Global Energy Alliance
for people and planet

Request for Proposals

Purpose of Request for Proposal

The Global Energy Alliance for People and Planet invites proposals from qualified event management, convening suppoart, and stakeholder engagement consultants or firms to provide end-to-end planning and delivery support for a high-level curated convening on "Energy, Agrifood Systems and Opportunity for Women and Youth."

This Request for Proposal (RFP) seeks to engage a consultant or firm to provide event planning and logistical coordination, venue and supplier management, participant support, on-site delivery and post-event close-out services. The selected consultant or firm will work closely with the Global Energy Alliance, which will retain responsibility for the convening's strategic direction, agenda content, participant curation, and substantive framing.

Questions and submissions to be sent to Sarah Maina at sarah.maina@energyalliance.org and copy contractsgeappafrica@energyalliance.org no later than 6 November 2026 5:00PM (EAT).

Our Mission

The Global Energy Alliance is a collective movement for change, working to unlock renewable energy access in emerging economies. Clean energy is development; without it, every other form of progress is impacted. Today, half the world's population – 3.6 billion people live in energy poverty.

Formed on a spirit of radical collaboration, the Global Energy Alliance brings together philanthropy, governments, including our founder partners the IKEA Foundation, the Rockefeller Foundation and the Bezos Earth Fund, development partners, and the private sector to expand green energy access and support a just transition. Together, we seek to unlock a new era of inclusive economic growth while enabling the global community to meet critical climate goals within the next decade. Our mission is to accelerate a renewable energy tipping point that powers progress for people and the planet.

Background and Convening Context

Energy is a critical enabler of productivity, enterprise growth and employment across agrifood systems. From production to post-harvest handling and value addition, access to reliable energy can help expand economic opportunities. However, women and young people face barriers to accessing the assets, finance, markets and skills needed to translate these opportunities into jobs and income.

The convening will explore where energy is most catalytic across the agrifood value chain and what is required for women and young people to benefit. It will bring together practitioners and decision-makers to examine delivery gaps, identify practical interventions, and consider opportunities for coordinated action.

Discussions will focus on production, post-harvest and value addition, examining what is working, what remains missing, and where further action is needed. Across these stages, the convening will consider how energy interventions can

strengthen access to jobs, productive assets and income, together with the finance, market access and skills needed for women and young people to benefit from these opportunities.

The intended outcomes are a shortlist of practical interventions to test; input to strengthen Global Energy Alliance's value chain blueprints by identifying what is working, where gaps remain and what needs to change; and a concise synthesis of findings and proposed actions for discussion with partners and decision-makers. These outputs are intended to inform future programme design, partnership development, and implementation priorities.

Scope of Work

The Global Energy Alliance seeks a qualified consultant or firm to provide logistical and operational support for "**Energy, Agrifood Systems and Opportunity for Women and Youth**", planned for Nairobi in February 2027. The proposed format is a two-day convening with a working group of approximately 30-40 participants. Bidders must confirm the availability of their proposed team for the entire convening period, including all required set-up, on-site delivery, and post-event close-out days.

The selected consultant or firm will be responsible for planning and executing the logistical and operational requirements for the convening, including the site visit preceding the working sessions. The Global Energy Alliance will lead on the overall concept, agenda, participant curation, and substantive content, while the selected firm will focus on logistics, event management, participant support, venue coordination, and seamless on-site delivery.

Indicative Vendor Requirements

Bidders should demonstrate the organizational capacity, relevant experience, and appropriately resourced team required to plan and deliver a high-quality, participant-centred convening. This should include demonstrated experience managing comparable multi-stakeholder events; coordinating venues, suppliers, participant logistics, and on-site delivery; maintaining appropriate operational, financial, and risk controls; and the ability to meet Global Energy Alliance's applicable due-diligence, safeguarding, accessibility, data protection, sustainability, and contracting requirements.

The Consultant's Role

The selected consultant's role will be divided into separate tasks with detailed activities and expected outputs as indicated below.

Task	Activities	Expected Outputs
Task 1: Pre-Event Planning and Coordination	• Assign a dedicated event lead / focal point for the assignment • Develop a detailed event workplan, coordination tracker, and delivery timeline • Hold regular planning check-ins with Global Energy Alliance	• Detailed event workplan and coordination tracker • Event operations and delivery plan, including a site visit itinerary and transport arrangements

	• Prepare an event operations plan covering participant flow, room set-up, venue requirements, and supplier needs	
Task 2: Venue and Supplier Coordination	• Global Energy Alliance will retain responsibility for venue shortlisting, selection, negotiation and contracting • Once the venue is contracted, the vendor will coordinate with the confirmed venue and relevant suppliers, including transport providers • Manage room set-up, audio-visual requirements, catering, signage, and seating arrangements • Confirm all logistical arrangements in advance of the event	• Final venue and supplier coordination plan • Confirmed logistics checklist
Task 3: Participant Logistics and Event Materials	• Global Energy Alliance will manage the invitation and RSVP process • Support participant logistics as required • Prepare name tags, registration lists, signage, and event materials • Support participant communication related to logistics, where needed	• Participant logistics tracker • Registration and event materials
Task 4: On-Site Event Delivery	• Provide on-site event management throughout the convening, including the site visit before the working sessions • Manage registration, room readiness, vendor coordination, troubleshooting, timekeeping, and participant flow • Ensure seamless coordination of venue services, site visit logistics and session delivery during the convening	• Smooth and professional on-site event delivery • On-site coordination notes and issue log, if applicable

Task 5: Post-Event Close-Out	• Submit final attendance records and reconciled event costs • Provide a brief post-event logistics report highlighting delivery, challenges, and lessons learned • Share final event materials and documentation developed under the assignment	• Final logistics and close-out report • Attendance list and reconciled cost summary

The RFP Process

The Global Energy Alliance seeks input from prospective bidders regarding their capabilities, relevant experience, staffing, and commitment to inclusive and environmentally responsible delivery practices. The RFP process will be conducted in line with Global Energy Alliance's procurement principles, with a focus on value for money, transparency, fairness, and equal treatment of bidders.

We believe the information presented in this RFP provides enough detail for interested bidders to begin preparing their proposals. The Global Energy Alliance reserves the right to circulate responses to clarify questions to all participants where appropriate.

Financial Proposal Requirements

As part of the financial proposal, bidders are requested to provide a clear breakdown of their professional fees and costs associated with the end-to-end planning, coordination and delivery of the event. This should include project management, logistics coordination, supplier management, on-site support, and event execution.

The proposal should clearly distinguish professional fees from event delivery and reimbursable costs, specifying the treatment of venue and supplier costs, travel, accommodation, applicable taxes, contingencies, and any other anticipated expenses, and clearly identify all assumptions and exclusions.

Bidders should specify their professional rates and estimated level of effort by staff role. For initial costing, the proposed format is a two-day convening in or around Nairobi (location not yet confirmed but a maximum of 1 hour from the city) for approximately 30–40 mid-career professionals and practitioners from across Africa, including a site visit. Bidders should state their assumptions regarding the number and origins of travelling participants, accommodation nights and associated transport requirements.

Proposed timelines are indicated below.

Key Activity	Target Date
Issue RFP	Thursday, 29 October 2026
Intent to Bid/Bidder Questions	Tuesday, 3 November 2026
Response to Bidder Questions	Wednesday, 4 November 2026

Deadline for Submission of Proposals	Friday, 6 November 2026
Evaluation of Proposals and selection of Finalists	Monday, 9 to Friday ,13 November 2026
Interviews with Selected Finalists	Monday, 16 November 2026
Selection Announcement	Thursday, 19 November 2026

The following must be included in your proposal:

1. **Company Background:** Provide a brief description of your company including size of organization, history, core services, office location(s), and relevant portfolio.
2. **Organization and Staffing:** Provide the names and roles of the proposed team members who would support this assignment, including the principal contact person and event lead.
3. **Attributes and Approach:** State the qualities and attributes your firm brings to the assignment that distinguishes it from others.
4. **Experience and Technical Expertise:** Provide specific examples of similar convenings, workshops, stakeholder events, or high-level meetings delivered in the last three to five years. Include references.
5. **Approach and Methodology:** Describe your proposed approach to planning and delivering the convening, including logistics, coordination, risk mitigation, and quality assurance.
6. **Work Plan and Timeline:** Submit a clear and feasible workplan showing how you would deliver the assignment within the required timeframe.
7. **Pricing Overview:** Submit a detailed financial proposal with a transparent and itemised breakdown of all costs associated with delivering the assignment. Include any additional costs and describe your proposed pricing model.

Terms and Conditions

Reservation of Rights

The Global Energy Alliance reserves the right to reject any or all proposals submitted if it is deemed to be in the best interest of the Global Energy Alliance.

All proposals and supporting documentation shall become the property of the Global Energy Alliance, subject to claims of confidentiality in respect of the proposal and supporting documentation.

Global Energy Alliance reserves the right to check the accuracy of all information and to request official supporting documents. Applicants who provide inaccurate information can always be excluded from the RFP process.

Confidentiality

The Global Energy Alliance reserves the right to require any respondent to enter into a non-disclosure agreement.

Intellectual Property

Applicants may use publicly available information from Global Energy Alliance's website when preparing their proposals, with appropriate acknowledgement of the source. Any public or promotional use of Global Energy Alliance's or its funders' logos or trademarks requires prior written approval.

No Liability

The Global Energy Alliance shall not be liable for any costs incurred by prospective vendors in responding to this RFP prior to the issuance of a contract.

Entire RFP

This RFP, any addenda to it, and any attached schedules constitute the entire RFP. If it becomes necessary to revise any part of this RFP, the Global Energy Alliance will notify all participants.