

TMG Research gGmbH
EUREF-Campus 6-9
10829 Berlin

TMG Research gGmbH – EUREF-Campus 6-9, 10829 Berlin

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Berlin, 10.02. 2024

INVITATION TO PARTICIPATE IN:

CALL FOR TENDERS FOR THE PROVISION OF EVENTS & PARTICIPANT MANAGEMENT SERVICES FOR TMG RESEARCH GGBH

TENDER NO.: T.1000.25.001

Dear Sir/Madam,

TMG Research invites qualified individuals and/or organisations to submit tenders to provide services outlined below.

Please direct any questions regarding the Call for Tenders to the *Point of contact for Questions* listed below. All questions should be submitted in writing by email to the address stated in this Call.

TMG Research reserves the right to disqualify and reject proposals from suppliers who do not comply with the guidelines laid out in this letter and below. As part of this tender process, TMG Research makes no obligations in any way to:

- a) Pay any vendor for any Call for Tenders response; or
- b) Award the contract to the lowest or any specific bidder; or
- c) Accept any Tender information received from vendors; or
- d) Include vendors responding to this Call for Tender, in any future invitation; or
- e) Any other commitment to vendors whatsoever.

We look forward to receiving your response.

Yours sincerely,

TMG Research gGmbH

Email: info@tmg-thinktank.com

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TENDER NO.: T.1000.25.001

Disclaimer: TMG Research reserves the right to determine the tendering process, number of short-listed participants, the right to withdraw from the process, the right to change the time schedule at any time, and the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party whatsoever.

Synopsis:

Tender No. (To be quoted on all communication)	T.1000.25.001
Issuing office and address	TMG Research gGmbH EUREF Campus 6-9 10829 Berlin Germany
Point of contact for questions	Frederike Klümper Frederike.kluemper@tmg-thinktank.com, axelina.gunnarsson@tmg-thinktank.com
Email address for submission	Frederike.kluemper@tmg-thinktank.com , axelina.gunnarsson@tmg-thinktank.com
Date of call for tender	10 February 2025
Deadline for submission of bids	23 February 2025
Validity of Tender	Tenders will be deemed binding for 4 calendar weeks from the date of the deadline for submission of bids.
Award type	Consultant Contract (Freelance)
Duration of assignment including reporting	3-Mar-25 - 15-Jan-26
Available resources	Approx. 60 of Days of Work

Terms of Reference

Background

TMG Research, (TMG), is a Berlin-based research institute with a team based in Nairobi and projects across several countries in Africa and Asia focusing on Food Systems and Land Governance.

Working in close collaboration with diverse research and implementation partners, we co-design research projects that explore practical solutions for sustainability and governance challenges. An important characteristic of our research and partnership approach is that we seek to contribute to the broader enabling environment that allows for identified solutions to take hold and achieve scale. Through such iterative social innovations from the ground up, we contribute to local agency and engagement in reforming governance processes at sub-national and higher levels.

In order to support this work, we host events/workshops in various formats and in various countries. As such, we are currently seeking an Event and Participant Manager to support us in realising this aspect of our programmes.

Objectives

We are looking for a consultant to work with TMG between March 2025 - January 2026. The objective is to support the successful planning, coordination, and implementation of a series of diverse international events throughout the year in several of our projects. Through attention to detail, strategic foresight, and proactive problem-solving, the consultant will support us to facilitate the execution of high-quality events that foster meaningful engagement, knowledge exchange, and collaboration within the target audience.

Tasks

The following is an overview of the international events that will be supported from an event-management perspective by the consultant. The specific deliverables are outlined below. Additional smaller events or tasks may be added during the contract period, subject to mutual agreement and within the scope of the overall contract.

TMG Programme	Event	Month	# of Attendees (approx.)	International travels of participant required?	Location	Event management before the event / preparations	Event management during the event / on-site support
Hard Talk Adaptations	Political Event/Panel	April	25	Yes	Berlin, Germany	Yes	Yes
Hard Talk Adaptations	Political Event/Panel	Sept	25	Yes	Berlin, Germany	Yes	Yes
Hard Talk Adaptations	Political Event/Panel	Nov	25	Yes	Brazil - tbc	Yes	Yes
Land Governance	Women's Land Rights Workshop	Sept	45	Yes	Nairobi, Kenya	Yes	Yes

Deliverables

For each of the events throughout the contracted timeframe, the consultant's deliverables, in line with TMG's travel policy and approval framework, include but are not limited to:

- 1) Correspondence with participants and support in all travel arrangements, including information about possible reimbursables, flight bookings (and train where and if required), and visa applications;
- 2) Compiled lists of registered participants and attendees for each event, including contact information and attendance records;
- 3) Quotations for venues (if needed), hotel accommodation, secure and finalise booking of venue and accommodation, and management of ongoing communication with the chosen establishments in line with TMG's travel policy and budget;
- 4) Organise receptions and workshop dinners if needed (including procurement);
- 5) Booking of flights (and train where and if required) in close cooperation with TMG's travel agency, and in accordance with TMG travel policy and the German Federal Travel Law;
- 6) Support and follow up on visa application processes;
- 7) Monitoring and compilation of all relevant receipts and offers (visa, flights, accommodation) for proper documentation;
- 8) Ensuring comparative offers are collected and correctly archived where necessary, and that formal notes are prepared in line with TMG's procurement policy and funder rules;
- 9) Post-event tasks, including gathering participant feedback, reconciling event finances, and documenting key learnings to enhance future event planning efforts.

Any TMG policies or relevant funder rules will be provided to the selected consultant, and they will also have a point of contact for administrative questions on formalities for each event.

Additional information/Q&A

Database: *Is a system with a database available for mapping the event-relevant data or would preparation, implementation and processing be carried out using Excel?*

We do not have our own database system. Participant management will be done via Excel.

Invitation handling: *How are participants invited (digital, analogue) and how is the response process organised?*

Invitations will be sent out digitally by TMG or the selected event manager. Follow-up will be organised by the event manager. Cancellations and late registrations will be responded to individually in consultation with TMG.

Hotels: *Have the hotels already been reserved?*

Some rooms have already been reserved, namely for the workshop in June organised by the Land Governance Programme for 50 participants. A reservation for 40 rooms in one hotel has already been made. For the other events comparative offers from hotels, reservation, booking and coordination with the hotel is the responsibility of the event manager.

Venues and dinner locations: *How many dinners/ additional locations are expected per event? Are venues for the events already booked?*

Dinners could be included, in that case offers for venues, reservations, and coordination is the responsibility of the event manager as stated in Deliverable 3.

Transport: *Are airport transfers or other transport also to be coordinated?*

In Germany, this is generally organised by the participants themselves, who usually receive a travel allowance to cover the relevant costs incurred. For events in other countries airport transfers may need to be organised by the event manager.

Supplier Requirements

1. 3-5 years of experience and proven track record in organising international workshops in multicultural settings.
2. Excellent communication skills with a diverse group of actors (State and non-state actors, civil society organisations, international organisations etc.).
3. Excellent organisational skills (such as experience in procurement and selection of venues).
4. Excellent oral and written communication skills in English is a must, professional working proficiency in German is an advantage.
5. Willingness and ability to travel. The selected consultant may be required to attend some events in person. Where this is the case, TMG will cover necessary flight/train costs, accommodation, and visa (if necessary).

Application requirements

The application requirements include:

1. A detailed offer outlining your approach to event planning including response time. Choose one event from the list above and present a timeline, along with key tasks and strategies you propose to implement for its success.
2. The offer should also include the daily rate and maximum number of days to complete the work in EUR. Note: travel costs to events where needed, will be covered by TMG directly and do not need to be included in the financial offer.
3. CV(s) of the professional(s) who will work on the assignment.
4. At least 2 professional references from previous clients.

Submission of tender

The complete tender document should be sent by email in one pdf file to the email addresses listed on page 1 at the latest by the deadline stipulated on page 1.

Evaluation Criteria

Evaluation Criteria	Weight
Previous experience in organising international conferences or similar workshops	40%
Price	30%
Quality of event planning approach submission	20%
Language skills	10%
Total	100%