

## TERMS OF REFERENCE (TOR): CONSULTANCY FOR MASTER OF CEREMONY (MC) SERVICES FOR THE MIZIZI ELIMU AFRIKA STRATEGY LAUNCH (3 FEBRUARY 2026)

### 1. Background

Zizi Afrique Foundation (ZAF) is an African-led not-for-profit organisation founded in 2017 and formally registered in 2018. The Foundation exists to ensure that all children and youth in Africa—especially those furthest behind—develop the foundational skills they need to learn, relate, and thrive. ZAF works in close partnership with governments, communities, civil society, and regional actors, and is guided by its Vision 2040 Strategy (2026–2040), which positions the organisation as a backbone and catalyst for systems change in education.

As part of Vision 2040, Zizi Afrique Foundation is transitioning to a new organisational identity: Mizizi Elimu Afrika (MEA). The new name reflects the organisation's African roots, its commitment to foundational learning, and its continental ambition. “Mizizi” (roots) symbolises depth and sustainability, while “Elimu Afrika” speaks to education and learning across Africa.

On 3rd February 2026, Zizi Afrique Foundation will officially launch its new name and long-term strategy. The Strategy Launch is a high-level convening bringing together government representatives, development partners, civil society, educators, youth, media, and other stakeholders. The event will showcase impact, communicate strategic direction, and inspire collective ownership of the Vision 2040 agenda.

To support the success of this milestone event, Zizi Afrique Foundation seeks an experienced and professional Master of Ceremony (MC) to guide the programme, ensure smooth transitions, uphold protocol, and create an engaging and dignified event atmosphere consistent with the Foundation's brand and values.

### Objectives

The overall objective of this consultancy is to provide professional Master of Ceremony services that ensure a well-paced, engaging, and protocol-compliant Strategy Launch.

Specific objectives are to:

- Guide the Strategy Launch programme in a clear, engaging, and professional manner.
- Ensure smooth transitions between sessions, speakers, and performances.
- Uphold event protocol, time discipline, and audience engagement.
- Reinforce key messages related to the Mizizi Elimu Afrika brand and Vision 2040 Strategy.
- Support a seamless experience for both in-person and virtual participants in a hybrid event setting.

### 2. Scope of Work

The MC will structure the assignment across three phases: pre-event preparation, event-day facilitation, and post-event support.

#### 2.1. Pre-Event Preparation

The MC will:

- Participate in a briefing session with the ZAF/MEA team to understand the event objectives, audience profile, programme flow, and key messages.

- Review the event programme, speaker list, talking points, and protocol requirements, including Guest of Honour procedures.
- Collaborate with the communications and events teams to align tone, language, and transitions with the Mizizi Elimu Afrika brand.
- Prepare a detailed MC script and cue notes, including introductions, transitions, time checks, and closing remarks.
- Coordinate with the audiovisual and livestreaming teams to understand technical cues and hybrid engagement flow.

**Output:** Final MC script and cue notes, reviewed and approved by ZAF/MEA ahead of the event.

## 2.2. Event Day Facilitation

On the day of the Strategy Launch, the MC will:

- Officially open and close the event in line with the approved programme.
- Introduce speakers, performers, and segments accurately and professionally.
- Manage time and transitions to ensure adherence to the programme schedule.
- Engage the audience respectfully and appropriately, maintaining energy while preserving the gravitas of a high-level strategy launch.
- Support protocol requirements, including recognition of VIPs and the Guest of Honour.
- Coordinate closely with the technical team to manage live, virtual, and hybrid segments seamlessly.
- Handle unexpected changes or delays calmly and professionally.

**Output:** Successfully facilitated Strategy Launch programme.

## 2.3. Post-Event Support

The MC will:

- Participate in a short post-event debrief with the organising team, if required.
- Submit any final documentation or reflections requested by ZAF/MEA.

**Output:** Post-event debrief input

## 3. Key Deliverables

- Pre-event briefing participation and preparation.
- Final MC script and cue notes aligned with the approved programme.
- Professional facilitation of the full Strategy Launch event.
- Post-event delection/debrief input (if required).

## 4. Roles and Responsibilities

## Master of Ceremony (Consultant)

The MC will:

- Deliver professional, engaging, and protocol-aware facilitation.
- Maintain time discipline and programme flow.
- Represent the Foundation's values, tone, and brand with professionalism.
- Work collaboratively with the ZAF/MEA team and technical crews.
- Deliver services as agreed and within the event timelines.

### 5. Zizi Afrique Foundation / Mizizi Elimu Afrika

ZAF/MEA will:

- Provide the event programme, speaker details, and key messages.
- Facilitate briefing sessions and access to relevant information.
- Coordinate logistics and protocol arrangements.
- Support the MC with real-time updates during the event.

### 6. Qualifications and Experience

The ideal MC should have:

- At least 5 years' experience as a professional Master of Ceremony for high-level events.
- Proven experience facilitating corporate development sector, or policy-oriented events.
- Strong command of English, with clear articulation and confident stage presence.
- Demonstrated ability to manage hybrid or livestreamed events.
- Strong understanding of event protocol and VIP handling.
- Experience working with non-profit or development organizations is an added advantage.

### 7. Application Process

Interested candidates are invited to submit:

- A brief technical proposal outlining understanding of the assignment and approach.
- A professional profile or CV highlighting relevant experience.
- Links to video samples or references from recent comparable events.
- A financial proposal indicating professional fees.

Applications should be submitted under the subject line:

**Consultancy – Master of Ceremony for Strategy Launch**

To: [jobs@ziziafrique.org](mailto:jobs@ziziafrique.org)

**Deadline for submission:** 14th January 2026.

*Contract terms, deliverables, and payments will be guided by Zizi Afrique Foundation's policy on consultancy assignments.*