

REQUEST FOR PROPOSAL – Editorial Consultant and Official Rapporteur of the 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 capture the key discussions and recommendations of the 30th Nigerian Economic Summit to produce a World Class Summit Report
Assignment	To deliver the editorial output and produce the report of the 30th Nigerian Economic Summit (Green Book)
Project Timeframe	Six Months (May 2024 – November 2024)
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 deploy the services of an editorial consulting firm to provide a professional rapporteur service for the NES #30 with the overall goal of producing a world class Summit report.

4. TYPICAL STRUCTURE OF THE SUMMIT REPORT (“GREEN BOOK”)

The NES Green Book is typically structured into sections as follows:

- Executive Summary;
- PART A: The summary of all the Summit discussions categorised under the Sub-Themes of the Summit;
- PART B: The reports of each session of the Summit, including Pre-Summit Events;
- PART C: All recommendations organised around the core thematic outcome areas (four or five thematic areas) of the Summit.
- Strategic Collaborations: This section will report each session hosted with partners as side-events.

Samples of the Green Book are available through: [Greenbook](#)

5. SCOPE OF WORK

As the Editorial Consultant and Official Rapporteur of the NES #30, the Consultant’s overall role is to produce a Report of the NES #30. In particular, the Consultant will be responsible for the development a Green Book which, in addition to being a well-produced summary of proceedings at the Summit, is also prepared in a form that is suitable for presentation to the Federal Government and other stakeholders (private sector, academia, civil society organisations, etc) as a summary of the outcomes and recommendations of deliberations at the Summit.

The Consultant is required to propose enhancements to the structure, style, layout and other aspects of the Green Book in order to achieve the NESG’s objective of producing a world class summary of NES #30.

The Consultant’s scope of work will be accomplished through the following processes, duties and responsibilities:

Phase One: Pre-Summit

- Attend meetings with the Technical Sub-Committee to understand the content, objectives and expected outcomes of each session of NES #30;
- Work with the NES #30 Technical and Editorial Chairs to agree the format and structure of the NES #30 Green Book;
- Identify and rigorously test two Artificial Intelligence (AI) tools to capture the reports of each session;
- Based on the agreed format and structure of the Green Book, design templates for capturing the individual sessions of the Summit;
- Ensure that the key aspects of deliberations and other intellectual content of Pre-Summit Events are sufficiently captured;
- Contact the moderators/presenters of sessions prior to the Summit to collect presentation materials, where possible.

Phase Two: During NES #30

- Attend the NES #30 from October 14-16, 2024 including any Pre-Summit meetings of panels where needed; ensure availability of rapporteurs for each session of the Summit;
- Deploy AI tools to capture deliberations at each session of the Summit and assume overall responsibility for ensuring that deliberations are accurately and sufficiently captured;
- Within 3 hours after the end of each session, prepare summaries of the key issues, conclusions, and recommendations;
- Work with the Technical Sub-Committee to prepare an *MS PowerPoint* presentation to be delivered to Summit delegates during the Summit closing ceremony.

Phase Three: Post Summit

- Produce a Zero Draft Report that includes attachments (*MS PowerPoint* presentations, photos etc. used by each presenter/panelist) for review and comments by the Technical and Editorial Sub-Committees of NES #30.
- Insert poll results, figures, tables, attachments, further sources etc. into the Zero Draft Report where appropriate.
- Produce a Final Draft Report based on the requests for additions/changes, further comments and recommendations received on the Zero Draft Report.
- Further changes to the Final Draft Report are the responsibility of the Technical Sub-Committee with the Consultant's role limited to answering questions on specific issues arising.
- Work with Technical and Media & Communications Sub-Committees on the style of photography to match the structure, format and content of the Green Book.
- The Editorial Consultant must use their own equipment to carry out the actions described as outputs and responsibilities.

6. REPORTING REQUIREMENTS AND LIAISON WITH THE NESG

As Editorial Consultant and Official Rapporteur of the NES #30, your direct work outputs are to be delivered to the NES #30 Anniversary Editorial Committee Chairperson and the Chief Executive Officer of the NESG. You will however liaise with the NES #30 Anniversary Committee - Editorial and Technical Sub-Committees through the Secretariat Anchors.

7. TIME SCHEDULE

The assignment will be carried out in Six months and two weeks. 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 overall Green Book (in collaboration with the NES #30 Technical and Editorial Sub-Committees) Identify the AI tools to adequately capture session reports. Delivery of Templates for <ol style="list-style-type: none"> One-Page Summary of Individual Sessions Prose Report of Individual Sessions Final Summit Summary Report 	22 nd May 2024 To 31 st August 2024
<ul style="list-style-type: none"> Test two (2) AI tools to be deployed on Pre-Summit Events. 	August 2024
<ul style="list-style-type: none"> Consultant's proof-of-readiness review with NES #30 Technical and Editorial Sub-Committees (AI tools, rapporteurs, equipment, etc) 	4 th – 8 th October 2024
<ul style="list-style-type: none"> Deliver summary recommendations for all the Summit Sessions to the Editorial and Technical Sub-Committees. 	14 th – 16 th October 2024
<ul style="list-style-type: none"> Delivery of Transcripts of Summit Sessions 	21 st October 2024
<ul style="list-style-type: none"> Meet with Editorial and Technical Sub-Committees to deliberate and agree the thematic outcomes of the Summit 	18 th October 2024
<ul style="list-style-type: none"> Delivery of Zero Draft of Green Book Report to the Central Organising Committee 	23 rd October 2024
<ul style="list-style-type: none"> Delivery of Final Summit Report (Green Book) to the Central Organising Committee 	16 th November 2024

8. LOCATION AND DURATION OF ASSIGNMENT

- Duration of the assignment is Six (6) months and Two weeks from May 2024 – November 2024.
- The 30th Nigerian Economic Summit will host combined Virtual and In-Person sessions. However, physical presence of the Consultant and his/her team of rapporteurs will be compulsory at the venue of the NES #30. The Summit is scheduled to hold at the Transcorp Hilton, Abuja, Nigeria.

9. KEY QUALIFICATIONS, COMPETENCY AND SKILL REQUIREMENTS OF LEAD CONSULTANT

- First degree or equivalent in economics or any relevant discipline;
- Relevant post-graduate degree will be an added advantage;
- Demonstrated experience in communications, policy advocacy, research and economic analysis
- Excellent writing skills in English;
- Excellent knowledge of the Nigerian political, economic, governance and social

environment;

- Strong appreciation of key industries, trends, operators and dynamics within the environment;
- Able to analyse, summarize and coherently report on diverse perspectives
- Exceptional organisational and interpersonal skills
- Able to work under pressure and meet tight timelines; organized and detail oriented
- Proven interest in issues of national economic development
- Previous similar experience at international and national conferences is an asset.

10. 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 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: Editorial Consultant for NES#30.

11. 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;

- a) 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;
- b) '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.