



EFInA
Enhancing Financial Inclusion & Advancement
...Evidence Driven, People Focused

Event Management and Production Services for a Two-Day Institutional Convening

Terms of Reference

September 2026

Background and Project Overview

EFInA is a financial sector deepening organisation working to make the Nigerian financial system serve everyone, with particular attention to those it has historically left out. Our work combines nationally representative research, market facilitation, advocacy, partnerships and innovation.

On October 14 and 15, 2026, EFInA will host a two-day convening in Lagos. The convening will host 70 delegates, including an international delegation of four speakers from Brazil, Indonesia, India and Kenya. It is a working session combining plenary presentations with facilitated workshops and breakout sessions.

This Terms of Reference is a request for proposals from an Event Management Company to lead the end-to-end planning, delivery and logistics management of the convening, including all travel, accommodation and protocol arrangements for the international delegation.

Objectives of the assignment

The successful firm will deliver a two-day convening for 70 delegates, including international speakers, to a professional standard appropriate for a senior institutional audience. The firm will also manage the end-to-end travel, accommodation and protocol arrangements for international delegates. Success will be judged on whether delegates arrive without friction and the programme runs without technical or logistical interruption.

Scope of Work

Venue

EFInA has secured the venue in Lagos. Firms should not include venue hire or accommodation room rates in their financial proposal. The successful firm will assume day-to-day management of the venue relationship on appointment and will be responsible for everything delivered within it, including any equipment or facility the venue does not itself provide.

- Conduct a site inspection within five days of appointment and confirm which elements of the technical specification the venue supplies and which must be hired in.
- Manage the venue relationship, room configuration, setup schedule and close-out for the duration of the engagement.
- Confirm the venue close-out time is sufficient for the full programme, including evening functions, and flag any constraint immediately.

Conference facilities and technical specification

The main conference room must accommodate 70 delegates. The firm is responsible for procuring, securing and/or managing the following.

- Seating and room configuration appropriate to 70 delegates.
- 3 breakout spaces for facilitated workshop sessions running in parallel with, or in place of, the plenary.
- A speaker podium with lectern, high-resolution projector and screen, presentation pointers, and comfortable seating with side tables for panellists.

- A full audiovisual specification comprising projector, lapel microphones for speakers, roaming microphones for the audience, a fixed microphone for the master of ceremonies, monitors, extension leads, plug points and HDMI cabling.
- Backup power sufficient to run the full technical setup through any interruption to mains supply, tested under load before the event opens.
- High-speed wireless connectivity with sufficient capacity for all delegates to connect concurrently.
- Audiovisual and technical support on standby throughout both days.
- A room configuration supporting corporate speed dating, comprising ten two-seater tables with chairs.
- Three easels with newsprint, coloured whiteboard markers, large Post-it notes, Prestik, and drawing pins, positioned so facilitators can post notes on the walls where the venue permits.

Registration and delegate management

EFInA will build and operate the online registration platform in-house and will provide the firm with delegate data, including dietary, accessibility and mobility requirements, on an agreed schedule. The firm is responsible for the following.

- Act on the dietary, accessibility and mobility requirements provided, passing them to the relevant suppliers with sufficient lead time and confirming in writing that each has been accommodated.
- Operate a staffed registration desk from before the programme opens, handling delegate check-in and issuing lanyards and delegate packs.
- Maintain a 24-hour WhatsApp support line for international delegates from the point of ticket issue through to departure.
- Provide EFInA with a daily attendance and arrivals report during the event period.

Materials, branding and delegate packs

- Produce printed workshop materials including the agenda, speaker notes, name tags, table setting cards, event signage and coffee station signage.
- Print and laminate large format World Café slides on board with stands, to the facilitation partner's design. The specification is 2m by 1m or the nearest available equivalent.
- Supply branded banners, backdrops and signage.
- Assemble delegate packs containing branded items and appropriate gifts, and welcome gifts for international delegates.

Catering and hospitality

- Coordinate the delivery of coffee stations with light refreshments thrice per day.
- Provide daily buffet lunch with non-alcoholic beverages
- Maintain bottled water and glassware on the podium and delegate tables, with mints.
- Deliver a standing welcome cocktail at the close of Day 1 with canapés and both alcoholic and non-alcoholic beverages, in a relaxed and well-presented space at the conference venue, with cocktail tables, a bar and service staff. Local entertainment may be included where budget permits.

- Arrange a group dinner for all delegates on Day 2 at a suitable nearby restaurant meeting dietary and accessibility requirements, with transport provided to and from the venue.
- Ensure every catering element accommodates the dietary requirements provided by EFInA.

International delegate travel

The firm will plan, book and manage travel for the international delegation of four speakers. Responsibilities cover the following.

- Explain the visa process to each delegate, collaborate with EFInA to issue letters of invitation, liaise with visa management companies, and pre-fund or reimburse visa costs.
- Book flights on reliable carriers offering a direct routing where available.
- Arrange airport meet-and-greet, airport transfers, and ground transportation throughout each delegate's stay.
- Coordinate accommodation at the conference hotel, limited to one night before and one night after the scheduled programme. Room rates are settled directly by EFInA.
- Arrange for out-of-conference meals to be billed to the hotel within the applicable daily limit, or pre-fund per diems where that is the agreed route.
- Organise a half-day cultural excursion for international delegates, either as a standalone activity or built into the programme.
- Reimburse or pre-fund vaccinations and any international power adapters required.
- Source and present thank you gifts for international delegates.
- Maintain a visa and travel status tracker shared with EFInA and updated weekly from appointment, moving to twice weekly from 1 October.

Our travel policy governs cabin class and the daily meal limit.. These policies will be shared in full with the successful firm at contracting. For the purposes of the financial proposal, firms should state the assumptions they have applied on cabin class, daily meal allowance and gift value, and price accordingly. Assumptions will be reconciled against the applicable policy at contracting and the budget adjusted where necessary.

Protocol and security

- Work with EFInA to establish and observe the protocol requirements that apply.
- Arrange security and escort provision appropriate to the delegation, coordinating with the relevant authorities.
- Brief venue and supplier staff on protocol expectations before delegates arrive.

Event photography

- Contract a photographer to record the convening.
- Deliver the full image set to EFInA on completion.

Timeline

The convening is scheduled for October 14 and 15, 2026, in Ikeja, Lagos. Firms should note that international visa processing and business class fare availability both require lead time, and should reflect this in the proposed work plan.

Proposal requirements

Proposals should be submitted in two parts, technical and financial, as separate documents.

1. Technical proposal

- a. Company profile
- b. Relevant experience with comparable assignments, including client references EFInA may contact.
- c. Proposed approach and methodology addressing elements of the scope.
- d. Detailed work plan with milestones mapped to the deliverables and timelines.
- e. Details of the named project lead, the proposed team and any subcontractors

Financial proposal

- f. A detailed cost breakdown by line item, showing unit cost, quantity, and duration for each.
- g. All fees stated separately and clearly labelled, including any management, administrative, professional or coordination fee, with the basis for each explained.
- h. Contingency stated separately, with the basis for the percentage applied.
- i. Value added tax shown separately

Note that the financial proposal will be assessed on transparency and value for money, not on headline price alone. A proposal that carries unexplained fees will score poorly against this criterion.

Evaluation criteria

Criterion	Weight
Demonstrated experience with multi-stakeholder convenings	30
Experience (or sub-contractor's experience) managing international delegate travel, including visa facilitation and protocol for government guests	20
Quality of the proposed approach, work plan and staffing	20
Financial proposal, assessed on transparency and value for money	30
Total	100

Proposal Content & Submission Requirements

Proposals should be submitted via email to careers@efina.org.ng and ookafor@efina.org.ng by 5:00pm West Africa Time on Thursday, 10 September 2026.

Clarification questions may be submitted to ookafor@efina.org.ng by Monday, 7 September 2026. Responses will be circulated to all firms that have expressed interest.