



Issue Date: 22nd January, 2024

To: All National Association of Social Workers in Africa

REF: CALL FOR EXPRESSIONS OF INTEREST TO HOST THE IFSW AFRICA REGION 2025 CONFERENCE

Reference is made to the above caption.

IFSW Africa Region is putting up a call for expression of interest to host the 2025 IFSW - Africa Region Hybrid Conference. As you may be aware, this call is formal following the announcement made public on Friday 27 November 2023 at the close of the IFSW - Africa Region Hybrid Conference in Lagos, Nigeria. Interested IFSW National Association members are expected to respond to this call **by Friday 29 April 2024 at 23:59 CAT**. Members who are Interested IFSW should write an official letter expressing their interest in hosting and attach the following attachments;

1. A short description/roadmap detailing how they envisage organizing the conference
2. Detailed strategy for resource mobilization
3. Partnership engagement and coalition building strategy
4. How they hope to collaborate with the IFSW Africa Region Executive
5. Proposed dates for the conference
6. Letter of support from the Government
7. Letter of declaration of commitment to reduce the cost of hosting the conference to allow for more participation from social work practitioners and users of social work services

The selection process will be concluded by May 29th, 2024 and the successful bidder will be communicated to officially within 24 hours after which they will

be required to formally accept the offer within 48 hours after receipt of the offer to host.

After receipt of formal acceptance of the offer to host by the selected member, IFSW Africa Region will proceed to work on a proposed draft contract which will be mutually agreed upon by the successful bidder and IFSW Africa Region. The successful applicant will fully address and demonstrate compliance with the following specifications and criteria:

1. Applicants must be in current membership with IFSW.
2. If the EOI is submitted by more than one organization, including our tripartite partner members, there must be a written agreement between the applicant organizations specifically noting that they represent the local/regional chapters of IASSW and ICSW
3. All applicants must complete the EOI check-list (below) which will indicate their compliance with the minimum requirements – including that the Board of each applicant organization has voted to support the application;
4. Evidence to confirm the organizational capacity of the host;
5. Proposed dates noting any potential advantages or disadvantages with the dates;
6. The level of anticipated local participation and support for the Conference;
7. An indicative budget, which covers all anticipated expenditures and sources of income, including those regarding the solidarity and scholarship funds (below);
8. Capacity for translation in the official languages on the continent and any local or regional language that would encourage and facilitate fuller participation in the conference. (English is the working language of the conference. Other languages include French, Portuguese, and Kiswahili);
9. Indicative sub-themes – note that the main theme is drawn from the rallying theme of the Global Agenda for that year;
10. Any events, anniversaries, or additional reasons why the country should host the conference.
11. Proposed venue with detail of capacity to host break away sessions, plenary, symposiums, and workshops, and provide access for people with disabilities;
12. Availability of accommodation from inexpensive Hotels as well as easy-to-reach;
13. Legal or diplomatic restraints on attendance. A statement from the government will be required that there will be no barriers or restrictions on entry to the citizen of any country who is a bona fide member of any of the tripartite organizations;
14. Capacity to organize field visits;
15. Proposals for social events;
16. Opportunities for scholarships;

17. Proposals on marketing including an interactive website for marketing, program, and registration;

Preliminary inquiries and questions may be directed to

EOI Check-list: 2025 IFSW Africa Region Conference

The following check-list will be used by IFSW Africa Region during the screening process. Expressions of interest should indicate where in their documentation these items are addressed (if the information is not listed in the space provided).

Membership of IFSW

- Written agreement of support from the local/regional chapter of IASSW and ICSW (not mandatory)
- Evidence of financial viability
- Evidence of organizational capacity
- Dates proposed
- Level of local participation and support
 - Indicative budget with participant level of 200; 350 and 500
- Capacity for translation
- Capacity to handle complex IT and digital solutions for a hybrid conference
- Indicative themes
- Any events, anniversaries or extra reasons for hosting
 - Proposed venue with detail of capacity and access
- Availability of a range of accommodation
- Legal and diplomatic constraints
- Capacity to organize field visits
- Proposals for social events
- Proposals on marketing and website
- Opportunity for scholarships

Draft Budget for 2025 IFSW Africa Region Conference

EOI must include preliminary budgetary information in order to be considered. Following the first level screening, proposers will be asked to detail revenue and expenses in accordance with a more detailed budget format. Draft Budgets should include options for 200, 350 and 500 participants.

1. INCOME

- Registration fees (include fee levels and prospective participant numbers for members, non-members, participants from developing countries, and students)
- Government grants
- Grants from other sources

2. VENUE

- Leasing/rental costs for the venue
- AV equipment
- Stationery
- Interpretation
- Other venue costs

3. PROGRAMME COSTS

- Speakers' travel and accommodation costs
- Transport costs for logistics and planning
- Field visits
 - Translation costs
 - Other programme costs

4. SOCIAL EVENTS

- Welcome event
- Conference dinner
- Other social events

5. PUBLICATIONS

- Delegate pack
- Other publications costs

6. MANAGEMENT

- Professional conference organizer fees
 - Marketing
 - Website
 - IT Capacity
 - Scholarships
 - Donations from profit made to IFSW Africa Region
- Contingencies

Issued by IFSW AFRICA