

TERMS OF REFERENCE

Event Management and Logistics Services

Event: Africa Cancer Implementation Forum (ACIF)

Proposed Date: 6-8 December 2026

Location: Abuja

Procurement Method: Request for Proposal

Expected Participants: 30–50

Contracting Organisation: City Cancer Challenge Foundation (C/Can)

Background

City Cancer Challenge Foundation (C/Can) is convening the Africa Cancer Implementation Forum in Abuja to bring together a focused group of stakeholders working to strengthen cancer care implementation and health systems across Africa.

The Forum will convene policymakers, government and national cancer programme representatives, healthcare professionals, development partners, civil society and patient organisations, private-sector partners and other implementation actors to exchange experiences, identify common implementation barriers, share practical solutions and strengthen collaboration. The Forum is intended as an interactive working and learning platform, with a strong emphasis on peer exchange and practical implementation.

C/Can therefore seeks an experienced event management service provider to coordinate the logistical and operational requirements before, during and immediately after the Forum.

Purpose of the Assignment

The purpose of the assignment is to provide end-to-end event logistics and coordination services to ensure a professional, efficient and seamless participant experience. The selected provider will work closely with the C/Can Organising Committee. C/Can will retain responsibility for the Forum's programme, participants, speakers, partnerships and strategic direction.

Scope of Services

Pre-event planning and coordination

- Develop and maintain a detailed event logistics work plan and timeline.
- Participate in planning meetings with C/Can.



- Coordinate venue, suppliers and other service providers.
- Develop event-day run sheets, staffing arrangements and contingency plans.
- Flag risks, delays and budget implications in a timely manner.

Venue and event setup

- Liaise with the selected Hotel on room configurations and event requirements.
- Coordinate meeting spaces, registration area, breakout arrangements and catering areas.
- Prepare seating/floor plans and oversee setup and dismantling.
- Coordinate signage, staging, furniture and related requirements.

Registration and participant logistics

- Support participant confirmation and logistical communications.
- Maintain participant logistics information, including accommodation, transfers, dietary and accessibility needs where applicable.
- Prepare badges and registration materials.
- Manage onsite registration and participant support.

Speaker and VIP logistics

- Coordinate approved logistical arrangements for speakers, VIPs and special guests.
- Support arrival, accommodation, transfers and onsite requirements where applicable.
- Coordinate protocol arrangements communicated by C/Can.
- Provide contingency support for delays or programme changes.

Audio-visual and technical support

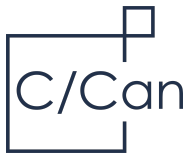
- Coordinate appropriate AV requirements, including sound, microphones, screens/projectors, presentation equipment, internet and technical support.
- Ensure technical testing before the event and backup arrangements for critical equipment.

Branding and event materials

- Coordinate production of approved event signage, badges, agendas and other materials.
- Ensure all branding and materials receive C/Can approval before production.

Catering, transport and accommodation coordination

- Coordinate agreed catering requirements and dietary needs.
- Liaise with the hotel regarding participant accommodation and rooming lists.
- Coordinate airport/local transfers for designated participants where required.



Event-day management

- Deploy an experienced onsite event management team.
- Oversee suppliers, registration, catering, AV, room setup and transportation.
- Work closely with the C/Can Organising Committee throughout the Forum.
- Resolve logistical and technical issues promptly.

Post-event support

- Coordinate dismantling and recovery of event materials.
- Submit final supplier and expenditure reconciliation.
- Provide a short post-event logistics report.

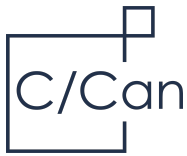
Key Deliverables

Deliverable	Timing
Detailed logistics work plan and budget	Within 10 working days of contract
Venue, catering, seating and logistics plan	Prior to event
Registration and participant logistics plan	Prior to event
Speaker/VIP logistics plan	Prior to event
AV/technical and supplier plan	Prior to event
Risk and contingency plan	Prior to event
Event-day staffing and run sheet	Prior to event
Full onsite coordination	During event
Financial reconciliation and final report	Within 10 working days after event

Required Experience

The service provider should demonstrate:

- Minimum five years' relevant event management experience.
- Experience delivering conferences, forums, workshops or similar events.
- Experience coordinating events involving government, international organisations, development partners or senior-level participants.
- Strong supplier, logistics and budget management capacity.
- Experience with audiovisual and event production.
- Capacity to deploy an experienced onsite team in Abuja.
- Strong knowledge of the Abuja events and hospitality market.



Experience in health, international development, government or multi-country events will be considered an advantage.

The provider must be based in Abuja, Nigeria.

Proposal Requirements

Interested providers should submit a concise proposal of maximum three pages, excluding the detailed budget, including:

- Brief company/consultant profile.
- Understanding of the assignment and proposed approach.
- Proposed team composition, roles and responsibilities, and lead Event Manager.
- Details of at least three comparable events delivered.
- Preliminary risk and contingency approach.
- Detailed financial proposal.

The financial proposal should clearly distinguish professional/event management fees from third-party costs and items, as applicable: AV/technical production, Registration materials, Branding and printing, Accommodation coordination, Catering, Transportation, Photography/videography, and Staffing.

All costs, fees, mark-ups and assumptions should be clearly stated. No expenditure outside the approved budget may be incurred without prior approval from C/Can.

7. Evaluation Criteria

- Understanding of the assignment and proposed approach – **25%**
- Relevant experience – **25%**
- Proposed team and local delivery capacity – **20%**
- Financial proposal and value for money – **30%**

C/Can is not obliged to select the lowest-cost proposal and may request clarification or negotiate elements of the selected proposal.

8. How to Apply

Interested service providers should submit their technical and financial proposal to: africa@citycancerchallenge.org

Subject: RFP – Event Management Services – Africa Cancer Implementation Forum

Deadline: 10 September 2026

Only shortlisted applicants may be contacted.