

REQUEST FOR PROPOSAL – Media Consultant for 30th Nigerian Economic Summit (NES #30)

GENERAL REQUIREMENTS & SCOPE OF WORK

INFORMATION

Project Name 30th Nigerian Economic Summit (NES #30)

Project Location Abuja, Nigeria

Project Objective To produce video summary of each summit session

Assignment To deliver video summaries of the summit sessions

Project Timeframe 7 days

Deadline for Proposal submission May 15, 2024

Reporting to NESG, Chairperson, Editorial Committee for NES#30

1. BACKGROUND

The annual Nigerian Economic Summit is the flagship event of the Nigerian Economic Summit Group and the Federal government of Nigeria. Since the first convening in 1993, the Nigerian Economic Summit has become an annual dialogue for top policymakers and leaders in the private sector and civil society. It is indeed the flagship event of the Group and the Federal Government and the most enduring Public-Private Dialogue process, which has been sustained over the past twenty-nine years. The Summit has provided a credible and widely recognised platform for forging understanding and consensus on our national economic policy direction and economic growth strategies. Over these years, stakeholders within and outside Nigeria have acknowledged the Summit as the premier platform for policy dialogue in Nigeria. Many of the reform policies underpinning the evolution of our economic growth strategy over the past three decades were strongly influenced by debates and deliberations during these Summits.

2. ABOUT THE NIGERIAN ECONOMIC SUMMIT GROUP

The NESG was incorporated in 1996 as a not-for-profit, non-partisan, private sector think-tank that promotes and champions the reform of the Nigerian economy into an open, private sector-led economy that is globally competitive. NESG promotes sustainable growth and development in the Nigerian economy using research-based advocacy methods. The establishment of the NESG followed three years of successive convening of the Nigerian Economic Summit (NES) by a group of private sector leaders, culminating in its incorporation in 1996 based on the success of the first ever Nigerian Economic Summit (NES#1) held from February 18 - 20, 1993. NES#1 brought the realisation that it is possible and important for the private sector to continually cooperate

and dialogue with the public sector. Subsequently, a core group of participants from NES#1 developed a more formalised private sector structure, which formed the basis of NESG as it exists to date. It is a membership-based organisation and draws its membership from all sectors of the economy. Over the years, NESG has emerged as the most prestigious platform for public-private dialogue in Nigeria. The NESG and the Federal Government of Nigeria have since maintained a standing partnership which has produced a history of productive, robust and impactful public-private dialogues that have shaped the economy of the country.

3. OBJECTIVE OF THE ASSIGNMENT

In order to adequately capture and report the content and outcomes of the 30th Nigerian Economic Summit, the NESG seeks to employ the services of a media consulting firm to provide visual content from the NES#30 live sessions in video summaries, highlighting the key issues, recommendations and moments.

4. SCOPE OF WORK

The role of the media consultant for NES#30 is to produce summary video reports of each session of the summit. The videos are expected to capture the.

The deliverables shall be in two formats, viz:

- a. **Short format:** A summary of key moments of each session, detailing the issues, key moments, and recommendations of each session. Each video summary output shall be for no more than 2 minutes duration; and shall be submitted within two hours after each session (including transcripts).
- b. **Long format:** A detailed summary of each session, detailing deliberations and recommendations of each session (including transcripts).

Ahead of NES#30, the Media consultant shall liaise with the Editorial, Media & Communication and Technical Subcommittees of NES#30, to agree the layout, assets (sound track and images), duration, etc.; of the deliverables.

5. REPORTING REQUIREMENTS AND LIAISON WITH THE NESG

The video summary outputs are to be delivered to the Editorial Subcommittee Chairperson and the Media & Communications Subcommittee Chairperson. The consultant will however liaise with the NES #30 Anniversary Committee - Editorial and Media through the designated staff of the NESG.

6. TIME SCHEDULE

The timelines below shall apply to the actions described as outputs and responsibilities.

KEY MILESTONES	Deadline
<ul style="list-style-type: none"> • Design of the format and structure of the Short Form and Long Form video summaries 	August 15, 2024

<ul style="list-style-type: none"> • Consultant’s proof-of-readiness review with NES #30 Technical, Media & Communications and Editorial Sub-Committees 	August 30, 2024
<ul style="list-style-type: none"> • Deliver Short-Form video (including transcripts) summaries for all Summit Sessions. 	14 th – 16 th October 2024
<ul style="list-style-type: none"> • Deliver Long-Form videos (including transcripts) summaries for all Summit Sessions 	One week after summit

7. LOCATION AND DURATION OF ASSIGNMENT

- Duration of the assignment is three (3) days, that is, the two days of Summit and the day after the summit.
- The 30th Nigerian Economic Summit will host combined Virtual and In-Person sessions. However, physical presence of the Consultant and his/her team will be compulsory at the venue of the NES #30. The Summit is scheduled to hold at the Transcorp Hilton, Abuja, Nigeria.

8. KEY QUALIFICATIONS, COMPETENCY AND SKILL REQUIREMENTS

- The Lead Consultant must have experience in content management for large events
- The team of content creators should have good portfolio of work, especially in video editing.

9. REQUIREMENT FOR PROPOSAL SUBMISSION

The technical proposal should not be more than 15 pages. The commercial proposal and the appendix which comprise of CVs of the consultants (technical and creative team), the company’s audited account, company’s registration details and 3 reference letters from previous corporate clients should be submitted as one document, alongside the 15-page technical proposal.

Proposals should be submitted not later than 5pm WAT, on May 15, 2024 to hr@nesgroup.org and copy seun.ojo@nesgroup.org and gbemi.ibrahim@nesgroup.org with the subject: RFP: Media Consultant for NES#30.

10. CONFIDENTIALITY

The Consultant shall not at any time during this project with NESG and the Federal Ministry of Budget and Economic Planning (FMBEP), or at any time thereafter, disclose or use, except as may be authorised by NESG and FMBEP in connection with its business, any confidential information of NESG and FMBEP that the Consultant may acquire, generate, or originate while working on this project and while working with the NESG;

- Upon completion of the project, the Consultant will surrender to NESG any and all property and documents (hardcopy and /or electronic) that the Consultant may have in his/her possession relating to NESG’s business and project as requested by NESG;
- ‘Confidential Information’ includes but is not limited to deliberations in meetings of the NES #30 Joint Planning Committee and the 30th Anniversary Committee, technical information, internal memoranda of the NESG, classified government-issued documents, trade secrets, plans, reports, fund raising and income generation plans and information, terms and conditions of contracts;

- c) **This agreement not to use or disclose any confidential information shall cease to apply to any confidential information, which becomes a matter of public knowledge other than by the Consultant or any other person in breach of any obligation to NESG.**