

CATHOLIC RELIEF SERVICES - UNITED STATES CATHOLIC CONFERENCE OF BISHOPS

TENDER FOR PROVISION OF EVENT MANAGEMENT SERVICES

Title of the Tender: Provision of event management services for Two Youth
Economic Development Events

Tender Reference Number: CRS-Rwanda 013- FY26-TN/2026

Procurement Method: Open Tender

Date of Issue: July 13, 2026

Date of Submission: July 24, 2026

TENDER NOTICE PROVISION OF EVENT MANAGEMENT SERVICES NO. CRS-Rwanda 013- FY26-TN/2026

1. Background

Catholic Relief Services (CRS), in partnership with the Ministry of Youth and Arts (MOYA), is planning a series of high-level youth-focused engagements aimed at elevating dialogue, visibility, and stakeholder engagement around rural youth economic development.

As part of this effort, CRS seeks to engage a qualified event management company to support the design, production, logistics, and delivery of **two priority events in Kigali and in another rural district (to be determined)**:

1. a **Technical Learning Roundtable**; and
2. a **High-Level Youth Forum**.

The selected firm will be expected to provide both creative and technical event management support, including concept interpretation, content curation support, production and printing of display and communications materials, venue setup, interpretation & translations, guest experience, coordination, and event-day execution.

2. Objective of the Assignment

The objective of this assignment is to procure an experienced event management company, specializing in to design and deliver high-quality event management and production services for three convenings in a manner that is professional, well-coordinated, visually strong, and aligned with the tone and expectations of high-level stakeholder engagements, while providing value for money.

3. Scope of the Assignment

The selected firm will be responsible for supporting the planning and delivery of the following two events:

A. Technical Learning Roundtable

This will be a high-level technical breakfast expected to host approximately **30–35 participants**. The audience will include technical leaders from government, partner institutions, private sector, development organizations, and other relevant ecosystem actors.

The event should provide a professional and intimate setting for roundtable discussion, reflection, and dialogue. It should be discussion-oriented rather than theatrical, with strong attention to guest experience, acoustics, event flow, and overall presentation quality.

The company will be expected to propose and deliver:

- suitable venue reservation and setup for a high-level breakfast roundtable;
- tasteful and professional ambience and guest flow;
- breakfast setup and catering coordination;
- appropriate seating arrangement for a technical discussion format; as well as protocols

- sound provision sufficient for a seated roundtable conversation;
- stage-free or minimal-stage production suitable for a discussion-oriented session;
- registration and guest reception arrangements;
- event branding and visual identity elements;
- printing and setup of event materials and branding collateral, as required;
- coordination with CRS communications focal persons on branded materials, event visibility, and content capture.
- technical support for presentations or moderated conversation;
- on-site coordination and event management.

B. High-Level Youth Forum

This will be the flagship event of the series and is expected to host approximately **140–160 participants**. The audience will include high-level representatives from government, donor and development partner institutions, private sector and corporate actors, finance and banking institutions, workforce development actors, youth ecosystem partners, and invited youth participants.

The event is envisioned as a high-level, youth-centered forum that combines concise content segments, youth performances, exhibitions (at the venue), and celebratory elements. It should reflect strong production value, a polished guest experience, and a dynamic flow suitable for a larger and more visible audience.

The company will be expected to propose and deliver:

- full event design and production concept for the forum;
- venue layout and guest flow for an afternoon or evening high-level event;
- stage, podium, backdrop, lighting, and sound production;
- seating plan and room setup for a high-level audience;
- registration and guest management system;
- branding and visual production across the venue;
- production, printing, and installation of branded event materials and collateral, as required;
- coordination with CRS communications focal persons on event visibility, branded materials, and content capture;
- support for management of invited media partners, including media registration or coordination where required;
- photography and videography support for documentation and post-event content needs.
- audiovisual support for speeches, conversations, testimonials, and performances;
- event flow management, including technical transitions and timing cues;
- support for moderated segments and youth-centered moments;
- support for performances and celebratory elements;
- protocol and hospitality support for invited guests;

- design and management of a modest showcase/exhibition area within the venue;
- tables, chairs, linen, signage, and related display support items; and
- integration of the showcase area into the overall event layout and guest experience

4. Key Deliverables

The selected firm will be expected to provide:

1. A **technical proposal** detailing the firm's understanding of the assignment, event concepts for both activities, production, venue and set up approach, staffing plan, delivery methodology, previous experience.
2. A **financial proposal** with detailed and itemized costs.
3. A **production plan** covering sound, lighting, AV, staging, branding, power, and logistics.
4. Communications support inputs, including branded collateral production, documentation, and coordination of agreed media-related event needs.
5. A proposed **staffing structure** for pre-event planning and event-day execution.
6. Full **event-day coordination and management** for both events.
7. Any agreed **post-event support**, including handover of photos/videos or a brief execution summary, where applicable.

5. Proposal Requirements

Interested firms should submit:

- company profile and legal registration documents;
- relevant experience in managing similar high-level corporate, donor, government, or development sector events;
- understanding of the assignment and interpretation of the brief;
- technical approach and methodology;
- proposed event concept for both events;
- proposed production and logistics plan;
- proposed staffing and coordination structure;
- portfolio of similar assignments;
- detailed financial proposal with cost breakdown;
- any assumptions, exclusions, and optional value additions.

6. Desired Profile of the Firm

The firm should demonstrate:

- strong experience in professional event production and management;
- ability to deliver both intimate executive-style events and larger flagship convenings;

- experience supporting high-level development, donor, government, or partnership-driven events;
- strong creative and technical production capability;
- reliable coordination, vendor management, and event-day execution capacity;
- ability to translate a strategic brief into a polished event experience.

Companies led by, or strongly inclusive of, **young people, women, and persons with disabilities** are highly encouraged to apply.

7. Evaluation Criteria

Proposals will be evaluated using both **technical** and **financial** criteria.

7.1 Overall Weighting

- **Technical Proposal:** 75% (35% Written Proposal, 30% Presentation)
- **Financial Proposal:** 25%

7.2 Suggested Technical Assessment Areas

Technical proposals may be assessed against the following:

- understanding of the assignment;
- quality and relevance of the proposed event concept;
- suitability of the proposed production and setup approach;
- creativity, practicality, and professionalism of the event experience design;
- strength of logistics and coordination plan;
- experience and quality of the proposed team;
- experience working with youth-centered events or youth-led enterprises.

8. Duration and Timing

The assignment will cover all planning, preparation, and implementation of support required for the two convenings, including pre-event coordination, setup, event-day delivery, and immediate post-event wrap-up. The events are expected to take place in **September 2026**, subject to final confirmation by CRS.

Request for Information deadline – **17th July 2026**

Proposal submission deadline – **24th July 2026**

9. Reporting and Coordination

The selected firm will report to the designated CRS focal person and will work closely with the CRS team and, where necessary, relevant counterparts from MOYA. Regular review points and approvals will be required on event concepts, layouts, branding, logistics, and production elements prior to implementation.

10. Notes

CRS may share additional guidance with shortlisted or selected firms to support proposal development and alignment. Firms are encouraged to propose a delivery approach that is professional, high-level, practical, and responsive to the youth-centered and partnership-oriented nature of the assignment.

SECTION I: Administrative Requirements

- A copy of full Registration Certificate (Full RDB Certificate): duly mentioning that the Consultant is registered in this business area.
- A copy of Tax clearance certificate: a copy of a valid Tax clearance certificate issued by Rwanda Revenue Authority (RRA).
- Bid should be signed and stamped by the legal representative of the company.
- At least 2 copies of certificates of good completion for similar work in interior design or architecture.

SECTION II: Financial Requirements

- Bidding documents quoted in Rwanda Francs (Rwf).
- The offer must specify if the prices are VAT inclusive or not.
- Clarify Validity of the offer.

1. CRS Contact Information

Address:	Catholic Relief Services Chadel house 3 rd floor in Nyarugenge District P.O.Box 65 Kigali-Rwanda
Attention to:	CRS Rwanda Procurement Team.
Email address:	rwandabids@crs.org

2. How to apply

Bid written in French or English addressed to the attention of the Country Manager of CRS Rwanda Program Office must be submitted to the following e-mail address “rwandabids@crs.org” on or before **July 24 ,2026 at 11:00AM local time**. The title of the email must include: “**CRS Rwanda Event Management services**” and the application should be combined in one (1) document in PDF format. A late submission will not be considered.

All bidders are advised that this tender does not constitute in any way a commitment on the part of CRS/Rwanda or its agents, for any service requested.

Done at Kigali, July 13, 2026

Kumud Chandra
Country Manager



APPENDIX A

SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

Catholic Relief Services (CRS) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global Compact initiative](#), the [United Nations Guiding Principles and Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [ETI Base Code](#), and applicable [CRS' Policies, Procedures and Standards](#).

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, [exploitation and abuse](#), including sexual exploitation and abuse, and [trafficking in persons](#).¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and management standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

¹ Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.

3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the abovementioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>

- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Toll free for CRS Rwanda : 8007
- Mail: (mark "Confidential") Attention: General Counsel Catholic Relief Services 228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document

_____ Date: _____
Name: _____
Title: _____