

SERVICE CONTRACT

BETWEEN

DEPARTMENT FOR BUSINESS AND TRADE

AND

IC PUBLICATIONS LTD

TABLE OF CONTENTS

ARTICLE I	SCOPE OF SERVICES	3
ARTICLE II	COMMENCEMENT, SCHEDULES, AND TIME LIMITS	3
ARTICLE III	DUTIES OF THE CONSULTANT AND PROHIBITION OF CONFLICTING ACTIVITIES	4
ARTICLE IV	REPRESENTATIONS, WARRANTIES AND COVENANTS	5
ARTICLE V	INSURANCE	5
ARTICLE VI	RELATIONSHIP OF THE PARTS AND INDEMNIFICATION OF THE CLIENT	6
ARTICLE VII	DISABILITY OF THE CONSULTANT	6
ARTICLE VIII	PAYMENT FOR THE SERVICES	6
ARTICLE IX	COPYRIGHT, CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS	7
ARTICLE X	ASSIGNMENT AND SUBCONTRACTING	8
ARTICLE XI	FORCE MAJEURE	8
ARTICLE XII	CORRUPTION	9
ARTICLE XIII	TERMINATION OF CONTRACT	9
ARTICLE XIV	DISPUTE SETTLEMENT	10
ARTICLE XV	MODIFICATION OR AMENDMENT	11
ARTICLE XVI	EFFECTIVE DATE AND EXPIRY	11
ARTICLE XVII	NOTICES	11
ARTICLE XVIII	GOVERNING LAW	12
ARTICLE XIX	COUNTERPARTS	13
ANNEX 1	TERMS OF REFERENCE	15
ANNEX 2	CONTRACT AMOUNT AND METHOD OF PAYMENT	25

THIS SERVICE CONTRACT (hereinafter referred to as the ‘Contract’), is entered into by and between **Department for Business and Trade** a company having their office at Old Admiralty Building, London SW1A 2AY, (hereinafter referred to as the ‘**Client**’), of the one part, and

IC PUBLICATIONS LTD formed and existing under the laws of the *United Kingdom* (hereinafter referred to as the ‘**Consultant**’), whose address is 7, Coldbath Square, London, EC1R 4LQ, United Kingdom, of the other part.

The Client and Consultant shall be individually referred to in this Contract as a “Party” and collectively as the “Parties”.

WHEREAS the Client desires to contract the Consultant to perform certain services in connection with the organisation and production of the Africa Mobile & Digital Economy Leaders Dinner 2023, to be held in Kigali, on the 18th of October 2023 on the sidelines of the MWC Kigali.

The Consultant will be commissioned for the oversight of the dinner offering a turnkey solution. Both the Client and Consultant will work jointly to ensure a cohesive programme; and

WHEREAS the Consultant and the Client agree to be to be engaged upon the terms and conditions set forth herein.

NOW THEREFORE in consideration of the premises and the covenants, agreements and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1

SCOPE OF SERVICES

1.1 The Services to be performed by the Consultant under this Contract are described in the terms of reference attached hereto as Annex I (hereinafter called the ‘Terms of Reference’) which Annex I forms an integral part thereof.

1.2 Notwithstanding Section 15.1 hereof, the Client shall be entitled to modify the Terms of Reference provided, however, that no such modification shall change the essential nature or purpose of the Services. If, as a consequence of such modification, the scope of the Services is significantly changed, the Contract Amount (as defined in Section 8.1 hereof) and/or the Contract period may be adjusted by the Consultant.

ARTICLE II

COMMENCEMENT, SCHEDULES AND TIME LIMITS

- 2.1 The Consultant shall commence the Services on 20th September 2023 and shall carry out the Services in accordance with the schedules and time limits established under the Terms of Reference, or as otherwise indicated to the Consultant by the Client.

ARTICLE III

DUTIES OF THE CONSULTANT AND PROHIBITION OF CONFLICTING ACTIVITIES

- 3.1 The Consultant shall perform the Services with all due care, diligence, and efficiency, in accordance with the highest standards of professional competence and skill.
- 3.2 The Consultant shall, in performing the Services, accept, promptly act upon, and comply with, such instructions and directions as may be issued by the Client from time to time concerning the performance of the Services.
- 3.3 The Consultant shall report regularly to the Client and seek guidance and direction therefrom on all matters relating to this Contract and the performance of the Services hereunder.
- 3.4 The Consultant shall perform the Services to the satisfaction of the Client in accordance with the Terms of Reference and shall submit to the Client satisfactory and complete report(s) as required under the Terms of Reference.
- 3.5 The Consultant designates **Text Redacted**, **Head of Events**, as the project's leader to spearhead, coordinate, and act as the principal liaison between the Client and the Consultant during the performance of this Contract. In this capacity, the principal liaison's responsibilities include, but are not limited to, daily supervision and oversight of the Services and all communications between the Consultant and the Client.
- 3.6 The Consultant shall provide the services of qualified experts and employees through all stages of this Contract and shall identify such experts to the Client at the commencement of the Services. Any change of such experts shall be subject to the Client's prior written approval. The Consultant, after consultation with the Client, may assign other experts or employees of the Consultant, as may be appropriate, to ensure the efficient performance of the Services. The Consultant will promptly replace any member of the Consultant's project team that the Client reasonably considers unfit or otherwise unsatisfactory.
- 3.7 The Consultant shall keep and maintain accurate and complete accounts in respect of expenditure incurred by the Consultant under this Contract, in such form and detail as shall be satisfactory to the Client, for the purposes of the Client making payment or settlement under this Contract.

- 3.8 The Consultant shall seek and obtain, at its own expense, all necessary visas and/or residence permits as shall be required for carrying out the Services and for performing its obligations under this Contract. The Client shall, as necessary, use reasonable efforts to assist the Consultant in obtaining such visas and/or permits.
- 3.9 The Consultant shall be fully liable for the consequences of any error or omission on its part and for any damage caused by negligence, wilful misconduct or fraud on its part in carrying out the Services or performing its other obligations under this Contract.
- 3.10 The Consultant shall provide the Services free from any and all conflicts of interest. Therefore, the Consultant shall, in particular, ensure that itself, its personnel, and subcontractor(s)' personnel do not have any business, professional, personal, or other interest, including, the representation of other clients, that would conflict in any manner or degree with the provision of the Services in accordance with this Contract. If any such actual or potential conflict of interest exists prior to the entering into the Contract or arises thereafter, the Consultant shall immediately inform the Client in writing of such conflict, providing reasonable detail on the nature and extent of such actual or potential conflict of interest.
- 3.11 The Client shall provide continuous support to the Consultant during the Contract period and shall transmit immediately to the Consultant all information in its possession regarding the event.

ARTICLE IV

REPRESENTATIONS, WARRANTIES AND COVENANTS

- 4.1 The Consultant represents and warrants that it possesses the requisite power, authority, experience, qualifications, competence, and skills to perform the Services hereunder and to carry out all of its duties and responsibilities set out in this Contract and that all information given concerning such experience, qualifications, competence and skills is accurate.
- 4.2 The Consultant represents and warrants that it is in compliance with all the applicable laws and regulations in force in its place of incorporation. The Consultant covenants that during the term of this Contract it shall abide by and take all measures necessary to enable it to be in compliance with, all laws and regulations in force in any place where the Services are to be wholly or partly performed.
- 4.3 The Consultant represents and warrants to the Client that: (i) the execution and delivery by the Consultant of this Contract, the consummation of the transactions contemplated hereby and the performance by the Consultant of this Contract will not violate, conflict with or result in the breach of any of the terms and conditions of, or otherwise give any other contracting party the right to terminate, any contract, agreement, license, franchise, commitment or binding arrangement to which the Consultant is a party and which would otherwise be material to the performance by

the Consultant of its obligations hereunder; and (ii) the Consultant possesses all required licenses, and permits in respect of, or otherwise possesses good and valid title to, all the intellectual and other property necessary for the performance of its obligations hereunder. The foregoing representations and warranties of the Consultant shall survive the termination of this Contract.

ARTICLE V INSURANCE

- 5.1 The Consultant shall procure and maintain, for the duration of this Contract and at its own expense, insurance policies that may be required including (medical insurance in an amount and on terms customary in its industry for its experts, agents, and employees performing the Services hereunder) to enable the Consultant to perform the Service performed under this Contract.

ARTICLE VI RELATIONSHIP OF THE PARTIES AND INDEMNIFICATION OF THE CLIENT

- 6.1 Nothing contained in this Contract shall be construed as establishing or creating any relationship between the Client and the Consultant other than that of independent contractor. Accordingly, the Consultant hereby agrees that the Client shall accept no liability in contract or in tort or any responsibility for the acts, omissions, errors or negligence of the Consultant, its servants, agents, affiliates, contractors, subcontractors, or other persons deriving authority from the Consultant (collectively hereinafter referred to as the “Consultant’s Associates”).
- 6.2 The Consultant hereby undertakes that it will indemnify and hold harmless the Client from and against any action and all losses, liabilities, costs, claims, damages and expenses (“Loss”) (including, without limitation, reasonable attorneys’ fees) which the Client may incur in relation to, arising out of, or otherwise in respect of any act, omission, error or negligence of the Consultant or any of the Consultant’s Associates including without limitation all third party claims, and the Consultant will reimburse the Client for all costs, charges and expenses which the Client may pay or incur in connection with investigating, disputing or defending against any such action or Loss. The Consultant shall indemnify the Client against all third-party claims of infringement of patent, trademark, intellectual property or industrial design rights arising from the performance of the Services by the Consultant and any of the Consultant’s Associates.
- 6.3 The provisions set out in this Article shall survive the expiration or termination of this Contract.

ARTICLE VII

DISABILITY OF THE CONSULTANT

- 7.1 If, at any time and for whatever reason, in the opinion of the Client the Consultant is unable to perform or to complete the performance of the Services in a manner satisfactory to the Client, the Client may, at its option, either terminate this Contract, require the Consultant to replace as expeditiously as possible, such person with another possessing qualifications and experience acceptable to the Client and at the rate of remuneration no higher than that agreed for the person replaced. The cost and expenses of any such replacement shall be borne by the Consultant.

ARTICLE VIII

PAYMENT FOR THE SERVICES

- 8.1 The Client shall pay to the Consultant, in respect of the satisfactory performance of the Services, the amounts specified in Section A of Annex II to this Contract (hereinafter collectively referred to as the “Contract Amount”), which Annex II forms an integral part hereof.
- 8.2 The Contract Amount shall be paid to the Consultant in accordance with the modalities specified in Section B of Annex II to this Contract. All other expenses not included in the Contract Amount shall be paid in accordance with Section C of Annex II to this Contract.
- 8.3 The Parties acknowledge that any delay in payments due to the Consultant, as stipulated in this Contract may cause delays in the provision of the Services and could result in additional costs for the Client. For the avoidance of doubt, the Consultant shall not be held responsible for any such delays but shall ensure that it effectively communicates any such impact and/or effect of late payments at all times, to the Client.

ARTICLE IX

COPYRIGHT, CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

- 9.1 The Consultant shall not at any time without written authorization from the Client, communicate to any person or entity any Confidential Information disclosed to it for the purpose of performing the Services or obtained by it in the course of performing the Services, or make any public statements concerning this Contract. All Confidential Information shall be treated as confidential by the Consultant and the Consultant’s Associates and remain the property of the Client. The Consultant and the Consultant’s Associates shall not be entitled to use or make copies of such Confidential

Information for any purpose not related to this Contract. For purposes hereof, “Confidential Information” refers to all documents, statistics, reports, data and other information provided, or made available to, or created, obtained, compiled or prepared by the Consultant in respect of, in connection with or by virtue of this Contract.

- 9.2 The obligations of the Consultant under Section 9.1 of this Contract will not be taken to have been breached to the extent that Confidential Information: (a) is disclosed by the Consultant to the Consultant's Associates solely in order to comply with obligations, or exercise rights, under this Contract; or (b) is in the public domain other than due to a breach of Section 9.1. Where the Consultant discloses Confidential Information to another person pursuant to clause (a) above, the Consultant will (a) notify the receiving person that the information is Confidential Information and (b) not provide the Confidential Information unless the receiving person agrees to comply with the terms and conditions set forth in Section 9.1. In every instance, the Consultant shall use its best efforts to notify the Client of such disclosure to the Consultant’s Associates prior to making such disclosure.
- 9.3 The Consultant shall not publish or cause or permit to be published, without the prior written approval of the Client, any conclusions or recommendations or any part thereof formulated in the course of or as a result of the performance of the Services.
- 9.4 All proprietary and intellectual property rights in all documents, reports, statistics, data and other information provided, made available to, or created, obtained, compiled or prepared by, the Consultant in the course of carrying out the Services shall be vested in and become the property of the Client. All such documents, reports, statistics, data and other information shall, upon the completion of Services or termination of this Contract, be promptly returned to the Client. Such materials shall be sorted and indexed by the Consultant in a manner acceptable to the Client prior to delivery to the Client.
- 9.5 The Consultant further agrees to include the contents of this Article in all subcontracts and consulting agreements entered into by the Consultant for the performance of Services under this Contract.
- 9.6 The provisions of this Article shall survive the expiration or the termination of this Contract.

ARTICLE X

ASSIGNMENT AND SUBCONTRACTING

- 10.1 The Consultant shall not assign, transfer or make any other disposition of any of its rights or obligations under this Contract, in whole or in part, except with the prior written consent of the Client.

- 10.2 The Consultant shall not subcontract or otherwise transfer responsibility for the whole or any part of the Services to any person or entity except with the prior written consent of the Client given in respect of the person or entity.
- 10.3 Notwithstanding any such consent given by the Client pursuant to Sections 10.1, and 10.2 above, the Consultant hereby guarantees full compliance by each of the Consultant's Associates with the terms of this Contract and the prompt performance by each of them of the subcontracted parts of the Services. The Consultant further represents and warrants that it shall be fully responsible as primary obligor to the Client regarding the manner and standard of performance of the Services.

ARTICLE XI

FORCE MAJEURE

- 11.1 'Force Majeure' means any event or condition which (a) wholly or partially delays or prevents a Party from performing any of its obligations hereunder, (b) is unforeseeable and unavoidable, (c) is beyond the reasonable control of such Party, and (d) occurs without the fault or negligence of such Party. 'Force majeure' includes but is not limited to total or partial strikes, floods, natural disasters, fires, riots, acts of terrorism, epidemics, pandemics, government regulations and acts of God.
- 11.2 The Party affected by such Force Majeure shall give prompt written notice to the other Party of the nature and probable duration of such Force Majeure, and of the extent of its effects on such Party's performance of its obligations hereunder.
- 11.3 During the continuance of such Force Majeure, the obligations of the affected Party shall be suspended to the extent necessitated by such Force Majeure.
- 11.4 In the event of Force Majeure which delays performance of this Contract or any part thereof by more than Forteen (14) days, either Party shall have the right, by notice to the other Party, to terminate this Contract.
- 11.5 Any decision to cancel the event by the Client will be confirmed by written notice. In such case, the payments made to the Consultant in respect of portions of the Services which the Client agrees have been provided by the Consultant shall remain the property of the Consultant without prejudice to the payment of instalments still due, reimbursements of non-recoverable expenses incurred by the Consultant and the payment of any damages, where applicable.
- 11.6 In case of postponement of the event, the Consultant and the Client will jointly and timely determine a possible alternative. Any such postponement may require the payment of additional funds based on the additional time spent developing the new proposal and its implementation. For the avoidance of doubt, any such additional funds shall be reasonable and is subject to Client's consent.

ARTICLE XII

CORRUPTION

- 12.1 The Consultant represents and warrants that no employee of the Client involved in the award of this Contract, has received, or will receive, directly or indirectly, any benefit or advantage from the Consultant, or any of the Consultant's Associates, resulting from the award of this Contract or its performance.
- 12.2 If the Consultant is found to have engaged in any corrupt or fraudulent practice in connection with this Contract, the Client may, in its sole discretion, do any or a combination of the following: i) declare void or terminate this Contract; ii) declare the Consultant ineligible to contract with the Client or to enter into contracts financed by the Client; and iii) pursue legal proceedings against the Consultant. For purposes hereof, (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of an individual in the procurement process or in contract execution, and (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract, or collusive practice among bidders (prior to or after bid submission).

ARTICLE XIII

TERMINATION OF CONTRACT

- 13.1 The Client may terminate this Contract at any time without advance notice in the event the Consultant engages in misconduct. For purposes hereof, "misconduct" means conduct that is unlawful or improper, and that the Client determines in its discretion, reflects seriously and adversely on the Client.
- 13.2 The Client may, upon giving not less than seven (7) days' notice in writing to the Consultant, terminate this Contract if the Client determines that the Consultant has failed to perform satisfactorily the Services or to otherwise comply with any of its obligations under this Contract.
- 13.3 The Client may, at its option and in its sole discretion, terminate this Contract when it is in the interest of or the convenience of the Client to do so, provided, that the Consultant shall in such event be given prior notice of not less than seven (7) days of such termination.
- 13.4 The Consultant may terminate this Contract if the Client has, within a period of ten (10) days after the due date, failed to pay any amount due to it in respect of which no dispute has arisen.
- 13.5 The Client and the Consultant may terminate this Contract by mutual agreement in writing.
- 13.6 Upon termination of this Contract, the Consultant shall: (a) take immediate steps to end the performance of the Services in a prompt and orderly manner, reducing its losses and keeping further expenditures to a minimum; and (b) promptly return all

Client equipment and, in accordance with Section 9.4 hereof, all documents, reports, statistics, data and other information provided, or made available to, or created, obtained, compiled or prepared by, the Consultant in the course of carrying out the Services.

- 13.7 If this Contract is terminated under this Article, Article VII, XI or XII, the Client shall be liable only for payment, in accordance with the payment provisions of this Contract, for the part of the Services actually and properly performed and expenses reasonably incurred prior to the effective date of termination.

ARTICLE XIV DISPUTE SETTLEMENT

14.1 The Parties shall make every effort to resolve any disagreement or dispute arising between them under or in connection with this Contract amicably by direct informal negotiation. The Party asserting the existence of a disagreement or dispute shall, promptly upon becoming aware of such disagreement or dispute, notify the other Party in writing (such writing being referred to herein as the "Notice of Dispute") specifying the nature of the disagreement or dispute, and shall also provide such other information about the disagreement or dispute as the other Party may reasonably require.

14.2 If, seven (7) days after the date the Notice of Dispute has been given, the parties have been unable to amicably resolve the dispute or disagreement, either party may initiate arbitration proceedings in accordance with the UNCITRAL Arbitration Rules as at present in force.

14.3 The arbitral tribunal shall consist of three (3) arbitrators, each party shall appoint one (1) arbitrator and the third, who will chair the proceedings, shall be appointed by agreement of the parties from a list of eligible arbitrators provided by the London Court of Arbitration ("LCIA"). If, sixty (60) days after the date of the Notice of Dispute, the parties are unable to agree on such third arbitrator, the London Court of International Arbitration ("LCIA") shall act as the appointing authority under the UNCITRAL Arbitration Rules.

14.4 The seat, or legal place, of arbitration shall be London, England.

14.5 The language to be used in the arbitration shall be English.

14.6 The resulting award shall be final and binding on the Parties and shall be in lieu of any other remedy. Notwithstanding the provisions of the UNCITRAL Arbitration Rules, the arbitral tribunal shall not be authorized to take or provide, and the Parties shall not be authorized to seek from any judicial authority, any interim measures of protection or pre-award relief against the Client or other Party.

14.7 The provisions of this Article 14 shall survive the termination of this Contract.

ARTICLE XV
MODIFICATION OR AMENDMENT

15.1 Subject to Section 1.2 hereof, no changes, modifications or amendments shall be made to this Contract except as may be mutually agreed upon in writing by both Parties hereto and signed by the authorised representatives of the Parties.

ARTICLE XVI
EFFECTIVE DATE AND EXPIRY

16.1 This Contract shall enter into force upon its signature by the duly authorised representatives of both Parties (the date of the last such signature being the "Effective Date").

16.2 Unless terminated under Article VII, XI, XII or XIII hereof or unless otherwise indicated in writing by the Client, this Contract shall expire no later than the earlier of 31st October 2023 or date on which all obligations arising out of or under this Contract have been discharged, except for those expressly stated to survive the termination of this Contract.

ARTICLE XVII
NOTICES

17.1 All notices or requests required or permitted to be given or made shall in the case of the Client be addressed or made to the officers stated below or such officer duly authorised by it in writing to receive or act upon the same.

17.2 Any notice or request to be given or made under this Contract shall be in writing and have been duly made or given when delivered by hand, or by certified mail or by facsimile to the Party to the following address, or such other address as any of the parties may have notified to the other Party, or by email to the email addresses specified below.

For the Client:

Mailing address

DEPARTMENT FOR BUSINESS AND TRADE

Old Admiralty Building, London SW1A 2AY

Attention of:

Text Redacted

Commercial Lead

Email:

Text Redacted

For the Consultant:

Mailing address

Text Redacted

Managing Director
IC Publications Ltd
7 Coldbath Square
London
EC1R 4LQ
United Kingdom

Text Redacted

**ARTICLE XVIII
GOVERNING LAW**

18.1 This Contract shall be governed by and construed in accordance with English law.

**ARTICLE XIX
GENERAL**

19.1 This Contract constitutes the entire agreement between the Parties with respect to the subject matter herein, superseding any prior agreements between the Parties.

19.2 If any provision of this Contract is determined to be invalid, illegal or unenforceable, such provision will be deemed to be deleted from this Contract and the remaining provisions will continue in full force and effect.

19.3 Unless expressly provided to the contrary in this Contract, a person who is not a party to this Contract may not enforce any of its terms and, notwithstanding any term of this Contract, no consent of any third party is required for any variation or termination of this Contract.

**ARTICLE XX
COUNTERPARTS**

20.1 This Contract may be executed in any number of counterparts and by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be deemed an original, but all such counterparts together shall constitute one and the same **IN**

WITNESS WHEREOF, the Parties hereto have caused this Contract to be duly executed on the respective dates specified below.

**FOR THE DEPARTMENT FOR BUSINESS AND TRADE
(the Client)**

SIGNED _____
Text Redacted
Text Redacted Commercial Lead

DATE 20/10/2023

FOR IC PUBLICATIONS (THE CONSULTANT)

SIGNED _____
Text Redacted
Text Redacted Managing Director

DATE 20/10/2023

ANNEX I – TERMS OF REFERENCE

A. BACKGROUND

A.1. About the AGM 2023

The Africa Mobile & Digital Economy Leaders Dinner’s objectives are as follows:

Networking: Facilitate networking opportunities among industry professionals and key stakeholders attending the Mobile World Congress. The event will provide a platform for fostering meaningful connections, establishing new partnerships, and strengthening existing relationships.

Knowledge Exchange: Organise a fireside chat with experts and thought leaders to stimulate insightful discussions on relevant topics related to business, trade, and technology. This knowledge exchange will foster innovation, promote best practices, and provide valuable industry insights for the attendees.

Inspiration: Feature a keynote address from a prominent speaker to provide them with visionary perspectives on the future of international trade, technology, and economic growth. The keynote address will leave the audience motivated and equipped with fresh ideas and strategies.

Entertainment: Enhance the networking experience and create memorable evening by incorporating entertainment elements throughout the cocktail reception and dinner. This will add a touch of enjoyment and create a relaxed atmosphere, encouraging attendees to engage with each other in a more informal setting.

Culinary Experience: Provide a refined dining experience, showcasing the culinary excellence of the region. The menu will be customised to highlight the local flavors and ingredients.

The event will be attended by 50 high-level guests.

A.2. Objective

The Consultant will be responsible for the preparation and operational implementation of the dinner.

A.3. Format

The format of the event will comprise the following and might be subject to change:

Start	End	Sequence	Comments
19:00	19:40	Guest arrivals and welcome drinks	Upon their arrival, guests will be greeted and ushered to the main reception area for welcome drinks. Guests can take a look at the artwork around the gallery, network. There will be background music and canapes and snacks will be provided.
19:40	19:55	MC welcome and High Commissioner welcome remarks	Main reception area / exact venue TBC
19:55	20:00	Guests seating	MC invites guests to move to the dinner area and find their seats Band starts playing

20:00	20:30	Remarks and fireside chat	<ul style="list-style-type: none"> - As soon as guests are seated, MC goes on stage to introduce Jamila - Jamila makes her 6-8 minutes remarks and invites speaker from GSMA to present their paper insights - MC thanks GSMA and introduces Rwanda Minister of ICT, Ms. Paula Ingabire for a fireside chat - MC thanks Minister and invites band back up on stage
20:30	21:30	Start of dinner service	3 course dinner is served while the band is playing (list of songs to be shared by the band)
21:30	21:50	Tour de table	Just before serving dessert, MC starts a tour de table and asks guest curated questions (script TBD)
21:50	22:30	Night cap and end of the event	

B. SCOPE OF SERVICES

The responsibilities of the Consultant shall include the following:

B.1. Venue coordination

- Venue selection and hire
- Coordination of setup
- On-site management

B.2. Menu selection

- Curation of menus for the cocktail and the dinner with the venue and/or caterer

B.3. Branding

- Production of all event collateral including banners, invitations, menus

B.4. Entertainment arrangement

- Curation of entertainment and music selection
- On-site management including rehearsals

B.5. Audiovisual setup & control

- Setup of the AV for the cocktail reception and the dinner

B.6. Guest management

- Development of a Target audience, both African and international
- Secure 50 people to attend the event
- Send invitations, follow up (via digital platforms and phone)
- Send out logistics information

B.7. Programme development & speaker management

- Programme and speaker management
- Coordination of the whole process: Identification and sourcing of speakers and moderator, drafting and dissemination of invitations, on-site speaker management, coordination of timetable
- Handling all speaker related queries

ANNEX II - CONTRACT AMOUNT AND METHOD OF PAYMENT

A. Contract Amount

Pursuant to Article VIII of this Contract, the Client shall pay the Consultant in respect of the Services and for all costs, fees and expenses whatsoever reasonably incurred by the Consultant in performing its obligations under this Contract including carrying out the Services, a sum of Text Redacted

Communication tool	Strategic deliverables	Sub-Total
Business dinner - turnkey solution, including onsite coordination	Support the overall programme, curation and development in partnership with DBT	
	Invite manage and secure list of strategic partners to attend the dinner	
	Secure 50 high-level participants to attend the dinner	Text Redacted
	Programme development and moderation	
	Full on-sight coordination by 2 members of the IC Publications team	
	Widespread Marketing and Communications activities	
Media and communication - Strategic communication to amplify the objectives and outcomes of the dinner	Coordinate and invite media houses to attend the event	
	Prepare and distribute media briefing/packages to all attending media outlets	
	Support with any on-sight media enquiries in partnership with DBT team	Text Redacted
	Special 4-page report on African Business magazine (print and online)	
	Post-event opinion piece, placement(s)/syndication in pan-African media outlets	
	Key engagement markets: Egypt, South Africa, Kenya, Nigeria	

Logistics - associated travel costs for 2 senior staff members	Hotel for 3 members of the IC Publications team	Text Redacted
	Flight from London to Kigali for 3 members of the IC Publications team (including MC)	
Production	Entertainment	Text Redacted
	Photographer	
	Videographer	
	AV	
	Venue rental	
	Designer	
Food and beverages	Beverages - 50 pax	Text Redacted
	3 courses menu - 50 pax	
TOTAL		Text Redacted

B. Schedule and method of payment

The schedule for payment of the Contract Amount, as described in Section 1 of this Annex II, shall be as follows:

- 100% upon delivery of the event and the report but no later than 31st October 2023

Payment is due upon the Client's receipt of the invoice.

C. Event Expenses and Outsourced Work/Services undertaken by Third Parties Service Providers

1.1 For the avoidance of doubt, certain expenses, and third-party fees (provided below) shall not be included in the Contract Amount and will be paid for separately by the Client:

- 1.1.1 Any costs for subcontractors which does not constitute a direct responsibility of the Consultant and whose engagement have (has) been pre-agreed by the Client.
- 1.1.2 Any promotional goods given to participants
- 1.1.3 Interpreter fees, booths and hiring equipment

- 1.1.4 Internet connectivity and related equipment and software
- 1.1.5 Vehicle and shuttle rentals, drivers, and fuel expenses
- 1.1.6 Accreditation and badging equipment, including badge printers and scanners
- 1.1.7 Import / export and clearing fees
- 1.1.8 Excursions and tourism activities
- 1.1.9 Covid-19 screening equipment, Covid-19 tests, masks and related expenses

1.3 The above-mentioned third-party costs and expenses shall be pre-authorized in writing by the Client before being incurred by the Consultant. Such pre-authorized third-party costs and expenses may be invoiced in arrears or in advance as agreed with the Client.

END