



OUR RETIREMENT
RESPONSIBILITY

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Expression of interest

Provision of Event Management & Public Relations Services 2021

Introduction & purpose

The Retirement Funds Institute of Namibia (RFIN) is a company incorporated in terms of Section 21 of the Companies Act No 28 of 2004, whose aim is to represent, promote and advance the interests of the retirement fund industry in Namibia. RFIN has a mandate to represent the retirement fund industry in negotiations with government authorities on matters that affect retirement funds, its members and affiliated stakeholders. As part of RFIN's engagement with various stakeholders, the organization hosts different activities such as information sharing sessions, trustee training, an annual general meeting and an annual conference.

Description

RFIN is planning to host an important event for policymakers and industry in Windhoek in September 2021. We hereby invite interested, reputable organizations and/or persons with suitable experience and expertise quote for the provision of Event Management, Public Relations and Master of Ceremony services for this event.

Deliverables

- 1. Event Management**
 - Event planning and budgeting
 - Event co-ordination and execution
- 2. Public Relations**
 - Stakeholder management and communication
 - Branding, publicity and marketing
- 3. Master of Ceremony**
 - Must have pension / retirement industry knowledge
 - Must be vibrant
 - Should be inquisitive
 - Good time management skills
 - Must be sociable (great sense of humour)
 - Should be a good public speaker

Directors: Ms. S. Jacobs (Chairperson); Mr. M. A. Olivier (Vice Chairperson); Mr. P.G Guidao-oab; Ms. S. Mezui Engo; Ms. A.N Mbandi; Ms. B Muteka; Mr. D.O.C. Hammerslacht.

All official correspondences must be addressed to the Director Executive

Please provide your quote together with a short profile (for a company, resume for key persons and registration/practice number with a professional body (specifically for PR) and references. Your proposal must include the estimated hours required and fee for services enlisted above. Quotes can be submitted for any one or all services, but must be priced separately.

Submissions must be made via email to office@rfin.com.na ,with the following subject heading:

Annual Conference Consultancy

Please call the Operations Manager on 081 122 8944 or email office@rfin.com.na for further information or clarity. Please note that the **closing date** for submissions is **Monday, 19 July 2021 at 13h00**.

