MESPT
MICRO ENTERPRISES SUPPORT PROGRAMME TRUST

REQUEST FOR PROPOSAL

FOR

PROVISION OF NON-CONSULTING SERVICES

ELIGIBLE TO INIDIVIDUAL CONSULTANTS ONLY

(NOT FIRMS)

LUMP-SUM CONTRACT

Description of Bid: MASTER OF CEREMONIES AND PHOTOGRAPHY, VIDEOGRAPHY & LIVESTREAMING SERVICES FOR BDCG ANNUAL CONFERENCE 2026.

Bid Number: MESPT-BDCG-003-2026.

Bid Closing/Opening Date: 9th November 2026

Bid Opening Time: 12:00 AM East Africa Time

Issue Date:30th October 2026.

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PART I: INVITATION TO BID

Micro Enterprises Support Programme Trust (MESPT) invites sealed bids from eligible candidates for: **MASTER OF CEREMONIES AND PHOTOGRAPHY, VIDEOGRAPHY & LIVESTREAMING SERVICES, BDCG ANNUAL CONFERENCE 2026.**

1. Interested and eligible candidates may obtain further information from the address below during business hours ***0800hrs to 1700hrs.***

Micro Enterprises Support Programme Trust (MESPT)

Tausi Lane 01, Westlands

P.O. Box 187-00606,

Nairobi, Kenya

Tel: 0722 207 905 / 0735 333 154

Email address: procurement@mespt.org

2. Bid documents herein are ***free of charge.***
3. All bids ***shall not*** be accompanied by bid security.
4. Complete bidding documents shall be submitted through electronic means in the manner indicated below:

[sent via email: procurement@mespt.org]

Bids must be received on or before the date and time indicated below;

Date:**9th November 2026.**

Time: **12:00 PM East Africa Time**

5. Prices quoted should be net inclusive of all taxes and quoted in ***Kenyan Shillings. Kindly note that MESPT is an appointed VAT holding agent and will remit 2% of the VAT on all vatable invoices.***
6. All prices shall remain valid for ***120 days*** from the closing date of the bid.

Send all clarification to procurement@mespt.org by 4th November 2026.

Chief Executive Officer

Micro Enterprises Support Programme Trust

TERMS OF REFERENCE (TOR)

Master of Ceremonies and Photography, Videography & Livestreaming Services, BDCG Annual Conference 2026.

BDS Donor Coordination Group (BDCG) Nov 2026

1. Background

The BDS Donor Coordination Group (BDCG) will hold its Annual Conference 2026 from 25th to 27th November 2026 at Pride Inn Paradise Beach Resort & Spa, Mombasa, Kenya. The theme is **Transforming African Market Systems: Innovating Local Solutions, Inclusive Finance, and Climate Resilience**.

The conference brings together market systems practitioners, governments, financial institutions, development partners, private sector leaders, researchers, innovators, youth entrepreneurs and policymakers from across Africa and beyond. Over three days it runs ten plenaries, an investment and innovation spotlight, facilitated business-to-business engagements and a cocktail dinner.

The programme follows three pillars:

- **Day 1 (Wed 25 Nov):** Productive and Resilient Market Systems
- **Day 2 (Thu 26 Nov):** Finance, Enterprise and Markets
- **Day 3 (Fri 27 Nov):** Governance, Inclusion and Scale

BDCG, working with MESPT, seeks a professional Master of Ceremonies (MC), together with a photography, videography and livestreaming services package, to anchor the conference and the cocktail dinner, and keep them running to time and to a high standard.

The same provider may deliver both components, directly or through a named partner. Where separate firms bid, BDCG may award the MC services and the media package separately.

2. Purpose and objectives

The MC will be the conference's main voice on stage for all three days and at the cocktail dinner, linking sessions into one coherent story from production to finance to scale.

The objectives are to:

1. Keep the programme on schedule and every transition smooth.

2. Frame each pillar and session so delegates see how it builds on the last.
3. Introduce dignitaries, keynote speakers, panellists and sponsors correctly and with the right protocol.
4. Keep energy and participation high, including during networking, B2B segments and the cocktail dinner.
5. Give partners and sponsors the visibility their packages promise.
6. Capture and broadcast the conference through high-quality photography, video and livestreaming, giving BDCG and its partners lasting content for communications and visibility.

3. Scope of work

The work runs in four parts for the MC (preparation, the three conference days, the cocktail dinner and a short close-out), plus the photography, videography and livestreaming package described below.

Before the conference

- Attend a briefing with the BDCG/MESPT conference secretariat and read the programme, concept note and sponsor list.
- Draft a full run-of-show script with session introductions, transitions and announcements, including the cocktail dinner, for secretariat approval.
- Confirm names, titles, pronunciation and order of precedence for dignitaries, speakers and sponsors.
- Agree cues, timing signals and contingency plans with the moderators, AV team and protocol officers.
- Take part in a technical rehearsal at the venue on 24th November 2026.

During the conference (25th–27th November 2026)

- Open and close each day, including Day 1 reflections and the recaps on Days 2 and 3.
- Anchor the Opening Ceremony: welcome guests, observe protocol, and invite official, BDCG leadership, keynote, partner and government remarks.
- Introduce each plenary, hand over to its moderator, and close it with a one-line takeaway.
- Keep every session to time, working with moderators to manage overruns.

- Make housekeeping announcements: breaks, lunch, the cocktail dinner, safety and logistics.
- Acknowledge sponsors and partners at agreed points, in line with their packages.
- Host the Investment and Innovation Spotlight and introduce the B2B engagements on Day 2.
- Anchor the Closing Session: the conference communiqué, partner reflections, closing remarks and vote of thanks.
- Handle last-minute programme changes, speaker absences and technical problems calmly, with the secretariat.

Cocktail dinner

- Host the conference cocktail dinner on Friday 27th November 2026 from 7.00 pm.
- Welcome delegates, partners and invited guests, and observe protocol for dignitaries present.
- Invite the host's welcome remarks, any toasts and sponsor remarks, in the agreed order.
- Acknowledge the partners and sponsors of the evening.
- Introduce and pace any entertainment, awards or recognition moments on the evening's programmer.
- Keep the evening lively and encourage networking between delegates, partners and exhibitors.
- Make closing announcements, including transport and the next day's start time.

After the conference

- Submit a short report within 5 working days: how the programme and cocktail dinner ran, issues met, and recommendations for future conferences.

Photography, videography and livestreaming package

- **Coverage plan:** agree a shot list, camera positions and livestream run-sheet with the secretariat, including dignitaries, partners and sponsors who need dedicated coverage.
- **Site and connectivity check:** inspect the venue before the conference and confirm a dedicated, tested internet connection with a backup (e.g. 4G/5G bonding) for livestreaming.

- **Photography:** at least two professional photographers covering all sessions, arrivals of dignitaries, the Chief Guest, panels, exhibition booths, B2B engagements, the cocktail dinner and an official group photo.
- **Videography:** multi-camera (at least two cameras) recording of the Opening Ceremony, all plenaries, the Investment and Innovation Spotlight and the Closing Session, with clean audio from the venue sound system.
- **Livestreaming:** stream the Opening Ceremony, plenaries and Closing Session live on BDCG's chosen platforms (e.g. YouTube, Facebook, LinkedIn or Zoom), with BDCG-branded overlays, lower-third speaker names and sponsor slides.
- **Same-day content:** supply 20–30 edited photos each conference day and a 60–90 second daily highlight video for social media, by 8.00 pm the same day.
- **Interviews:** record short (1–2 minute) vox-pop interviews with the Chief Guest, selected speakers, partners and delegates.
- **Back-up and data safety:** record locally alongside the livestream and keep two copies of all raw files throughout the event.
- **Post-production:** deliver the final edited media package within 10 working days of the conference (see section 5).

4. Programme the MC will anchor

The MC is on stage from 8:00 AM to about 5:00 PM on Days 1 and 2, from 9:00 AM to 2:00 PM on Day 3, and for the cocktail dinner.

Day	Time	Session	MC's role
Day 1 · Wed 25 Nov	9:00–10:00 AM	Opening Ceremony	Protocol, welcome, invite all remarks and keynote
Day 1	10:30 AM–5:00 PM	Plenaries 1–4	Introduce, hand over to moderators, keep time
Day 1	4:45–5:00 PM	Day One Reflections and Wrap-Up	Summarise insights, preview Day 2
Day 2 · Thu 26 Nov	9:00–9:30 AM	Recap of Day One	Lead the recap
Day 2	9:30 AM–3:00 PM	Plenaries 5–8	Introduce, hand over to moderators, keep time
Day 2	3:00–3:30 PM	Investment and Innovation Spotlight	Host and introduce presenters
Day 2	4:00–5:00 PM	Strategic Networking and B2B Engagements	Open, explain format, close

Day 3 · Fri 27 Nov	9:00–9:30 AM	Opening Reflections and Recap of Day Two	Lead the recap
Day 3	9:30 AM–12:00 PM	Plenaries 9–10	Introduce, hand over to moderators, keep time
Day 3	12:00–1:00 PM	Closing Session: From Dialogue to Action	Communiqué, partner reflections, closing remarks, vote of thanks
27th Nov. 2026	7.00pm-12.00am	Cocktail Dinner	Welcome, protocol, remarks and toasts, sponsor recognition, entertainment, closing announcements

5. Deliverables and timelines

#	Deliverable	Due
1	Attend briefing with the conference secretariat	20th November 2026
2	Draft run-of-show script with introductions and transitions, including the cocktail dinner	20th November 2026
3	Final approved script, with confirmed names, titles and protocol order	20th November 2026
4	Venue technical rehearsal, Pride Inn Paradise, Mombasa	24th November 2026
5	MC services for the full three-day conference and the cocktail dinner	25th–27th November 2026
6	Post-conference report with recommendations (MC)	4th December 2026
7	Media coverage plan, shot list and livestream run-sheet	20th November 2026
8	Venue site visit and livestream connectivity test	24th November 2026
9	Livestream of Opening Ceremony, plenaries and Closing Session; same-day edited photos (20–30 per day) and 60–90 second daily highlight video	25th–27th November 2026
10	Final media package: at least 300 edited high-resolution photos; full recordings of all streamed sessions; a 3–5minute conference highlight video; vox-pop interview clips; livestream archives; all raw files on a shared drive or hard disk	11th December 2026

6. Qualifications and experience

The MC should be an experienced, bilingual event host who is comfortable with high-level

development and policy audiences, in both formal sessions and social settings.

Required

- At least 5 years' experience as an MC or host for conferences, forums, gala dinners or high-level events.
- A track record with development partners, government, financial sector or private sector audiences, ideally at regional or international events.
- Excellent spoken English; working Kiswahili is an advantage.
- Sound knowledge of official protocol and order of precedence for government and diplomatic guests.
- Proven capacity, in-house or through a named partner, to deliver professional photography, videography and livestreaming for multi-day conferences, with at least three such events in the last three years.
- Professional equipment: full-frame cameras, multi-camera video kit, wireless audio, a streaming encoder/switcher and back-up power and internet.

Desirable

- Familiarity with market systems development, agriculture, inclusive finance, climate resilience or enterprise development.
- Experience hosting investment showcases, pitch sessions or B2B matchmaking.
- Experience hosting cocktail receptions, gala dinners or awards evenings.
- Experience in broadcast media or public speaking.

Competencies

- Confident, warm and professional stage presence.
- Strict time management and the ability to adapt on the spot.
- Quick grasp of technical content summarized in plain language.
- Calm under pressure, discreet and culturally sensitive.
- Gender-sensitive and inclusive language.

7. Reporting, coordination and conduct

The MC reports to the BDCG Conference Secretariat, hosted by MESPT, through

- **Coordination:** works daily with session moderators, the protocol team, the

AV/technical crew, the rapporteurs, the BDCG communications team and, for the cocktail dinner, the venue events team. Final say on the running order rests with the secretariat.

- **Logistics:** BDCG/MESPT will cover [return travel to Mombasa / accommodation at the venue from 24th to 27th November 2026 / meals during the conference]. The MC provides their own attire suited to a formal conference and an evening cocktail dinner.
- **Conduct:** the MC stays neutral and does not promote any organisation, product or political position beyond agreed sponsor acknowledgements.
- **Confidentiality:** information shared with the MC, including delegate and speaker details, is used only for this assignment.
- **Image rights:** BDCG may record, photograph and livestream sessions and the cocktail dinner that include the MC and use the material for conference communications.
- **Ownership of media:** all photographs, video, livestream recordings and raw files produced under this assignment become the property of BDCG. The provider may use selected material in its portfolio only with BDCG's written consent and must handle images of delegates in line with the Kenya Data Protection Act, 2019.

8. Duration, fees and how to apply

The assignment covers about **6 working days**: 1 day of preparation and briefing, 1 rehearsal day on 24th November, 3 conference days including the cocktail dinner evening, and 1 day for the report. The media package adds up to 10 working days of post-production after the conference.

How to apply: send the following to procurement@mespt.org by **9th November 2026**, with the subject line "MC and Media Services – BDCG Annual Conference 2026":

Must submit;

1. A CV or profile showing relevant MC experience.
2. A list of at least three similar events hosted in the last three years, with a referee for each.
3. Links to photography, videography and livestream work from at least two recent conferences, with the team composition and equipment list.

4. A financial proposal stating all-inclusive fees, with separate costs for the MC services and for the photography, videography and livestreaming package.
5. current and valid company's Tax Compliance Certificate issued by the Kenya Revenue Authority.
6. copies of the Identification Card (ID) or passport of the consultants.
7. a duly filled and stamped certificate of independent tender determination in your format
8. Detailed Technical Proposal.

9. **Evaluation criteria**

Criterion	Weight
Relevant MC experience at high-level conferences and dinners	25%
Quality of video sample and stage presence	15%
Photography, videography and livestreaming capacity, samples and equipment	25%
Knowledge of protocol and the development/market systems sector	10%
Language skills (English; Kiswahili an advantage)	5%
Financial proposal	20%
Total	**100%**

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10. Proposed submission.

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and emailed through procurement@mespt.org and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL. A financial proposal stating all-inclusive fees, with separate costs for the MC services and for the photography, videography and livestreaming package. The subject of the email should clearly capture the description. Interested applicants should send their proposals to procurement@mespt.org by **9th November 2026** at 12.00 Hours.

Kindly send your clarifications to procurement@mespt.org **by 4th November 2026** at 12.00Hours

CONDITIONS

i. MESPT reserves the right to accept or reject any proposal.
ii. Any canvassing will lead to automatic cancellation of the submitted proposal