



Terms of Reference

Professional Conference Organiser for the 2026 YouthConnekt Africa Summit

Job Title:	YCA Summit '26 Professional Conference Organiser (PCO)
Duty Station:	Kigali, Rwanda
Type of contract:	National /Local Consultancy Firm

1. BACKGROUND AND CONTEXT

YouthConnekt Africa (YCA) is a continental platform empowering youth to drive socio-economic transformation under AU Agenda 2063. Present in 39 member states, the initiative is coordinated centrally by the YouthConnekt Africa Hub. The 8th edition of the YouthConnekt Africa Summit will take place from November 25-27, 2026, at the Kigali Convention Centre (KCC), Kigali, Rwanda, under the theme *"Shaping the Generational Mission."* The event expects 3,000 delegates, including Heads of State, policymakers, business leaders, and youth innovators.

2. SCOPE OF WORK AND RESPONSIBILITIES

The YCA Hub seeks to engage a qualified professional conference organiser company to plan, manage, and deliver the 2026 YouthConnekt Africa Summit.

The scope of work for the professional conference organiser (PCO) firm will primarily cover the technical planning, production, and operational delivery required to ensure the successful organisation of the 2026 YouthConnekt Africa Summit. Working closely with a multi-stakeholder National Organising Committee (NOC), the company will be responsible for delivering the following:

a) Event planning and coordination

- Develop and monitor event readiness milestones, ensuring that all critical preparations are aligned and executed on time.
- Participate in all National Organising Committee meetings, technical briefings, site visits, rehearsals, and other preparatory activities required for effective delivery.
- Lead the overall on-site coordination and event command structure, ensuring effective coordination of all direct and indirect service providers, contractors, sponsors, partners, and other key stakeholders during the Summit to ensure smooth and timely execution.
- Develop and maintain a risk management and contingency plan covering key operational and technical risks.
- Provide regular progress updates and implementation reports to the YCA Hub, the Ministry of Youth and Arts (MoYA) and the National Organising Committee (NOC).

b) Event Branding, Venue Setup and Production

- Plan, coordinate, and deliver the physical setup and visual branding of all Summit venues and event spaces, including:
- Develop the overall venue layout and setup plan in line with the Summit programme, expected attendance, and participant flow.

- Design the overall look and feel of the event (with 3D mock-ups), ensuring alignment with the Summit's visual identity, YCA Branding guidelines, theme, and overall vision.
- Provide and coordinate the setup (décor, audio-visual and seating arrangements) of plenary, breakout rooms, exhibition areas, networking spaces, Accreditation areas, Gala dinner, YCA steering committee meeting, pre-summit events, VIP areas, media spaces, and other designated zones.
- Provide and install stage audio-visual equipment, backdrops, banners, directional signage, digital screens, branded structures, and other visibility materials per room and venue requirements
- Develop and manage the stage management plan in line with the Summit programme and production schedule including session transitions, timings, presentations, videos, performances, and other stage elements
- Ensure consistent branding and visibility of principle organisers, sponsors, partners, and other key stakeholders, in line with agreed visibility alignments
- Conduct venue inspections and final readiness checks ahead of the Summit and address any setup or branding gaps.
- Deploy technical staff to manage the audio-visual production throughout the event.

c) Simultaneous Interpretation

Provision and management of high-quality simultaneous interpretation services to ensure effective multilingual participation throughout the Summit (French, English & Arabic), including:

- Provide and install professional interpretation booths, consoles, headsets, receivers, microphones, and related equipment.
- Determine interpretation requirements based on the Summit programme, languages, session formats, and expected participation.
- Provide qualified and experienced simultaneous interpreters for all designated sessions and official proceedings (Auditorium, all MHs, AD10, AD12, Steering Committee venue).
- Ensure full technical integration of interpretation systems with the Summit's audiovisual and sound systems.
- Conduct technical testing and rehearsals ahead of the Summit and provide on-site technical support throughout the event.
- Coordinate with speakers, moderators, stage managers, and technical teams to ensure smooth interpretation during sessions.
- Ensure adequate equipment distribution, collection, maintenance, and replacement throughout the Summit.

d) Exhibition Booths and Youth Marketplace

Design, setup, and management of exhibition spaces to provide an engaging and professional environment for partners, exhibitors, youth-led enterprises, and other stakeholders, including:

- Develop the exhibition layout and floor plan in coordination with the YCA Hub and Organising Committee.
- Coordinate the allocation, satisfaction and production of customised booths with related equipment (furniture, digital screens, power sockets...) for partners, sponsors and exhibitors
- Propose space-efficient exhibition solutions for youth-led businesses per country delegations (5 per country)
- Provide clear **exhibitor guidelines and technical specifications** to ensure consistent presentation and branding.
- Assign designated focal points to guide partners who want to hold exhibition booths taking guidance from the YCA summit organising committee.

e) Accommodation and transport of participants

- Provide a reliable (existing and operational) digital booking systems to manage hotel reservations and tracking for efficient coordination and informed decision-making.
- Support the airport help desk to provide Summit information, guide arriving delegates, and coordinate airport pick-ups and drop-offs to designated hotels in collaboration with the NOC Transport and Protocol Subcommittees.
- Assign dedicated ushers to designated VIP hotels (3) to facilitate effective hospitality, communication, participant guidance, and transport coordination.

f) Protocol and Ushers

Coordinate professional protocol and ushering services to ensure smooth participant flow, hospitality, and adherence to official protocol throughout the Summit, including:

- Provide and coordinate trained ushers and protocol officers across all key Summit venues and activities
- Support the implementation of official protocol arrangements in coordination with the NOC Protocol Subcommittee for high-level guests and delegations.
- Assign dedicated room managers to ensure smooth coordination and timely execution of sessions across all programme spaces
- Assign delegation liaison focal persons to facilitate effective communication and coordination with official delegations throughout the Summit.
- Support airport reception and departure arrangements in line with shared itineraries for VIPs, speakers, partners, delegations, and other delegates.
- Provide wayfinding and participant guidance across accreditation, plenary, breakout, exhibition, and networking areas.
- Coordinate closely with the YCA Hub, Organising Committee, security, transport, and venue teams.
- Conduct briefings and rehearsals to ensure all protocol and ushering teams are fully prepared.

g) KCC Room utilisation and Requirements

No.	Room	Requirements
1	Auditorium	i. Stage setup: Consideration of 2 proposed setup - Center stage - Front stage ii. Audiovisual Equipment (Sound system, LED Screens...) iii. Branding elements (banners, glass stickers, lighting...) iv. Livestreaming (Per session) v. Interpretation
2	MH 1	i. Front stage setup ii. Audiovisual Equipment (Sound system, LED Screens...) iii. Livestreaming iv. Branding elements (banners, lighting...) v. Interpretation
3	MH2	i. Center stage setup (the room will be used for TED talks) ii. Audiovisual Equipment (Sound system, LED Screens...)

		iii. Livestreaming (Per session) iv. Branding elements (banners, lighting...) v. Interpretation
4	MH3	i. Front stage setup ii. Audiovisual equipment (Sound system, LED screens...) iii. Livestreaming iv. Branding elements (banners, lighting...) v. Interpretation
5	MH4	i. U shape setup (for the policy roundtable discussions) ii. Audiovisual Equipment (Sound system, LED & TV monitor Screens...) iii. Livestreaming iv. Branding elements (banners, lighting...) v. Interpretation
6	AD 12	i. Conneking Zone (Speed dating setup) (Networking room) ii. Sound System iii. Branding elements (banner, lighting
7	AD 11	i. Front stage setup ii. Audiovisual equipment (Sound system, LED screens...) iii. Interpretation iv. Branding elements (banners, lighting...)
8	AD 10	i. Health Corner (Combined small group discussion & Counselling room) ii. Branding elements
9.	Mezzanine	i. Media Room Setup ii. Branding elements
10	Concourse	i. Youth Market Place (Exhibition for young entrepreneurs per country) ii. Efficient space design and smooth circulation
11	Foyer Areas	iii. Exhibition Space for partners iv. Branding elements (hanging banners...)

3. DELIVERABLES

No.	Deliverables	Description
1	Workplan for the summit organisation from Sept – December 7 th	Engage the YouthConnekt Africa Summit Organising Committee to develop a clear workflow and plan
2	Mock-up of full Event Production	Following consultations with organising committee propose 3D mock-up presentation of key event features – plenary room stage, breakout session room set up, key featured spaces, exhibition spaces, etc.

3	Proposal audio visual setup	Provide a proposal with clear technical specifications of the audio-visual production for review and approval
4	Final exhibition area and other featured area design mockups	Closer to the event, produce a design mock-up visualising the use of exhibition spaces and various rooms as required to ensure better coordination.
5	Weekly update reports September- October	Progress on Summit organisation plan/ planned activities/ including coordination with all companies involved in Summit preparation.
6	Final report	Approved Final Assignment report with detailed achievements/outcomes/ lessons learned of the 2026 YCA Summit

4. DURATION OF THE CONTRACT

The assignment is expected to run for three months, with payments structured and made against the satisfactory completion and acceptance of agreed deliverables.

5. DUTY STATION

The assignment will be carried out in Kigali, Rwanda. The contracted company will be responsible for all logistical arrangements and associated costs required for the successful planning and delivery of the Summit.

6. REQUIRED EXPERTISE AND QUALIFICATIONS

The Company shall have the required expertise and qualifications:

Experience:

- Minimum 10 years' experience in the event management industry.
- Having managed at least 5 high caliber (Heads of State, high level personalities, Ministers) international events/conferences of comparable magnitude with proven records and successful completion certificates;
- Assign a Senior Overall Coordinator, supported by at least three dedicated team leads, to oversee key areas of Summit delivery, including Programme, Production & Logistics, delegates management, and other relevant functions. Each team lead should have at least five years of relevant and diverse experience in the event management industry.
- Ability to develop and maintain strong working relationships both internally and externally, including government and international stakeholders;

General Team Qualifications and Skills:

- Excellent skills in event planning, coordination, communication and production.
- Strong communication and interpersonal skills;
- Ability to meet strict deadlines while producing high-quality work;
- Exceptional written and communications skills as writing, graphic design, editing and ability to communicate effectively and persuasively;
- Knowledge, understanding and experience of working in Africa.

LANGUAGES:

Fluency in English is mandatory. Proficiency in Kinyarwanda among ground operational staff and ushers is required.

7. EVALUATION CRITERIA

The company will be evaluated using the combined scoring method against a combination of technical and financial criteria. The maximum score is 100%, of which technical criteria equal 70% and financial criteria equal 30%.

The technical evaluation will include the following:

Criteria	Weight
Team composition and expertise: Dedicated Senior Overall Coordinator and at least three Project managers as well as team members with complementary expertise relevant to Programme, Production, Protocol, Logistics, and other key areas. Detailed CVs to be submitted for review.	20%
Relevant track record: Proven experience in delivering at least five international events/conferences of comparable scale and complexity, supported by tangible references and a portfolio of similar assignments, preferably including experience in Rwanda.	30%
Technical approach, production capacity and creativity: Demonstrated understanding of the assignment, strong production capacity, creative approach, effective coordination, and operational excellence, with experience in Rwanda considered an advantage.	20%
Financial Proposal : Competitiveness, completeness, cost-effectiveness, and value for money, taking into consideration the proposed scope of work and deliverables.	30%
TOTAL	100%

8. FINANCIAL PAYMENT MODALITY

To ensure effective delivery and alignment with key milestones, payments will be made against the satisfactory completion and approval of the following deliverables:

- **30%** upon approval of the inception report, detailing the event production mock-ups, implementation approach, workplan, and planning arrangements.
- **40%** upon successful completion of the Summit and delivery of the agreed event services
- **30%** upon submission and approval of the Final Report, completion of all outstanding activities, and satisfactory closure of the assignment.

9. APPLICATION MODALLITY & DEADLINE

Eligible applicants are encouraged to submit their bidding documents in a zipped file format via email to info@youthconnektafrica.org, using the subject line "YCA '26 Summit – PCO Application", no later than **13 September 2026**.

Any inquiries or requests for clarification may also be submitted to the same email address.