



Federal Republic of Somalia

Ministry of Agriculture & Irrigation

Terms of Reference (ToR) for Consulting Services

Procurement and Delivery of Event Management Services

Ministry of Agriculture and Irrigation (MoAI)

Ref No: MoAI/HR/015/2026

Ugbaad GCF Project – Ministry of Agriculture and Irrigation (MOAI)

1. BACKGROUND

The Federal Government of Somalia, through the Ministry of Agriculture and Irrigation (MoAI), is implementing the Ugbaad Green Climate Fund (GCF) Project, with financial support from the Green Climate Fund (GCF) and technical support from the Food and Agriculture Organization of the United Nations (FAO).

The Ugbaad GCF Project aims to strengthen climate resilience, improve agricultural productivity, and enhance the livelihoods of vulnerable and climate-affected communities across targeted landscapes in Somalia. The project supports climate-smart agriculture interventions, institutional capacity strengthening, knowledge dissemination, and inclusive stakeholder engagement at national and sub-national levels.

To support effective project implementation, stakeholder engagement, training delivery, policy dialogue, project visibility, reporting, and coordination, the Project requires professional event management services. These services are essential for organizing high-level forums, workshops, trainings, validation meetings, consultations, field events, and official ceremonies, in compliance with GCF visibility and branding requirements.

The Ministry of Agriculture and Irrigation therefore intends to engage a qualified and experienced Event Management Company through a framework agreement to ensure timely, high-quality, and cost-effective delivery of event management services, in full compliance with MoAI financial procedures, FAO procurement standards, and GCF requirements.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to establish a three-year framework agreement with a qualified Event Management Company to provide comprehensive event planning, coordination, and logistical services for the Ugbaad GCF Project, ensuring:

- Professional and high-quality event delivery
- Value for money
- Timely and reliable services
- Transparency and accountability
- Full compliance with MoAI, FAO, and GCF regulations

3. SCOPE OF SERVICES

The Event Management Company shall provide end-to-end event management services, including but not limited to the following:

3.1 Event Planning and Coordination

- Event concept development and planning
- Preparation of detailed event workplans and timelines
- Coordination with MoAI, FAO, and project stakeholders
- On-site event coordination and supervision

3.2 Venue and Logistics Management

- Identification and booking of appropriate venues
- Venue layout and seating arrangements
- Stage setup, podium arrangement, and registration desks
- Crowd flow and event logistics management

3.3 Catering and Hospitality Services

- Coordination of tea/coffee breaks and meals
- Catering services for meetings, workshops, and conferences
- VIP hospitality and protocol support
- Participant registration and attendance management

3.4 Audio-Visual and Technical Services

- Sound systems, microphones, mixers, and PA systems
- Projectors, screens, and presentation equipment
- LED screens (where required)
- Technical setup, testing, and on-site support

3.5 Branding, Visibility, and Materials

- Event branding and decoration
- Design and production of backdrops, banners, and roll-ups
- Printing of name tags, agendas, and participant materials
- Compliance with GCF, FAO, and MoAI visibility guidelines

3.6 Documentation and Media Support

- Event photography and videography
- Support for media coverage and documentation
- Compilation of attendance lists and event summaries (upon request)

4. GEOGRAPHICAL COVERAGE

The services shall be provided across the Federal Republic of Somalia, including but not limited to:

- Benadir
- Hirshabelle

- Southwest
- Jubaland
- Puntland
- Galmudug

Any other locations approved under the Ugbaad GCF Project

5. DURATION OF THE ASSIGNMENT

The framework agreement shall be valid for thirty-six (36) months, commencing on:

- Start Date: _____
- End Date: _____

The agreement may be renewed or terminated subject to performance, funding availability, and compliance with MoAI regulations.

6. TECHNICAL REQUIREMENTS (MANDATORY)

6.1 Legal and Institutional Requirements

The Event Management Company must:

- Be legally registered in Somalia
- Hold a valid business license for event management or related services
- Have at least three (3) years of proven experience in event management
- Be compliant with national tax and regulatory requirements

6.2 Operational and Technical Capacity

The Company shall demonstrate:

- Proven experience organizing workshops, conferences, and official events
- Access to event equipment or established supplier partnerships
- Ability to manage multiple events simultaneously
- Availability of a dedicated event coordinator/focal person
- Capacity to respond to short-notice and urgent event requests

6.3 Service Quality Standards

The Company must ensure:

- Professional and timely service delivery
- High-quality equipment and materials
- Clear communication and coordination

- Strict adherence to MoAI-approved event requests only **6.4 Cost and Value-for-Money Assurance** The Company shall:
 - Provide competitive and transparent pricing
 - Submit itemized quotations for each event
 - Avoid hidden or unauthorized charges
 - Apply unit costs strictly as approved in the financial proposal

7. DELIVERABLES

The Event Management Company shall provide:

- Fully planned and executed events
- Event setups, logistics, and materials
- Attendance lists and documentation (upon request)
- Photographs and videos (where applicable)
- Valid invoices supported by complete documentation

8. REPORTING AND SUPERVISION

- The Company shall report to the **Ugbaad GCF Project Coordinator** or designated MoAI focal person
- All event requests must be supported by written and approved instructions
- MoAI reserves the right to supervise and verify service quality at any time

9. PAYMENT AND FINANCIAL ARRANGEMENTS

- Payments shall be made upon satisfactory delivery of services
- Invoices must include:
 - o Approved event request
 - o Detailed cost breakdown
 - o Proof of service delivery
- Payments shall be made in **United States Dollars (USD)**
- All payments shall comply with MoAI financial policies and GCF eligibility rules

10. COMPLIANCE AND ETHICAL STANDARDS

The Company shall:

- Comply with MoAI, FAO, and GCF procurement and financial regulations
- Not appear on UN, GCF, or national sanctions lists
- Avoid conflicts of interest, fraud, or corruption
- Maintain professional and ethical conduct

Non-compliance may result in immediate termination of the agreement.

11. RECORD KEEPING AND AUDIT The Company shall:

- Maintain records related to this assignment for at least **five (5) years**
- Provide access to records to MoAI, FAO, auditors, or GCF representatives
- Ensure all expenditures are verifiable and properly documented

12. LIABILITY AND RESPONSIBILITY

The Company shall:

- Be responsible for the quality and accuracy of event delivery
- Rectify deficiencies at no additional cost to MoAI
- Ensure safety and proper handling of equipment and materials

13. TERMINATION

MoAI may terminate the agreement:

- With thirty (30) days' written notice, or
- Immediately in cases of breach, misconduct, or financial irregularities

14. GOVERNING LAW

This ToR shall be governed by the laws and regulations of the Federal Government of Somalia.

15. EVALUATION CRITERIA (TECHNICAL – SUMMARY)

Criteria	Weight
Legal registration and licensing	15
Relevant experience in event management	25
Technical and operational capacity	20
Quality of service delivery approach	20

Cost competitiveness and value for money	20
TOTAL	100%

16. SUBMISSION OF APPLICATIONS / BIDS

Interested and eligible companies are invited to submit Technical and Financial Proposals in English.

Submission Method

- Proposals must be submitted by hard copy only

Physical Address for Submission

All correspondence related to this contract shall be formally submitted to the following physical address

“Ministry of Agriculture and Irrigation, KM4 Street, Hodan, Mogadishu Somalia”

Deadline

- **Date:** September 10th, 2025
- **Time:** 12pm (Mogadishu local time)

Late submissions will not be considered.

Submission Format

Submission of both the Technical Proposal and the Financial Proposal is mandatory; applications that do not include both will not be evaluated