Terms of Reference for Sound and DJ Services

Integrity Actions Awards 2026 | 09 December 2026 | Nairobi, Kenya

REFERENCE NUMBER: TIK/CDO/EKN/004/2026
DESCRIPTION: Terms of Reference for Sound, DJ & MC Services during the Integrity Actions Awards 2026 on **9th December 2026**
POSTING DATE:
DEADLINE DATE FOR SUBMISSION: 23/11/2026

Event Background

The **Integrity Actions Awards 2026 Ceremony** will be held on **9th December 2026** in Nairobi. The event will bring together nominees, award recipients, government representatives, civil society, media, and the public to highlight positive examples of integrity in action.

Organisational profile

Transparency International Kenya (TI-Kenya) is a not-for-profit organisation dedicated to promoting a transparent and corruption-free society. As an autonomous chapter of Transparency International, TI-Kenya has extensive experience in governance, advocacy, strategic litigation, civic engagement, and research to ensure evidence-based interventions.

Scope and purpose of the assignment

The national integrity awards seek to recognize acts of integrity and individuals or groups who make a significant contribution towards realizing our shared Constitutional aspirations. This is meant to promote the continued application and implementation of integrity as envisioned in TI-Kenya's strategy and the Constitution.

TI-Kenya seeks a firm/service provider to provide Sound. DJ and MC services for the Integrity Awards event.

Specific tasks for the consultant

The consultant will work with TI-Kenya's communications team to set up, coordinate and execute the event from **9th December 2026.**

Working to an agreed schedule, the consultant will be required to:

- **Event Entertainment & Program Management**
  - Provide a **professional DJ setup** including sound system, DJ decks, mixers, microphones, speakers, and backup equipment.
  - Deploy an experienced **DJ** to curate and mix appropriate music that resonates with the theme of integrity, motivation, and energy for diverse participants.

- Provide a **professional Master of Ceremonies (MC)** with experience in corporate and public events to guide the program, ensure smooth flow of activities, and deliver key messages.

- **Engagement & Experience**
  - Create and sustain an **energetic and motivational atmosphere** throughout the event to keep participants engaged from start to finish.
  - Coordinate short program highlights (e.g., energisers, call-and-response chants, participant spotlights, trivia).
  - Collaborate with the TI Kenya event team to **integrate key messages on integrity, accountability, and anti-corruption** into the entertainment flow.
- **Technical Support & Contingency Planning**
  - Provide technical crew for setup, operations, and troubleshooting during the event.
  - Ensure **backup systems** (sound, power, microphones) are in place to avoid disruptions.
  - Conduct **pre-event testing** and soundcheck at the venue before the event.
- **Coordination & Reporting**
  - Work closely with TI Kenya's communications team to align program flow and entertainment with the day's objectives.
- Provide a **post-event report** capturing highlights, challenges, recommendations, and participant engagement outcomes.

Key deliverables

The Consultant/Firm shall deliver the following:

- **Professional DJ setup** with complete sound system, tested and ready for the event.
- **Experienced DJ and MC** to run the entertainment program and ensure active engagement.
- **Seamless entertainment program** that integrates music, hype, and key messaging aligned with the theme.
- **Engagement**, including amplified announcements, music, chants, and interactive moments to energize participants.
- **Technical crew** on-site throughout the event to manage sound, equipment, and truck operations.
- **Backup systems** to ensure uninterrupted sound and entertainment flow.
- **Pre-event testing and soundcheck** prior to the start of the walk.
- **Post-event report** documenting delivery of services, participant engagement, and recommendations for future events.

Duration of the assignment: 1 day

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International Kenya.

Qualifications and attributes required.

- Proven experience in **event entertainment management**, including provision of DJ, MC services for large-scale corporate, NGO, or public events (minimum 3 similar events in the last 3 years).
- Availability of a **qualified and experienced DJ** with a diverse repertoire, able to adapt music to different audiences and event moods.
- Engagement of a **professional MC** with experience in managing diverse audiences and delivering key messages in an engaging manner.
- Access to and ability to provide **high-quality sound equipment** (speakers, mixers, microphones, backup power, etc.) suitable for outdoor events.
- Demonstrated ability to integrate **branding, entertainment, and advocacy messaging** into entertainment programming.
- Proven capacity to handle **technical support, troubleshooting, and contingency planning** during live events.

Application Process

- Qualified firms should submit their expressions of interest in one combined document (PDF) of not more than 15 pages covering technical (Understanding of the assignment) and financial aspects tax inclusive. Individuals should submit their CVs indicating work experience relevant to the consultancy as well as tax compliance certificates.
- 2 reference letters from previous client
- Firms attach company profile, current tax compliance certificate, CR12 form, certificate of incorporation and business permit.
- Provide evidence of samples/similar assignments undertaken (please provide a link (s) or as an attachment)

Submission of Bids

Qualified candidates are requested to submit one document not exceeding 15 pages as a single attachment covering both technical and financial aspects, at least three professional referees and at least 3 links to previous work done. Do not attach your testimonials or certificates. Only shortlisted candidate/s will be contacted. The deadline for submission of expressions of interest is **23/11/2026** Applications should be sent by email to procurement@tikenya.org Please indicate **"TIK - Sound, Entertainment & Program Services"** on the subject line in your email application. Only shortlisted candidates will be contacted.

Complaint's Process

This call for Expression of Interest does not constitute a solicitation and TI-Kenya, reserves the right to change or cancel the requirement at any time during the EOI process. TI-Kenya also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals will be issued in accordance with TI-Kenya rules and procedures. Any grievances and or complaints arising from the evaluation process and final tender award can be addressed, in writing, to the Executive Director as wells as the TI-Kenya Tender Complaints Committee.

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