

# REQUEST FOR PROPOSALS (RFP)

## Event Management & Production Partner

### Arab Impact Summit 2026

#### Catalyzing Change | Scaling Impact | Building the Future

Location: Amman, Jordan

Dates: 6–8 October 2026

Issued by: Alfano

## 1. Background

Alfano is seeking to appoint an experienced event management and production agency to design, manage, and deliver the **Arab Impact Summit 2026** in Amman, Jordan.

The Summit is a high-level, curated convening of 350–450 regional and international leaders across philanthropy, impact investing, government, corporates, and social entrepreneurship. The summit will be 2 days + 1 days of field visits to social enterprises.

This RFP invites agencies to submit both:

- A **Technical Proposal** (including a visualization exercise and strategic approach)
- A **Financial Proposal** (detailed cost breakdown)

The selected agency will serve as a strategic partner responsible for the full delivery of the Summit.

## 2. Scope of Work

The appointed agency will be responsible for:

- Venue sourcing, negotiation, and contracting support
- Full production design and creative direction
- Stage, AV, lighting, and technical production
- Exhibition and matchmaking area setup
- Branding and signage production
- Registration and guest management systems

- Procurement for best catering quotations then coordination with selected supplier
- Interpretation and livestreaming coordination
- Sustainability and impact-aligned procurement implementation
- On-site staffing and operations
- Risk management and contingency planning
- Fundraising evening production (if activated)
- Visa facilitation for multiple nationalities
- Coordinating transportation to visit social enterprises inside and outside Amman

The agency must integrate sustainability and social-impact-aligned procurement across all aspects of delivery.

### **3. Proposal Submission Requirements**

#### **A. Technical Proposal**

The technical proposal must include the following:

##### **1. Understanding the Assignment**

Brief summary demonstrating understanding of the Summit's positioning, scale, and objectives.

##### **2. Creative & Strategic Approach**

Agencies must present a structured approach covering:

- Overall event concept translation into experience for two models: a single-site and a multi-site event
- Design philosophy aligned with impact and sustainability principles
- Audience journey (from registration to closing)
- Integration of curated positioning

##### **3. Visualization Exercise (Mandatory)**

Agencies must submit a visual concept deck (PDF format) that includes:

- Proposed venue(s) options in Amman under two suggested models: a single-site and multi-site (2–3 suggestions with rationale for model 1 and multiple venues as needed proposed under model 2)
- Conceptual stage design for plenary
- Layout concept for:

- Plenary hall
- Breakout rooms
- Expo area
- Matchmaking arena
- Immersive activities
- Fundraising evening (if activated)
- Branding concept direction (look & feel mock-up)
- Guest flow and spatial planning overview

This exercise is intended to assess strategic thinking and creative capability, not final production drawings.

#### **4. Sustainability & Impact Execution Plan**

Agencies must outline:

- How they will eliminate single-use plastics
- Waste segregation and recycling strategy
- Sustainable material sourcing approach
- Social enterprise supplier integration plan
- Post-event sustainability reporting framework

#### **5. Project Management Approach**

- Team structure and dedicated personnel
- Proposed timeline
- Coordination methodology
- Risk mitigation approach
- Project management methodology and approach for a multi-site event option

#### **6. Relevant Experience**

- 3–5 comparable high-level events (400+ participants preferred)
- Examples of leading on experiential events in Jordan
- Experience with summits, international audiences, or government-level protocol
- Experience in organizing and managing multi-site and experiential events
- Experience integrating sustainability practices

*Please note that you will need to share examples of events that you have organised and references to support work delivered.*

## B. Financial Proposal

1. Agency professional fees (clearly separated)
2. Estimated production costs (itemized)
3. AV and technical production estimates
4. Exhibition setup costs
5. Branding and signage estimates
6. Staffing costs
7. Visa facilitation for multiple nationalities cost
8. Transportation procurement and coordination for participants
9. Registration and tech platform costs
10. Interpretation and livestreaming estimates
11. Optional fundraising evening production costs
12. Contingency assumptions

Budgets must be presented in USD, exclusive of VAT (if applicable).

## 4. Submission Timeline

| Milestone           | Date          |
|---------------------|---------------|
| RFP Issued          | Feb 2026      |
| Proposal Submission | 12 March 2026 |
| Shortlisting        | 19 March 2026 |
| Interviews          | 26 March 2026 |
| Final Selection     | 31 March 2026 |

## 5. Presentation Requirement

Shortlisted agencies will be invited to present their technical proposal in person or virtually. Presentation time: 45 minutes + Q&A.

## 6. Contract Duration

From contract signature until completion of post-event reporting (30 October 2026).

## EVALUATION SCORING MATRIX

Proposals will be evaluated using the following weighted criteria:

| Criteria | Weight |
|----------|--------|
|----------|--------|

|  |             |
|--|-------------|
| 1. Understanding of Assignment                                 | 10%         |
| 2. Creative & Strategic Approach                               | 15%         |
| 3. Quality of Visualization Exercise (venue + design + layout) | 15%         |
| 4. Sustainability & Impact Integration                         | 15%         |
| 5. Project Management & Team Capacity                          | 10%         |
| 6. Relevant Experience   | 10%         |
| 7. Financial Proposal (Value for Money)                        | 25%         |
| <b>Total</b>   | <b>100%</b> |

## Financial Evaluation Method

- Technical proposals must score at least **70%** to proceed to financial evaluation.
- Financial scoring will be based on competitiveness, transparency, and cost realism.
- Alfanar reserves the right to negotiate final scope and pricing.

## Selection Principles

Alfanar is not seeking the lowest-cost provider.

Selection will prioritize:

- Strategic thinking
- Creative strength
- Demonstrated ability to deliver premium curated summits
- Alignment with social impact and sustainability standards
- Financial transparency and discipline

## How to Apply

Please email [applications@alfanar.org.uk](mailto:applications@alfanar.org.uk) by 12 March with the title “**Event Management & Production Partner**”. Applications should include:

- **A Technical Proposal** (including a visualization exercise and strategic approach)
- **A Financial Proposal** (detailed cost breakdown)

*Due to the high number of applicants, only shortlisted candidates will be contacted.*

