



CALL FOR EXPRESSION OF INTEREST: Event planner

Background

About Tanzania Data Lab (dLab)

Tanzania Data Lab (dLab) is incorporated in the United Republic of Tanzania under the Non-Governmental Organizations Act, 2002 as a Non-Governmental Organization (NGO) with a registration number 00NGO/0009516. It envisions Africa where data is frequently and effectively used to inform policy and decision-making at all levels by strengthening data ecosystems and data usage in innovation, policy and decision-making in the areas of health, gender equality and economic empowerment in Tanzania and Africa.

To achieve its mission and vision, dLab implements its activities through its strategic plan of 2019-2023 which focuses on four pillars:

- Community Engagement
- Capacity Development
- Data Science Services
- Research and Innovation

About Data Tamasha

Data Tamasha is dLab's biennial flagship event that celebrates and showcases the role of data and data driven innovation in development. It brings together data enthusiasts, leaders and practitioners across industries, the public sector and academia. It involves dialogues, panel discussion, presentations, demonstrations, interactive sessions, exhibitions and public out-reach activities.

The theme for the 2021 Data Tamasha is “**Unboxing Data for the Digital Economy**” – scheduled for 6-8 December 2021, at the College of Information and Communication Technology (CoICT), University of Dar es Salaam (UDSM), Kijitonyama Campus, Old Bagamoyo Road, Dar es Salaam.

Tanzania Data Lab would now like to invite qualified candidates to submit expressions of interest for the role of **Event planner** for Data Tamasha 2021.

Eligibility

This “Call for Expression of Interest” is **open to companies** who can demonstrate that they satisfy all regulatory and professional requirements for the provision of event planning services. The company should have:

- Experience in managing events planning and set up.
- Experience in working with both local and international Organizations
- Experience in handling Corporate events
- Be able to furnish proof of registration, valid business licence, tax clearance certificate, and **EFD receipts** during respective procurement stages.

How to apply

Interested companies should submit **a proposal including a breakdown of costs** to Executive Director, Tanzania Data Lab (dLab), P.O. Box 33335, Dar es Salaam, Tanzania, E-mail: connect@dlab.or.tz and copy nguza@dlab.or.tz.

Kindly use the following subject **‘Data Tamasha 2021 Event planner Application’**

Terms & Conditions

1. dLab reserves the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call at any time prior to the execution of the written contract.
2. Should the call for interest cover several items or lots, dLab reserves the right to award a contract for only some of them.
3. dLab shall not be liable for any compensation with respect to the costs incurred by the applicant on the development of proposals for this call.

Deadline to express interest: November 6, 2021

Detailed Terms of Reference

Objectives of the Assignment

dLab is interested in engaging a consultant to provide event setup and management services that will provide a world class conferencing experience.

Scope of work

dLab envisions the scope of work for this assignment as involving coordinating the following activities:

A. Pre-event

- Ideating and conceptualizing event concept

- Design & develop a detailed event plan with timelines and budget.
- Manage event venues and ensuring all necessary equipment are available
- Work closely with the dLab to ensure that all needs are met.

B. During the event

- Managing set up, tear down and clean-up operations (Conference, Exhibition, Exhibition areas and Gala dinner).
- Organizing Suppliers, moderators, staff, entertainment and all other logistics.

C. Post-event

- Prepare an event Report based on event designing and set up.

The consultant will work closely with the Finance & admin Manager and the Data Tamasha Team and will participate in key meetings when required.

Deliverables

- Collaborate with sub-contractor like graphics designer, printing house to ensure all needs are met interms of designing and measurements.
- Event venue layouting and planning
- Identification of collaterals for designing and printing
- Event set up
- Manage branding of booth and venues
- Final report 10 days after the event

Time

The event planner will observe the following timeline:

November 15: Event set up & designing (Visual designing)

December 5: Event set up Data Tamasha 2021

December 6-8: Data Tamasha Event

December 18: Submit the Data Tamasha 2021 report