

Terms of Reference (ToR) for Master of Ceremony (MC)

Title: Master of Ceremony – Africa @ World Bank Annual Meetings

Location: Washington, D.C., USA

Date of Event: October 14, 2025

Time: 9:00 AM (EST)

Number of Service Provider: 01

Background:

The Nkafu Policy Institute of the Denis and Lenora Foretia Foundation, a Cameroon-based organization, will be hosting the Africa @ World Bank Annual Meetings Forum in Washington, D.C. The event aims to amplify Africa's voice on key issues during the World Bank Annual Meetings.

Objective of the Role:

To professionally host and coordinate the flow of the event, ensuring smooth transitions between sessions, maintaining audience engagement, and reinforcing the event's brand and tone.

Scope of Work:

- Welcome guests while they are ushered-in by protocol services and set the stage for the event
- Introduce speakers, panelists according to the agenda in liaison with organizers, event's manager and other hired support staff
- Keep the event on schedule, signaling transitions and time limits.
- Facilitate Q&A sessions and audience interactions.
- Announce logistical information (breaks, safety, rest room, etc.).
- Coordinate with event managers and technical teams to ensure smooth execution.
- Close and dismiss participants of the forum.

Deliverables:

- Pre-event briefing with the organizers.
- Finalized event script/agenda review.
- Professional hosting of the event.

Duration:

The event happens on October 14, 2025, from 9:00 AM – 16:30 A.M. (EST).

Qualifications:

- Proven experience as an MC at high-profile international events with development, financial and economics inclinations
- Excellent communication and public speaking skills.
- Tested English proficiency with working knowledge in French
- Familiarity with multicultural audiences.

Reporting:

The MC will report to Director of Communications and Strategic Initiatives at the Denis and Lenora Foretia foundation or to the Event's Manager representing the Foundation.

General Provisions for ToRs:

- **Contract Type:** Short-term consultancy/service contract.
- **Payment Terms:** Negotiated.
- **Intellectual Property Rights:** All documents and materials produced will be the property of the Nkafu Policy Institute of the Denis and Lenora Foretia Foundation
- **Confidentiality:** Service provider must maintain confidentiality of all event materials and participants.