

## **CALL FOR BIDS - WEBINAR SERVICE PROVIDERS**

### **Organization Background**

The Konrad Adenauer Stiftung (KAS) is a political foundation, closely associated with the Christian Democratic Union of Germany (CDU). Promoting the rule of law is one of the top priorities in the work of the Konrad-Adenauer-Stiftung and based on the positive experiences of KAS rule of law program in other regions, the KAS Rule of Law Program in sub-Saharan Africa program was inaugurated in January 2006.

The objective of the Rule of Law Program for sub-Saharan Africa is to contribute to the development and strengthening of effective legal and judicial systems which conform to the requirements of rule of law and can support the same. By complementing and linking the work of the KAS country programs in the field of rule of law, this program aims at strengthening the rule of law in the individual countries, at the regional level and at the continental level through the AU by promoting networking and exchange of views and experiences among various key stakeholders.

In order to achieve its objectives, the program implements a variety of activities in collaboration with various partners on the continent. These include but are not limited to convening of conferences, workshops, seminars and other similar fora that will bring together various stakeholders; study and information visits around the world; as well as research, analysis and publication of comprehensive reports on the subject of the rule of law. The ultimate objective of such activities is to provide a platform for the exchange of ideas, experiences, successes and challenges with a view of analyzing them as means of finding solutions to some of the problems in the region.

In response to the air travel restrictions that have been put in place as a measure of reducing the spread of COVID-19, the rule of law program for sub-Saharan Africa has resorted to use webinars as a means of engaging with our target groups and partners as well as continuing with our objectives during these uncertain times.

### **The Assignment**

To provide a platform and offer technical expertise to support the Konrad-Adenauer-Stiftung's Rule of Law Program for sub-Saharan Africa in the execution of its webinar sessions.

### **Duties and Responsibilities**

The service provider shall be expected to:

- a. Plan the event;
- b. Brand, advertise and mobilize the audience;
- c. Provide Internet services;
- d. Videography;
- e. Online Streaming Services; and
- f. Preparing and publishing event reports.

### **Bidding Process and Application Deadline**

Interested bidders should submit their applications via email to be received latest by **Saturday May 23<sup>rd</sup> 2020**. The bidder **MUST** provide the following information:

1. Company profile;
2. Experience, expertise and competence;
3. Presence in the market (outreach within Africa will be an added advantage);
4. Technical capacity and IT infrastructure in place;
5. Trouble shooting /Back-up facilities and capabilities;
6. Ability to guarantee confidentiality and mitigate cyber-security risks;
7. Charges/Budget (specify either per event or per day)
8. At least 3 referees and their contacts;
9. Any other useful and relevant information.

Applications **MUST** be submitted by e-mail addressed to [Cindy.Salim@kas.de](mailto:Cindy.Salim@kas.de) and copied to [Peter.Wendoh@kas.de](mailto:Peter.Wendoh@kas.de). The email subject must read: **"WEBINAR SERVICE PROVISION"**.