

Terms of reference (ToRs) for the procurement of services below the EU threshold

CONSULTANCY TO PROVIDE EVENT MANAGEMENT SERVICES FOR THE ORGANIZATION OF THE 2026 GHANA CAREER FAIR AND MIGRATION FAIR	WBS	Element/
	cost centre:	
	G-012342-135.04	

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0. List of abbreviations

AVB – General Terms and Conditions of Contract (AVB) for Supplying Services and Work
2024

ToRs – Terms of Reference

ZME – Centre for Migration and Development

GEC – Ghanaian European Centre for Jobs, Migration and Development.

MLJE – Ministry of Labour, Jobs and Employment

EU – European Union

1. Background

The Programme “Centre’s for Migration and Development” (ZME) is a global project whose objective is to contribute to the management of migration, particularly regular migration, regional migration, and reintegration. Through its interventions, the program intends to contribute to the facilitation of regular labour migration to Europe and Germany, the economic and social reintegration of returnees on the one hand and to facilitate access to new development opportunities for the local population comprising of the vulnerable women and the youth.

According to its objectives, the programme’s missions are to provide accurate and reliable information to its clients, to support their skills development needs, and to coach their professional development through entrepreneurship or compensated employment. To this end, it has set up a counselling and service provision structure in Ghana, the Ghanaian-European Centre for Jobs, Migration and Development (GEC).

The GEC, in partnership with the Labour Department of the Ministry for Employment and Labour Relations (MELR) and other related partners is organizing the Ghana Career and Migration Fair, which is scheduled for September 30th, 2026 in Takoradi either at the Best Western Plus Serene Hotel or Planters Lodge. The event is part of efforts to sensitize the Ghanaian labour market stakeholders within the skilled Labour Migration sector, including, skilled employment, educational and Technical and Vocational training opportunities within the subregion and in the larger EU job market.

This will complement efforts by the Government of Ghana to broaden the horizon of the Ghanaian stakeholders to explore such opportunities as improving youth employment through Technical and Vocational skills training for sustainable job creation, entrepreneurship, and soft skills development for skilled migration (for work) in Germany and the EU. The fair has the added value of availing to patrons’ opportunities for enhancing their knowledge of the world of work (in Ghana, the subregion and within the EU).

To this end, the services of a service provider is required to provide event management services for the Career and Migration Fair.

Objective

The overall objective is to ensure a highly professional, timely and customer-friendly event experience for all event participants (project stakeholders, job seekers, organizers, dignitaries, and exhibiting companies.) The event is set to have nationwide relevance and impact hence

should be considered as a high profile and signature event on regular and regional migration, and employment promotion.

To achieve this, the service provider will be responsible for key logistical arrangements for the fair.

2. Task(s) to be performed by the service provider.

The programme involves a consultancy involving a consultation and cooperation with the GEC/GIZ team. In accordance with the following Terms of Reference, the service provider shall:

- Provide an overall event set-up for a job fair including the following:
 - Assemble 60 booths (with an option to increase): with size 300cm x 200 cm, 2 chairs, a desk including covering, 1 waste bin, 1 socket, lighting and electricity as well as visibly displayed labels for each booth. The arrangement of the booths would be decided solely at the discretion of the GIZ representative.
 - Provision of ushering services (20 persons)
 - Set up 4 break out rooms with size (15 x 13 metres) with panels in the hall.
 - Provision of 20 directional and orientation signs (11.7 x 16.5 inches) at the event to enable participants navigate around.
 - Mount 10 banners (12ft x 8ft) and 15 posters (5ft x 3ft) inside and outside the venue
 - Provision of a 1 Stage (24ft x 16ft x 2ft) together with a led screen (20ft x 12ft) serving as a backdrop for the event.
 - Provision of a P.A system with microphones.
 - Produce, place and mount 30 flag posts at strategic locations by the street within the venue enclave for 4 days.
 - Provide and operate 15 digital registration machines. No printing required for participants attending the event.
 - Provide attendance tags for both participants (job seekers) and event stakeholders (organizers, dignitaries and employers)
 - Provide 10 external canopies (marquee tent) which will serve as a shade.
 - Provide one standby fire service tender
 - Provide, place and mount 5 (49") TV's stands to show the floor plan of the event.
 - Provide 10 security personnel for the event
 - Provide a medical team with an ambulance service.
 - Provide a 1 lectern to be used for speeches.

- Provide items(scissors, stanchions or stand, ribbons) to be used for a ribbon cutting ceremony (opening of the fair)
- Conduct a recce at the selected venue and draw a floor plan indicating all logistics.
- To finalize set up of all logistics on the 29th September, 2026 by 6pm.
- Disassemble all mounted and installed items at the end of the fair.
- Ensure there are no damages to the venue with the installation and deinstallation of items.
- Provide an overall report of the consultancy.

Kindly note all designs would be provided by GIZ/ GEC in relation to the printing of all communication materials.

Milestone	Date
Kick-off Meeting with GIZ/GEC	After conclusion of contract
Attendance of Weekly Preparatory Meetings	Weekly
Set up Day	September 29th, 2026
Provision of event logistics and technical support throughout the event.	September 30th, 2026
Submission of Final Report & Recommendations	2 months after conclusion of contract

3. Period of Assignment

The project time frame of the consultancy would be for 2 months.

4. Place(s) of Assignment

The event would be held in Takoradi.

5. Concept

In the bid, the service provider is required to demonstrate how the objectives defined in Chapter 0 would be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the service provider must describe the project management system for service provision.

Technical-methodological concept

Strategy: The service provider is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 2). Following this, the service provider presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 0).

Cooperation: In executing this assignment, the service provider interreacts with relevant actors in the project implementing areas/communities. The service provider should therefore indicate the strategy for establishing and then cooperating with the relevant actors (GIZ and beneficiaries)

Processes: The service provider is required to provide a detailed implementation plan – specifying work steps, milestones and schedules.

Other specific requirements

The project must be implemented with reference to greater equity in the delivery of the assistance and promote “do-no-harm” service delivery. The event management firm must adhere to sustainable event management practices and must include in their proposal such practices.

Project management of the service provider

The service provider must explain the approach for engagement and coordination with the GIZ/GEC project.

- The service provider manages costs and expenditures, accounting processes and invoicing in line with requirements of GIZ.
- The service provider reports regularly to GEC/GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2024.
- The service provider must provide a detailed personal assignment plan (specifying who, when, what work steps).

In addition to the reports required by GEC/GIZ in accordance with AVB, the service provider must adhere to the following reporting requirements:

The final report is to be submitted in English, by e-mail and hard copy (with photographs and diagrams if possible). The service provider shall maintain proper documentation process of all

interns and assess their evaluation and quality through a standard template. Reports should project the relevant targets and indicators and focus on the impact/results achieved. GEC shall monitor and supervise the work and review progress of the work, provide regular technical support and feedback and provide support for engaging stakeholders/actors as and when required. As a result, the selected training service provider will be required to keep close and constant touch with the GEC through the focal person.

The company will be expected to meet the following requirements:

- i. Minimum 5 years of relevant professional experience
- ii. Have supplier networks beyond Accra as activities would be organized out in Takoradi.
- iii. Stands should be certified according to GIZ standards for security in public work
- iv. At least 5 references of organizing similar activities undertaken in the past three years.

At least 5 years of experience in two or more of the following domains:

- i. Public event planning
- ii. Experience in organising the public events with international companies. E.g., Job/Trade fairs.

Facilitation of venues and accommodation for events.

6. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in marketing or any related course for event management

- General professional experience (2.1.3): 8 years of professional experience in the event management sector
- Specific professional experience (2.1.4): 5 years in corporate event management
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 2 years of experience in projects in Africa
- Development cooperation (DC) experience (2.1.7): 1 year of experience in DC projects

Key expert 1

Tasks of key expert 1

- Liaison between all service providers and the GIZ team
- Prepare and finalize floor plan of the event
- Participate in weekly team meetings to share progress of works.
- Execute a test run of all services

Qualifications of key expert 1

- Education/training (2.2.1): Bachelor's degree in marketing or any related course for event management
- General professional experience (2.2.3): 5 years of professional experience in the event management sector
- Specific professional experience (2.2.4): 2 years in corporate event management
- Development Cooperation (DC) experience (2.2.7): 1 year of experience in DC projects

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

7. Costing Requirements

Fees	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	25	25	
Key Expert 1	1	25	25	

Travel Costs	Quantity	Number of Expert	Total	Comments
Flight	2	2	4	A maximum of 2 round trip flights from Accra to Takoradi for 2 experts
Haulage Fees	1	1	1	Transportation of Logistics
Travel expenses (Car Rental and Fuel)	7	1	7	Car rentals should not surpass 7 days. Travel within the country of assignment, transfer to/from airport etc. GIZ would not be responsible for the rental of cars in principal location of business for the consultant.
Overnight allowance in country of assignment for domestic experts	7	2	14	Accommodation for experts who would have to travel to another region other than their duty stations. A maximum of 7 nights per consultant making a total of 14 nights.
Per-diem allowance in country of assignment for domestic experts	7	2	14	Per Diem costs for experts who would have to travel to another region other than their duty stations. A maximum of 15 days per consultant. Per Diem of up to GHS 450 cannot be exceeded for full days (24 hours)
Per-diem allowance in country of assignment for domestic experts for travel days	4	2	8	Travel Cost Per Diem of up to GHS 225 cannot be exceeded for travel days (8 hours-23 hours)
Other Cost	Quantity	Frequency	Total	Comments
Booth Setup	60	1	60	Assemble 60 booths with size 300cm x 200 cm. Each booth should have 2 chairs, 1 desk including covering, 1 waste bin, 1 socket, lighting and electricity as well as visibly displayed customized labels.
Breakout Rooms	4	1	4	Construct 4 breakout rooms with panels with size 15 x 13 metres

Ushers	20	1	20	
Mount Directional and Orientational Signs	20	1	20	Each sign would be 11.7 x 16.5 inches.
Mount Banners	10	1	10	12ft x 8ft
Mount Posters	15	1	15	5ft x 3ft
Stage Set up	1	1	1	24ft x 16ft x 2ft
Led Screen	1	1	1	20ft x 12ft
P.A System	1	1	1	- Professional grade P.A system suitable for indoor conference and exhibition event with an estimated capacity of 1000 participants. - Uniform sound coverage for main conference area and exhibition area,, 60 booths and participant walkways. - Full-range powered speaker system for the main conference area to support speeches, presentations, panel discussions and opening ceremony proceedings. - Minimum of 4 full range powered speakers for the main conference area to ensure clear sound distribution. - Minimum of 16-channel professional digital audio mixer with sufficient input channels to manage microphones, laptops, multimedia playback, livestream audio feed and other other audio sources - Minimum of 5 wireless handheld microphones for speakers, moderators and audience engagement. - Minumum of 2 wireless lapel/headworn/headset microphones for presenters and panelist.

				• Minimum 2 stage monitor speakers for stage participants (moderator, presenters and panelists.) • Audio connectivity for laptops, multimedia playback, livestreaming and event presentations. • All required audio cables, speaker stands, power extensions, connectors and connection accessories should be provided. • Professional sound engineer and technical support throughout setup, event execution and dismantling • System shall support speeches, panel discussions, background music, and venue-wide announcements with clear speech intelligibility and minimal feedback.
Mount Flag Poles with printed Flags	30	4 days	120	Mount flag poles with customized printed flags for 4 days
Digital Registration Machines	15	1	15	Provide 15 digital registration machines to register participants. GEC would provide the contents of information to filled by participants.no printing is required
Attendance Tags for Participants	800	1	800	Branded attendance tags for participants (job seekers). GEC to confirm design. Should be reuseable.
Attendance Tags for Stakeholders	300	1	300	Branded attendance tags for organizing team, dignitaries and employers. GEC to confirm design. Should be reuseable
Outdoor Canopies	10	1	10	Rental of 20 x 20 ft canopy (marquee tent) for a day
Fire Service Tender	1	1	1	Rental of 1 Fire service tender to be on stand by
Medical team with ambulance	1	1	1	Medical team with ambulance.

Security Personnel	10	1	10	Security personnel
Mount TV with stands	5	1	5	Rental of 49" television with stands
Lectern (Speaker Stand)	1	1	1	
Ribbon Cutting	1	1	1	Items required for a ribbon cutting ceremony (opening of the fair) include: scissors, stanchions or stand, ribbons. Note: ribbons should be installed on stands or stanchions at least 3.5ft.

8. Requirements on the format of the bid

The structure of the bid and that of the ToR must correspond with each other. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid should be drawn up in the English language.

The complete bid (excluding CVs) shall not exceed 5 pages.

The page limits should be carefully considered since, pages with content appearing after the maximum page lengths will not be included in the assessment.

Please calculate your price bid based on the exact costing requirements. In the contract the service provider has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, administrative/office cost, accommodation/medical cost). The price bid will be evaluated based on the specified lump sum price.