**EXPRESSION OF INTEREST**

**REQUEST FOR PROPOSAL FOR A PARTNERSHIP FOR PROFESSIONAL CONFERENCE ORGANISING (PCO) SUPPORT**

**Objective**

* + To partner with the WRC in executing international conference – IWA Water Reuse Conference, March 2025, Cape Town
	+ Provide full professional conference organizing support

**Background and Rationale**

As the leading funder of water research in South Africa, the Water Research Commission (WRC) plays a WRC role in the national and global arena’s key research, development, and innovation (RDI) initiatives. With regards to the organisation of the conference, the WRC will lean on the support of key water sector stakeholders such as the IWA-South Africa, Department of Water and Sanitation, Water Institute of Southern Africa, and the science community, who together have a long track record of conference management. It is envisaged that WaterReuse25 will serve as a platform to showcase the impact and contribution made by the local and other African water research science community in promoting the adoption of reuse and as a forum to reflect on the challenges, gaps and the different winning strategies applied around the world when implementing reuse initiatives and projects as means of building local and global water security and resilience. Delegates can expect a content rich programme comprising of a balanced mix of expert panels, parallel specialist technical sessions, innovative technology demonstration and project pitch/showcase sessions curated by seasoned experts, both from the Southern Africa region as well as from across the globe. Major themes to be addressed will include but are not limited to;

1. Sustainability and circularity in the context of water reuse

2. Nutrient separation, resource recovery and pollutant control

3. Wastewater management and source control for potable water reuse

4. Innovations in water reclamation technology, emerging contaminants and public health

5. Integrating advanced technologies into water reuse plants

6. Case studies and practical applications of onsite water reuse

7. Water reuse in agriculture: a water-energy-nexus approach

8. Public participation in water supply management: value of citizen science in the implementation of water reuse projects

9. Building capacity building for water reuse governance in developing countries

WRC had agreed to host the 25th IWA Water Reuse conference, in partnership with the IWA SG on Water Reuse. We are now establishing several partnerships to assist us in executing this event.

***The WRC will provide seed money and sponsorship towards realization of the event. Other revenues will come from delegate fees, other sponsorships, field trips and exhibitions.***

**Specific objectives**

The specific objectives are:

* As a partner, we are expecting the partner to provide full PCO related services, as stipulated in Appendix A.
* The partner will work on an equal risk and reward arrangement.
* Any surpluses or losses generated, after payment of key accounts will be shared proportionally by partners in accordance with the investment made OR based on agreed terms.

Kindly submit a maximum two page proposal in pdf expressing your interests in the partnership and its conditions, as well as ability to provide the scope of work highlighted in Annexure A: Scope, to: **eoipcopartnership@wrc.org.za**by **latest 2nd February 2024 at 14h00**. Our review will be based on the motivation, track record and elements contained within Annexure A.

**Annexure A**

**SCOPE**

**1. RESPONSIBILITY OF PCO**

1.1 The PCO undertakes to provide the Conference Management Services as more fully detailed below, and as contractually agreed.

1.2 Establishment of the appropriate event procedure, services, resources and facilities to be implemented and employed by the PCO for the successful management of the duties assigned.

1.3 Analyse and define requirements for the event in relation to registration, meetings, accommodation, exhibition, sponsorship, proceedings and necessary printing.

1.4 Management of overall operations and drawing up an organisational chart and all accounting procedures as relevant to the portfolio.

1.5 In consultation and agreement with the WRC, the selection of service providers and product suppliers.

1.6 ENSURE Public Liability insurance to the value of R25 million and that this more than covers any possible risk.

1.7 Abide by all processes and requirements of the IWA and WRC in hosting an IWA event.

2. **Administration**

2.1 Reception and dissemination of correspondence as defined and agreed to by both parties.

2.2 Receiving and responding to requests for information from the WRC and/or attendees in relation to the services for which the PCO is appointed.

2.3 Transfer of appropriate funds from the WRC according to timetables and procedures agreed to by both parties.

2.4 Invoicing of expenditure deemed by both parties to be for the account of the event through the organising committee.

2.5 Design and maintenance of the event database and preparation of reports.

2.6 Budget and financial management relating to appointed services.

3. **Material and Logistical Preparation of the Event**

3.1 Verification of services to be supplied including technical and audio-visual equipment, catering, signage, vehicle parking facilities, telephone, fax, computer and infrastructure.

3.2 Appoint guards and security firms, cleaning companies and all other supplementary suppliers as may be deemed by both parties to be required, e.g. banking, postal communication, safety and security and medical services.

3.3 Assessing, contracting and installation of specialised equipment or services that may be required in consultation and agreement with the WRC.

3.4 Establishing and managing reception facilities and local organising committee offices at the official event venue.

3.5 Establishing a desk for information on academic, scientific or technical related matters to be managed by the WRC.

4 **Management of Organising Committee Meetings**

4.1 Attend local organising committee and other event related meetings that may be necessary.

4.2 Transport and accommodation costs that may be incurred to attend such meeting will be for the account of the PCO.

4.3 Arrange for the provision of secretariat services as determined by the local organising committee and as agreed by the PCO.

4.4 The PCO may, if required, attend to the recording, preparation and circulation of minutes of special meetings at which the PCO is in attendance. Costs for printing and distribution shall be for the account of the event. The PCO encourages and supports paperless meetings wherever possible.

5 **Marketing and Printing**

5.1 Providing assistance with the origination and design of the conference logo and incorporating the overall conference theme. Using the conference logo continuously enhances the marketing strategy of the event. All printed and electronic media will carry the conference logo throughout. Production costs will be calculated and included in the event budget.

5.2 shall market and promote the event on the conference website. Ownership of the Conference website is deemed to belong jointly to the partnership. However, the PCO shall be responsible for the population of the website framework/structure provided by IWA ensuring such is kept up-to-date at all times.

5.4 Updates, amendments and inclusions to the website shall be the responsibility of the PCO as instructed by the WRC. Related costs will be included in the event budget.

5.5 Preparation and printing of first and second announcements may be undertaken, at the behest of the WRC, for dissemination to potential delegates, sponsors and stake holders. The design and printing costs will be calculated and included in the event budget.

5.6 The PCO may provide printed documents and literature at the request of the WRC, in which case the PCO will appoint the relevant design and print companies, prepare drafts for approval and distribute printed items. Related costs will be for the event budget.

6 **Budget**

6.1 The PCO, in consultation with the WRC, will be responsible for the compilation and calculation of the event budget in accordance with the detailed programme, activities and social functions as outlined by the WRC.

6.2 New and additional taxes or other government charges, which presently apply or may be imposed after the date of the contractual agreement, shall be for the account of the event.

6.3 Value Added Tax on the event shall be payable to the Receiver of Revenue by the WRC, administered by the PCO.

6.4 The PCO shall make every possible effort to timeously obtain all financial agreements, guidelines and instructions required for the satisfactory completion of the portfolios with which it has been entrusted in terms of the contract.

6.5 The PCO shall arrange and manage the reconciliation of the conference bank account.

7 **The Conference Bank Account**

7.1 set up a dedicated conference bank account .

7.2 All management fees for services provided by the PCO shall be paid from the conference bank account into the PCO bank account per agreed dates.

7.4 It shall be noted that the conference bank account shall not involve any substitution of transactions conducted on any other bank accounts held by the PCO or its associated companies.

7.5 Interest earned on registration fees shall be for the conference bank account and will accrue to the WRC.

7.6 Interest earned on accommodation deposits or destination management services will accrue to the PCO.

8 **Income and Expenditure**

8.1 Income and expenditure is approved by all parties in terms of the budget and by agreement.

8.2 Regular reporting to the organising committee regarding the conference income to date and the anticipated expenditure is produced. This assists with the cash flow management. Final account reconciliation is presented within 60 days of the event, with a detailed summary of all types of funds received and spent.

8.3 An Audit trail can be presented with all the invoices produced and payments made at any one time during the event and thereafter, or on request. Financials will be compiled for auditing purposes.

9 **Casual Staff**

9.1 Costs for all casual staff engaged by mutual agreement immediately before and during the event, and employed in the execution of the event, will be included in the event budget.

9.2 Where casual or volunteer staff is to be engaged by the WRC to perform tasks related to the portfolio of the PCO, the PCO shall have the right to choose suitable candidates in accordance with experience, qualifications and suitability for the specified tasks, within the ethos and guiding principles of the client.

10 **Event Management**

The PCO undertakes to provide justification at all times for the transactions carried out on behalf of the WRC in the application of the contract.

10.1 **Registration and Management of Participants**

10.2 Preparation and design of the on-line registration form in collaboration with the local organising committee, and assistance with one appropriate link to the Event registration website.

5.11.2 Receipt and processing of the registration forms

5.11.3 Acknowledgement of receipt and confirmation of registration to delegates and exhibition participants.

5.11.4 Accounting and financial management of registration funds.

5.11.5 Processing registration amendments and updating event database.

5.11.6 Establishing participant statistics and profiles.

5.11.7 Management of the registration process at the event venue of any additional, late or day delegate registrations on site.

5.11.8 Handling of registration finance, e.g. cancellations, refunds, debit balances, etc.

5.11.9 Printing of delegate and exhibition participants list or reports by number, nationality, country or other criteria, which may be appropriate.

5.12 **Social Functions**

If required, the conf company, in agreement with the WRC, may arrange and manage social functions for the event to include the following services:

* Liaison with the WRC to ascertain requirements, discuss budget and make recommendations;
* Liaison with the venue staff;
* Arrange catering facilities as required;
* Arrange décor as appropriate;
* Determine and arrange for technical facilities as required;
* Administrative assistance with entertainment and supplier contracts;
* Arrange hosts, hostesses and service staff;
* Arrange transport to venues;
* Arrange seating and name cards if required;
* Arrange reception services and personnel;
* Arrange media representation if required;
* Arrange ticket and menu design and printing if required;
* Related costs will be included in the event budget.

5.13 **Presenter Co-ordination and Management**

* The PCO will be responsible for presenter co-ordination including presenters’ travel and accommodation requirements and any other assistance required in this regard.
* The PCO will follow up with individual presenters regarding the required presentation material, programme slots and technical requirements.
* The PCO will send specific guidelines per presentation type and a technical rider to presenters to confirm their AV requirements are in order.
* Notification of changes to the programme that may affect presenters will be sent by the PCO.
* A speaker preparation room will be arrange and managed by the PCO at the venue for the duration of the conference for speakers to upload their presentations and networked to the correct room prior to their session.
* Regular reports will be prepared by the PCO for presentation to the Organising Committee as and when required.
* The PCO to attend meetings to report on presenter status and communication as and when necessary.

5.13.1 **Programme Liaison and Management**

* The PCO to participate, where required, in Organising Committee meetings in order to comprehend the programme layout and planning the Conference programme according to requirements.
* The PCO to liaise with the Organising Committee in planning overall logistics for the speaker programme.
* Liaison with session chairs, including e-mailing of guidelines, to be managed by the PCO.
* Continued communication between the PCO and Organising Committee to ensure that the presenters are managed in a professional manner at all times. It is important that the committee is aware of any problems or difficulties in advance in order to correctly troubleshoot.

5.14 **Exhibition Co-Ordination and Management**

Exhibition Manager = EM

5.14.1 **Planning**

* In consultation with the organising committee plan and co-ordinate the exhibition concept, design and layout of the exhibition area for consideration and approval.
* Compilation of the Exhibition Prospectus and Contracts binding between individual exhibitors and the organizing committee.
* Assistance with setting up an exhibition briefing and site visit, where the organising committee and potential exhibitors discuss the packages and opportunities.
* Negotiate rates with service providers and submit quotations to the organising committee for approval.
* Compilation and management of the exhibition budget and packages in consultation with the organising committee and managed by the exhibition manager (EM).
* Exhibition suppliers and sub-contractors will be appointed in accordance with government empowerment criteria.
* Specific attention will be paid to ensure suppliers and contractors have the necessary capabilities and experience.
* Negotiation of exhibition contracts and payments will be managed on behalf of the event, ensuring that the criteria specified in the agreement is met and delivered on by all parties.
* Compilation of an exhibition manual and services catalogue for exhibitors to be loaded on the website.
* The EM will compile an exhibition service order form for dissemination to confirmed exhibitors.
* Verification of services to be supplied as required by individual exhibitors including technical equipment, audio visual equipment, carpeting, cleaning and infrastructure, and contracting and management of these services leading up to and during the conference.
* Planning and liaison with service provider for branding and directional signage.
* Submission of final floor plan and safety requirements to the venue for approval.
* Ensure exhibitor profiles and logos are submitted for the final printed programme/exhibitor catalogue and on-site electronic communication platforms.
* Attend planning meetings with the venue and operational manager.
* The PCO reserves the right to appoint sub-contractors to carry out specialist work related to exhibitor requirements, as may become necessary, i.e. shell scheme signage, electrics, etc.

5.14.2 **Sales**

* The PCO will at all times be committed to assisting with promoting and marketing the exhibition packages as far possible.
* Compilation of exhibition content for the conference website and electronic marketing of the exhibition. Related costs to be calculated and included in the exhibition budget.
* Communication with previous exhibition participants to market the exhibition prospectus.
* In consultation with the organising committee, contact new leads to market the exhibition.
* Constant follow-up on all trade and exhibition enquiries.
* If required, assist international exhibitors with information and local contacts regarding customs clearance and receiving agents.

5.14.3 **Bookings**

* Preparation and design of the exhibition registration form and appropriate link to the event website in collaboration with the organising committee for dissemination to potential exhibitors.
* Receipt and processing of exhibitor registrations and service requests. Exhibitor registrations will be categorised in the delegate registration management fee.
* Acknowledgement of receipt and confirmation of registration to exhibitors.
* Forward invoices to exhibitors for payment.
* Processing registration amendments and updating the exhibition database.
* Assist with exhibitor enquiries and any additional requests.
* Regular follow-up on exhibitor registration and payments due.
* Compilation of letters of appreciation, in consultation with the organising committee, for dissemination to all exhibitors.

5.15 **Sponsorship Co-ordination and Management**

The PCO is not a sponsorship procurement agent and cannot guarantee the amount of sponsorship to be raised. However, The PCO is experienced in assisting clients with administration, management and procurement of sponsorship.

5.15.1 **Planning**

* In consultation with the organising committee develop and design a sponsorship prospectus.
* Assistance with setting up a sponsor briefing where the organising committee and potential sponsors discuss the packages and opportunities.
* Compilation of sponsorship content for the Congress website and electronic marketing of the sponsorship packages. Related costs to be calculated and included in the conference budget.
* Include tailored packages for prospective sponsors not listed in the prospectus.
* Assist with identifying prospective sponsors by means of leads research, and previous congress database.
* Compilation and management of a budget for the sponsorship campaign, and Sponsorship Contracts binding between sponsors and the organising committee.
* In consultation with the organising committee, select and target potential sponsors from the internal database, and develop and update the database with new sponsors.

5.15.2 **Sales**

* The PCO will at all times be committed to assisting with promoting and marketing the sponsorship packages as far possible.
* Communication with prospective sponsors to market the sponsorship opportunities.
* In consultation with the organising committee, contact new leads to market the sponsorship packages.
* Negotiation of sponsorship contracts and payments will be managed on behalf of the committee, ensuring that the entitlements specified in the agreement are met and delivered on by all parties.
* Constant follow-up on all sponsorship enquiries and payments due.

5.15.3 **Bookings**

* In collaboration with the organising committee, preparation and design of an appropriate link to the website and the sponsorship registration form for dissemination to potential sponsors.
* Receipt and processing of sponsor registrations and service requests. Sponsor registrations will be categorised in the delegate registration management fee.
* Acknowledgement of receipt and confirmation of registration to sponsors.
* Forward invoices to sponsors for payment.
* Processing registration amendments and updating the sponsor database.
* Assist with sponsor enquiries and any additional requests.
* In collaboration with the organising committee, compile letters of appreciation for dissemination to all sponsors.

6. **THE WRC’S ROLES AND OBLIGATIONS**

Where applicable, the WRC shall have the roles and obligations in terms of this agreement as more fully detailed below.

**Portfolios Identified and Representative per key area**

6.1 **Conference Organising Responsibilities**

6.1.1 The Organising Committee is comprised of representatives of the PCO, the WRC, IWA and any institutions

6.1.2 A committee member to be appointed as the Conference Chair.

6.1.3 Provide a detailed and accurate brief and overview of the conference requirements and anticipated number of local and international participants.

6.1.4 Identify suitable Portfolio Representatives to serve as part of the conference organising committee. Such individuals need to be involved in matters related to the conference topic in order to make valuable and informed contributions towards the conference.

6.1.5 Selected Portfolio Representatives need to be in a position to regularly attend committee meetings and actively participate. Giving feedback within agreed deadlines on necessary action items as determined during the meetings. The PCO to be supplied with relevant contact numbers and e-mail addresses in order to communicate effectively with the Portfolio Representatives.

6.1.6 The Conference Chair needs to be available to work closely with The PCO to set up meeting agendas, approve minutes and assistance with action items that are identified at meetings or between meetings.

6.1.7 The Conference Chair is ultimately responsible and accountable for the activities of the various and Portfolio Representatives members.

6.2 **Academic/Programme Portfolio Representative**

6.2.1 It is imperative that the conference is of a high standard and includes topical issues relevant to the industry it represents as this will ensure interest and will translate to increased attendance.

6.2.2 The Academic/Programme Chair and Portfolio Representatives need to have experience within the field the conference represents, both internationally and nationally, in order to support the substance of the conference programme.

6.2.3 The Portfolio Representatives need to work closely with The PCO in agreeing on reasonable time lines for abstract submission, the review process and programme population.

6.2.4 The identification, selection and invitation of reviewers, session chairs and keynote speakers

6.3 **Finance Portfolio Representative**

6.3.1 The finance Portfolio Representative needs to have previous experience and an understanding of accurate budgeting and administration.

6.3.2 Understanding the importance of accurate cash flow, good financial management and timely release of supplier payments.

6.3.3 It will benefit the conference if the finance Portfolio Representatives have a good understanding of VAT, taxation, contracting and are personally in good financial standing.

6.4 **Marketing and Communications Portfolio Representative**

6.4.1 Whilst the PCO can provide guidance to the marketing and communications on general strategy, it is imperative that appropriate media are identified within the sector the conference is representing.

6.4.2 The Portfolio Representative needs to have a good understanding of the industry in order to identify the opportunities that will raise awareness and create interest to attend the conference.

6.4.3 The Portfolio Representative needs to provide, or have access to, an extensive current database for the industry in order to communicate electronically and market the conference as far and wide as possible.

6.4.4 Have good relationships with private and public sectors of the industry to ensure communication about the conference is distributed as widely as possible.

6.4.5 Good writing and verbal communication skills in order to do presentations as may be necessary should the Conference Chair not be available.

6.4.6 The Portfolio Representatives to be available to assist and work closely with The PCO to ensure that all marketing collateral is appropriate and approved timely in order to market the conference.

6.4.7 The Portfolio Representatives to assist with regular and interesting updates for the conference website and social media to keep the momentum going.

6.4.8 The Portfolio Representative to give timely approval of all branding and sign off the design work for the conference.

6.5 **Exhibition and Sponsorship Portfolio Representative**

6.5.1 It is essential that the Portfolio Representative works closely with The PCO and maintains open and clear communication.

6.5.2 Knowledge of companies and suppliers of the industry in order to sell the packages or make recommendations confidently.

6.5.3 Good writing and verbal communication skills to make presentations at exhibitor and sponsor briefings.

6.5.4 Assist with the compilation of exhibition and sponsorship packages, and have a sound knowledge of what package/values will sell.

6.5.5 Assist with the compilation of a master database that will contain hot leads of potential exhibitors and sponsors, as well as correct contact details or key decision makers in the industry. The database could be a combination from various sources.

6.5.6 Assist with and approve exhibition and sponsorship invitation letters addressed to potential exhibitors and sponsors to promote the packages on offer.

6.5.7 Assistance with the timely approval of all marketing material content and design, i.e. e-mail communications, journal adverts/editorials, website, etc.

7. **FINANCIAL MANAGEMENT AND PROCEDURES**

7.1 **Conference Bank Account**

7.1.1 The PCO will open a conference bank account.

7.1.2 The WRC and partner institutions are entitled to scrutinise the budget and all financial transactions monthly, or as necessary.

7.1.3 The PCO shall arrange the setting up of an on-line credit card payment facility.

7.1.4 The PCO undertakes to provide the WRC, through the officially designated representative, with the definitive accounts of transactions on a monthly basis.

7.1.5 In order to ensure adherence to the agreement, the WRC shall be entitled at all times to scrutinise, or nominate a chartered accountant to audit, all financial transactions conducted by the PCO on their behalf.

7.2 **Supplier Payments**

7.2.1 **Conference Account**

Payments for supplier services to be paid from the conference account, managed by The PCO, will entail the following:

7.2.1.1 The PCO to invoice all expenses and cross reference the expense to the budget line item.

7.2.1.2 Invoices will be submitted to the appointed local organising WRC Representatives for approval.

7.2.1.3 The PCO will pay all suppliers from funds received from the conference account.

7.2.2 **Conference Bank Account**

Payment for supplier services to be paid from the conference bank account

Receipt of all income in the form of fess and sponsorship will be placed in conference bank account.

7.3 **PCO fees and surpluses**

These will finalized at the time of agreement

8. **CONFIDENTIALITY**

Any information which shall have been communicated by either party to the other in confidence under this agreement or which by its nature ought to be regarded as confidential, shall be treated by the recipient as confidential and shall not be used for any purpose outside the scope of this agreement.