

Request for Proposals: Event Management Services for Regional Workshops

Issue Date: 5 November 2025

Proposal Submission Deadline: 18 November 2025

Anticipated Contract Award: December 2025

Invitation to tender

1. Introduction

Lead Exposure Elimination Project (LEEP) invites qualified companies to submit proposals to provide event and logistical management services for upcoming regional workshops and stakeholder events organized by LEEP.

These workshops aim to advance regional cooperation and government capacity on lead paint regulation and enforcement, bringing together government representatives, partners, and technical experts to share knowledge, strengthen capacity, and build collaboration toward the elimination of lead exposure.

The selected firm will be responsible for end-to-end logistical and administrative delivery, ensuring high standards, seamless coordination, and professional support consistent with LEEP's values of efficiency, integrity, and partnership.

2. About LEEP

LEEP is an impact-driven, evidence-based nonprofit that aims to eliminate childhood lead poisoning, which affects an estimated one in three children worldwide. We primarily focus on one important source of exposure: lead paint. Our paint programs involve generating data, supporting governments with the introduction and enforcement of regulation, and assisting manufacturers in switching to lead-free paints. Beyond our paint programs, we are piloting interventions to address other sources of lead exposure, such as spices and cosmetics.

Since our founding in September 2020:

- We have initiated lead paint elimination programs in 31 countries and completed paint studies in 18.
- We have agreed on goals to establish lead paint regulation with government agencies in 16 countries (e.g., in Angola).

- We have received reports in 10 countries of manufacturers representing more than 50% of the lead paint market share (in that country) reformulating to lead-free, e.g., [in Malawi](#).
- We have achieved significant reduction in lead paint market share in Pakistan, where lead poisoning affects nearly half of all children (~47 million) and paint with very high levels of lead is readily available on the market
- LEEP is also developing interventions to target lead in spices and cosmetics with government and non-government partners.
- We have conducted [lead in spices studies in Ethiopia and Türkiye](#).
- [Founders Pledge](#) estimates that it costs \$1.66 to prevent one child's lead exposure (in expectation) through our work, making LEEP one of its most cost-effective nonprofit recommendations. [Our own analysis](#) estimates that it costs under \$5 to avert one [DALY](#)-equivalent through LEEP's first 13 established programs.
- We are a partner of the WHO and UN Environment Programme's [Global Alliance to Eliminate Lead Paint](#), and a member of the [Partnership for a Lead-Free Future](#), launched by USAID and UNICEF. We have received grants from major grantmaking organisations, including Bloomberg Philanthropies, USAID, Founders Pledge, Open Philanthropy, and Schmidt Futures.
- We have appeared in [Nature](#), [Vox](#), [Time Magazine](#), [The New Yorker](#), [Prospect](#), on the [80,000 Hours Podcast](#), at the [Partnership for a Lead-Free Future launch](#) on the sidelines of the 79th UN General Assembly, and our co-founders were named in [Vox's Future Perfect 50](#).

3. Objective of the Assignment

To engage a qualified event management firm to plan, coordinate, and manage all logistical and administrative aspects required for the successful delivery of LEEP workshops and stakeholder events in Nairobi. The firm will ensure efficient, cost-effective, and high-quality logistical support throughout all stages of event preparation, implementation, and closure, in line with LEEP's operational standards and commitment to excellence. These workshops aim to advance regional cooperation and government capacity on lead paint regulation and enforcement, supporting LEEP's broader mission to eliminate lead exposure from paint across Africa.

4. Scope of Work

The selected firm will be responsible for **end-to-end logistical execution**. LEEP will lead all workshop content development, agenda design, and facilitation. The firm must provide seamless logistical support across planning, delivery, and closure phases for each workshop.

a) Planning and Coordination

- Identify 3 venue options with confirmed availability that meet the following minimum requirements: plenary room (100-person capacity), three breakout rooms (each 40–50 capacity), and a VIP/organizer office space, conference style microphones, and airport transfers from JKIA to the hotel venue. For each venue, obtain a formal quotation detailing costs, available dates, and included services in the packages. LEEP will make the final selection.

- Coordinate with LEEP on the finalized participant list and oversee travel logistics through the selected hotel, including confirmation of bookings and scheduling of hotel-provided airport transfers
- Coordinate with vendors to secure services including audio-visual equipment and support (projectors, microphones, speakers, and on-site technicians) and photography.
- Prepare and circulate logistics note and delegate information pack, including airport pick-up instructions, hotel info, and emergency contacts.
- Schedule and conduct pre-event site visit and AV/technical testing, with setup readiness confirmed 48 hours before workshop start.
- Develop a logistics-specific event plan and timeline, aligned with LEEP's delivery milestones.

b) Event Delivery

- Oversee venue setup in coordination with hotel staff, including room allocation, signage, registration desk, and breakout rooms.
- Coordinate with the selected hotel for installation and operation of all technical equipment: microphones, projectors, and speakers.
- Coordinate the rapporteur's coverage of all plenary and breakout sessions, ensuring they have access to relevant materials, agendas, and seating to effectively capture discussions and outcomes.
- Supervise all vendors to ensure on-time and professional delivery of services, including audio-visual, and photography.
- Operate a staffed registration desk for participant check-in, name badge distribution, and walk-in support.
- Provide real-time logistical support to LEEP staff, participants, and government delegates throughout the workshop.
- Troubleshoot issues during sessions and coordinate immediate resolution with relevant vendors or hotel staff.
- Hire and manage a professional photographer to provide media documentation in line with LEEP's communications guidance, ensuring capture of key moments, interviews, and event highlights.
- Support setup and logistics for the public commitment ceremony and national action planning breakout sessions, including seating, signage, and document handling.
- Liaise with LEEP's designated rapporteur or communications representative to ensure smooth documentation and media coordination.

c) Post-Event Closure

- Reconcile and submit all vendor invoices and payment documentation to LEEP for review and processing.
- Submit verified participant attendance lists, completed feedback forms, and travel documentation.
- Provide all media deliverables, including:
 - A minimum of 50 edited, high-resolution photographs covering plenary and breakout sessions, the commitment ceremony, and networking activities.

- A short edited highlight video (2–3 minutes) and all raw photo and video files, clearly labeled by session and date.
- Transfer all media and documentation to LEEP within five business days after the workshop.
- Participate in a short virtual debrief meeting (within one week of event close) to review performance and confirm closure of deliverables.

5. Deliverables

The firm will be responsible for the following deliverables for each workshop:

a) Pre-Event Deliverables

- A detailed logistics plan and timeline, aligned with LEEP’s master schedule.
- Confirmation of venue and all key vendors (AV, photography/videography, transport, etc.), including quotations and booking documentation.
- A logistics note and delegate information pack with travel, accommodation, and contact details.

b) Event Delivery

- On-site coordination of all logistical operations, including vendor supervision, registration, and participant support.
- Real-time troubleshooting and liaison with hotel and service providers.
- Management of photography and videography services in line with LEEP’s communications guidance.

c) Post-Event Deliverables

- All media outputs: at least 50 edited high-resolution photos, one 2–3 minute edited highlight video, and all raw media files organized by day/session.
 - A financial and documentation package with invoices, receipts, attendance lists, feedback forms, and travel documentation.
 - Participation in a virtual debrief meeting with LEEP.
- Due: Within five business days (media, documentation) after event close.

6. Duration, Reporting, and Coordination

The firm will be engaged on an event-specific basis to manage logistics for LEEP workshops and related activities. The engagement will cover the full cycle of event support - including advance planning, coordination, onsite delivery, and post-event closure.

Throughout the engagement, the firm will maintain close coordination with LEEP, providing timely updates and seamless logistical support. The firm will report to LEEP’s Head of Program Partnerships and collaborate closely with Program and Partnerships staff, who oversee event content, stakeholder engagement, and quality assurance.

7. Required Qualifications

Essential

- At least 5 years of experience managing regional corporate workshops and conferences.
- High level of professionalism
- Strong logistical and administrative capacity, including travel management and vendor coordination.
- Demonstrated experience working with governments, NGOs, or international organizations.

Preferred

- Established vendor networks
- Capacity to pre-finance logistical expenses pending reimbursement.

8. Proposal Requirements

Proposals must be submitted in English and should include 2 parts:

- Technical Proposal:** Firms should demonstrate their capacity to manage hotel-based workshops including examples of similar past assignments, coordinate with multiple stakeholders, and ensure seamless logistical delivery aligned with LEEP's standards of professionalism and quality.
- Financial Proposal:** The financial proposal should present a clear and itemized quotation in USD, organized by service areas as listed below.

Indicative Parameters (for proposal preparation)

The following parameters are provided to help guide the development of technical and financial proposals. These represent the expected scale and logistics of the first workshop under this engagement and similar future events.

- Type: Regional workshop
- Venue: Hotel conference facility in Nairobi or an equivalent regional city
- Expected timing: First workshop planned for 28–29 January 2026; preparatory activities expected to begin in December 2025
- Participants: Approximately 80–100 delegates from around 20 African countries, mainly government representatives and technical partners
- Nature of support expected: The firm will manage logistical arrangements, coordinate vendors, and provide efficient, high-quality end-to-end event delivery in line with LEEP's standards of professionalism and excellence.

Service Area	Description	Quotation Format
Event Management, Coordination & Venue Liaison	Overall coordination of workshop logistics, including identification of suitable venues, vendor management, planning timeline, coordination with LEEP, on-site execution, and post-event closure.	Fixed professional fee per event
Participant Management & Logistics	Coordination of participant invitations, registration, hotel bookings, and airport transfers in collaboration with selected hotel(s).	Fixed coordination fee per event
Technical Coordination	Management of audiovisual setup, microphones, projectors, screens, and interpretation equipment, including pre-event testing and on-site technical support.	Fixed coordination fee
Branding, Materials & Media Production	Design and production of branded materials and professional photography/videography, ensuring adherence to LEEP design and media guidelines. Deliver edited and raw media within five business days.	Lump sum per event (list inclusions)

9. Evaluation Criteria

Category	Criteria	Indicative weighting
Technical Proposal (70 points)	Relevant experience in managing similar workshops or conferences	30

	Capacity and qualifications of proposed team	20
	Quality, organization, and reliability of services	20
Financial Proposal (30 points)	Cost-effectiveness and value for money	30
Total		100

LEEP reserves the right to enter into negotiations with one or more bidders to clarify, modify, or improve proposals prior to final award. LEEP may also request revised pricing or scope as part of this process.

10. Submission Instructions

Email Subject Line: "Workshops RFP – [Firm Name]"

Format: One combined PDF file containing both the technical and financial proposals.

Submissions should include:

- Technical proposal outlining understanding of the assignment, approach, and work plan.
- Financial proposal, organized by service areas as described.
- At least two (2) references for similar workshops or events previously managed, including contact details and brief descriptions of the assignments.
- Company profile and any other documentation demonstrating relevant experience and capacity.

Clarifications: Clarifications and questions may be directed to the same email procurement@leadelimination.org, no later than five days before the submission deadline.

11. Contract and Payment

Contract Type: Fixed-price agreement with milestone-based payments.

Suggested Payment Schedule:

- 20% upon contract signing and submission of an approved event plan
- 60% structured in milestones
- 20% upon final deliverable acceptance

LEEP reserves the right to reject any or all proposals.

All applicants must declare any potential conflicts of interest.

No contractual relationship shall arise until a written agreement has been executed by both parties. Notification of selection does not constitute acceptance or create any legal obligations.

Legal terms and conditions

General terms

- This RFP does not constitute an offer or commitment to purchase or contract for services
- LEEP reserves the right to cancel, amend, or suspend this procurement process at any time, without incurring any liability or obligation to participants for any costs, damages, or losses, including indirect or consequential losses or loss of potential profit.
- LEEP reserves the right to reject any proposal at its sole discretion, including but not limited to proposals that are incomplete, late, non-compliant, or otherwise fail to meet LEEP's requirements.
- Respondents bear all costs associated with proposal preparation and submission

Confidentiality and integrity

- Information marked as confidential will be protected according to LEEP's data protection protocols
- Selected contractor will be subject to LEEP's Standard terms

Conflicts of interest

- All applicants must declare any actual or potential conflicts of interest at the time of submission. LEEP reserves the right to disqualify proposals where conflicts of interest are deemed to compromise the integrity or independence of the services.