**Addendum**

**Q & A for RFP/ 0073/AGRF/2020 Summit Content Development**

**Question 1:**

Does the scope of work include arranging for confirmed speaker flights, visas, & accommodation?

**Response:**

No, flights, visas and accommodation requirements will be taken care of by the speaker themselves or by the Secretariat, as appropriate.

**Question 2:**

Does the scope of work include actual event management and associated logistics e.g. badge printing, banners printing, audio video arrangements, furniture, and stationery procurement, etc.?

**Response:**

No, we have an Event Manager handling this component of preparations and delivery, while the Program Manager stays focused on session development, speaker prep, connecting with the A/V technicians where needed, managing the flow of sessions when underway, and delivering post session rapporteur sheets and follow up.

**Question 3:**

Does scope of work include photography & videography of the event/sessions?

**Response:**

No, a different vendor will handle this component, and the Service Provider will liaise with them only as appropriate.

**Question 4:**

Will current scope require the vendor to curate the AGRF Deal Room Sessions?

**Response:**

No, the deal room is a special event happening within the context of the AGRF Summit, but the vast majority of deal room “sessions” and B2B happen off-program. The scope of this procurement only includes a few sessions that are deal room related and come onto the formal AGRF Summit program.

**Question 5:**

Will scope require coordinating the AGRF booths (partners & exhibitors)?

**Response:**

No, the exhibition booths during AGRF are managed by the local Event Manager.

**Question 6:**

Does the scope of work require us to provide translation services on site to translate the entire AGRA event (every breakout session, and every main plenary session) throughout the summit?

**Response:**

No, there will be a dedicated set of interpreters in each of the sessions and translators to work on key document translation. Materials will need to be shared early enough and on time to facilitate this work by the interpreters and translators.

**Question 7:**

Could you share an indicative budget amount that has been allocated for this scope of work?

**Response:**

Our policy does not allow to share the budget. We request that provide us with your detailed budget as per the template provided in the RFP

***Note: Deadline for submission of proposals is March 25, 2020 12:00AM, East African Time.***