

ESEF 2023 Event Organizer

#	Question	Response
1	<p>What is FIC's role in these events since it has been a partner in previous FIEREE editions? Will we have to use their space?</p>	<p>FIC will be a Partner Institution along with the Government of Cabo Verde and will organize the Fair within the scope of the ENERGY TRANSITION WEEK in close consultation and collaboration with ECREEE and the Government of Cabo Verde. ESEF2023 will not necessarily have to use the same space for FIC, which will be jointly studied.</p> <p>Please note that the West Africa Energy Transition Week 2023 (WAETW2023) will now take place from 16 – 21 October 2023, with the 8th ECOWAS Sustainable Energy Forum (ESEF2023) taking place from 19 – 20.</p>
2	<p>How to interpret and clarify responsibilities since "Sponsoring organizations will be responsible for driving the strategic program" but the supplier will have to "Propose a new theme or reformulate an existing one to fit the purpose of the event" and "Develop the content and agenda of the conference"</p>	<p>The responsibilities are very clear, since the roles of each part involved are different. The Sponsoring Organizations will drive the process at the strategic, political levels, therefore responsible for final decisions, including those actions proposed by the Event Organizer/supplier.</p> <p>The supplier will develop, reformulate, advise proposals related to contents, fund raising strategy, agenda, themes, other logistics issues, under coordination of ECREEE.</p>
3	<p>Who is responsible for invoicing and receiving payments for entrance fees and sponsorship?</p>	<p>ECREEE</p>
4	<p>What is meant by "the budget should consider income, revenue sharing, direct expenses and overheads"</p>	<p>The supplier must submit a lump sum budget. However, any income received from sponsors that have been brought in by the supplier must be shared with ECREEE. A revenue sharing formula must be proposed by the supplier.</p>

5	ECREEE will keep all the income and will pay the company a fixed fee or it can be on the basis of attracting participants and/or sponsors, guaranteeing a minimum fee.	ECREEE will be the recipient of all income and will pay the supplier a fixed fee + an additional incentive for engaging sponsors as per pre-agreed formula
6	Should the proposal be sent in USD or can it be sent in EUR (with the respective conversion to ECV)?	Proposal can be sent in any of the currency of the ECOWAS Member States or other convertible currency (USD, EUR, etc.)
7	Payments to the supplier company will be made in which currency and can they be made to a Portuguese EUR account? What exchange rate do you usually use?	Payment to the supplier can be made in EUR, USD or any currency of the ECOWAS Member States, by using the ECOWAS conversion rate that is updated on monthly basis.
8	What is meant by "post-conference financial management support"?	This means engagement of supplier required to support the final financial report of ESEF2023, and close all pending revenues related to fund raising for ESEF2023.
9	It is requested that the most appropriate date be determined. Between 23 and 28 October what or how many days will the ESEF and FIEREE take place. What is supposed to happen on 28th that is Saturday?	The new and revised date for Energy Week is 16 to 21 October 2023. The ESEF2023 is proposed to be on 19 th and 20 th October 2023. FIEREE takes place on Saturday.
10	Who is coordinating the high-level speakers and ministerial delegations? - Confirm that there is no streaming and therefore all participants will be face-to-face	The High-level Speakers and ministerial Delegations will be coordinated by the ESEF High Level Committee and the Government of Cabo Verde. There will be live streaming on ECREEE Facebook and Google Accounts. Hybrid format will be offered only on an exceptional basis. Face-to-face is encouraged.
11	Will the expected 500 pax be face-to-face simultaneously or is it a total number over the 6 days?	The expected 500 pax will be face-to-face simultaneously. This number may be revised to 350 – 400 pax for ESEF component, ie the 2 days
12	Are the 50 stands planned common for ESEF and FIEREE? Exclusive responsibility of the company attraction?	Are the 50 stands planned common for ESEF and FIEREE? Yes. Companies will provide their marketing designs, which will be integrated within the unique branding of the event. Refer to the section on Branding.

13	Could we suggest instead of developing a website the use of another solution such as existing registration platforms?	A dedicated website, and third-party registration platform should be proposed. ECREEE will have unrestricted access to both.
14	Should interpretation be considered for all days of the event at all times?	Interpretation for ESEF2023 should be considered only for the 2 days defined for ESEF2023, on 19 and 20 October 2023.
15	- Always for the 3 languages? That is, with 2 simultaneous translations e.g. if the speaker speaks PT there is translation into FR and EN	Always for the 3 languages, for the two-day ESEF2023, and simultaneous interpretation (EN, FR, PT).
16	Clarify the number and characteristics of the reports o Prepare the Forum Final Report (branding)	<ul style="list-style-type: none"> • Regular (monthly) project status reports (implementation responsibilities) • Daily summary on technical sessions at end of each day during ESEF • financial report (refer to Q8) • Planning, organization, event management and logistical • Final ESEF2023 Report, including context, summary speeches, key messages from speakers and participants, figures, graphs, etc
17	Provide post-conference support such as a meeting summary report and financial report for file and committee review (planning and organization)	Final content of the financial report will be agreed before submission
18	Provide final Forum report and documentary (planning and organization)	Provide high-quality three (3) minutes video documentary of ESEF proceedings and recommendations in two copies – (i) in English with Portuguese subtitle and (i) in French with French subtitle
19	High quality final Forum report (event management and logistical planning)	Same as 16
20	Regular project status reports (implementation responsibilities)	Same as 16

21	All documentation concerning the event must be delivered in the three languages (PT, EN and FR) or the mastery of the three languages is only for internal management of the event between the parties (meetings, emails, etc)?	<p>All documentation concerning the event ESEF 2023 must be delivered in 3 languages (PT, EN, FR).</p> <p>The working language for internal management of the event between the parties (meetings, emails, etc) should be in at least 2 of the official ECOWAS languages, Portuguese being one.</p>
22	Can it be proposed to change FIEREE to a Conference, in order to have a schedule of speakers and not only an exhibition, with the aim of giving more visibility to the developments of RE and EE specifically in CV?	<p>No.</p> <p>The Fair will have its own identity and organization structure, therefore not same as ESEF2023.</p> <p>Both ESEF2023 and FAIR FIC CABO VERDE will be independent events that will be organized in the scope of Sustainable Energy Week, but with different dates, venues, and agenda.</p>
23	Can the proposal be submitted in consortium?	Yes, but it should be clearly stated who will lead the consortium, since contract can only be signed with one representative of the consortium group.
24	Should the whole team be based in Cape Verde or only part of it or for instance only one partner?	<p>The selected event organizer should demonstrate adequate capacity to provide the required services according to high-quality standard. The efficient management of resources towards delivery will be the entire responsibility of the event organizer.</p> <p>Refer to: Onsite Management and Logistical Planning Supplier shall: Demonstrate capacity to deliver onsite with local team based in Cabo Verde</p>

25	Do we have to indicate the name of the suppliers? Is it not sufficient to guarantee that the service will be provided?	Yes. The contract will be signed between ECREEE and the Selected Event Organizer. For reason of transparency, conflict of interest and due diligence on procedure on exclusion of beneficiaries, it is recommendable to inform ECREEE on any information related to subcontract or engagement of resources other than such directly contracted by ECREEE.
26	What is meant by "Details of the supplier's quality assurance process, including a statement of risk assumptions, issues and challenges that may be faced in project implementation, together with recommended mitigation actions"?	The selected event organizer should demonstrate that the required services will be delivered as required
27	Is the weighting for the 3 criteria for evaluation defined?	No. This is based on the ToR requirements and at the complete discretion of the Sponsor Organizations (ECREEE, Government of Cabo Verde, and FIC).