branded or themed welcome arch or entrance structure
- Décor for registration tables, directional signage, and branding banners (optional)
- Carpeted entrance path if appropriate

### ***Ambient Décor & Lighting Coordination***

- Soft ambient décor lighting to complement tent lighting (coordination with AV team)
- Color scheme selection to align with event tone and client preferences
- Decorative draping as needed (e.g., ceiling liners, side swags)

### ***Integration with Technical Set-Up***

- Ensure décor setup accommodates LED screens and confidence monitors
- Coordinate with AV team for layout, wiring, and generator access
- Collaborate with event team to maintain safety and cleanliness

### **Detailed Décor Expectations for A-Frame Tent Setup**

- An A-Frame tent offers a grand, open, and airy structure that is ideal for elegant and professional gatherings. The décor provider should creatively utilize the vertical height, structural lines, and open layout of the A-Frame tent to deliver a visually appealing yet functional environment for a donor audience.

### **Ceiling & Structural Décor/Air Conditioning**

- Ceiling Draping: Install soft fabric drapes (e.g., chiffon, voile, or organza) in light, neutral colors (white, cream, or champagne) to soften the A-frame ceiling.
- Chandeliers or Pendant Lights: Hang elegant, lightweight chandeliers or decorative pendant lights along the central spine of the tent.
- Rigging Points: Incorporate floral garlands, paper lanterns, or thematic hanging elements from the cross beams, if permitted by tent structure.

### **Walls & Side Panels**

- Side Drapes: Dress the tent walls with gathered fabric or pleated curtain panels in soft, neutral tones.
- Window Panels: Add roll-down sheer curtains or sustainable material screens to provide shade while allowing natural light.
- Branding Options: Use soft signage or banners that complement the décor without obstructing airflow or views.

### **3.8 Flooring**

- Carpeting: Lay full carpeting throughout the tent in colors like beige, grey, or navy blue.
- Walkway Runner: Provide a carpet/themed runner from the entrance to the stage area.

### **Stage Area Design**

- Stage Skirting: Uniform, pleated skirting matching the overall color scheme.
- Backdrop: Framed fabric or modular panels with branding elements, floral borders, and screen integration.
- Podium Area: Decorated with fabric and flanked with pedestal flower arrangements.

### **Entrance & Registration Zone**

- Entrance Arch: A thematic archway to introduce the event theme.
- Signage: Printed welcome signage on easels or fabric banners.

- Registration Desk: Dressed in matching linen and decorated with small floral accents.

### **Greenery & Floral Styling**

- Plants: Use large potted plants (e.g., palms, ferns) to freshen and soften the space.
- Flowers: Incorporate fresh, seasonal flowers across centerpieces, the podium, entrance, and stage.

### **Coordination with Technical Team**

- Ensure visibility of screens and clear sight lines to the stage.
- Allow access for AV cabling, generators, and lighting rigs.
- Ensure confidence monitors and lighting are unobstructed by décor elements.

### **Deliverables**

- Fully dressed and decorated conference tent for 150 guests
- Coordinated stage décor including backdrop and floral arrangements
- Well-laid guest seating arrangement with complete table setup
- Floral and greenery elements throughout the venue
- Complete installation by noon of 24th November 2025
- Dismantling and clearing by evening of 26th November or morning of 27th November

### **Duration and Timeline**

- Setup Date: 23<sup>rd</sup> & 24th November till noon. Dry run afternoon of Nov 25<sup>th</sup> 2025
- Conference Dates: 25th and 26th November 2025
- Takedown: Post-event, 26th November 2025

### **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](mailto:info@uaf-africa.org)  
With the subject line: EOI – Décor Service Provider

### **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/>