

Request for Quotations (RfQ)

Entanglement Workshop – Namibia

Africa-Europe Partnerships for Culture: Southern Africa

Deadline for submission of quotations – **11 March 2026 at 18h00 SAST**

The Goethe-Institut (GI) invites quotations from experienced service providers to organise, facilitate and document a Workshop in **Windhoek, Namibia**, as part of the Africa-Europe Partnerships for Culture: Southern Africa (AEPC Southern Africa) project funded by the European Union and implemented by the Goethe-Institut in Botswana, Eswatini, Lesotho, Namibia, South Africa and Zimbabwe.

Context

The AEPC Southern Africa project is part of a larger €30 million EU-funded Africa-Europe cultural cooperation programme. It aims to strengthen cultural cooperation within Southern Africa and between Southern Africa and Europe, enhance regional cultural production capacities, and promote intercultural dialogue through the co-creation of new narratives around tangible and intangible cultural heritage.

The project intends to develop local and regional Heritage Narratives. The Entanglement Workshops serve as kick-off events to explore historical, social and/or political interconnections (“entanglements”) between Southern African and European heritage narratives and practices. The workshops also serve as an introduction to project management for heritage organisations under AEPC Southern Africa.

About the Goethe-Institut

As the Federal Republic of Germany’s cultural institute, the Goethe-Institut encourages international cultural cooperation. With 157 institutes in 98 countries, as well as cooperative arrangements with partner establishments, the Goethe-Institut global network offers 1100 points of contact around the world.

Objective

The selected service provider will co-organise, deliver and document a five-day Entanglement Workshop in **Namibia** (scheduled for April-May 2026). The event structure is as follows:

- Days 1-2: Organise setup and logistics for capacity building on project management for selected heritage organisations (led and delivered by the GI).
- Days 3-4: Facilitate multi-stakeholder research discussions on heritage narratives and entanglements (led and facilitated by the service provider & heritage organisations).
- Day 5: Public project launch in **Namibia** (co-organised by the service provider and GI).

Outputs from the workshop (especially Days 3-4) will be documented to inform subsequent Narrative Cluster activities.

Deliverables

The selected service provider will fulfil the following, between April and May 2026:

1. **Workshop Preparation** – Develop tailored workshop materials/agenda and set a clear research agenda/framework (key questions/themes on narratives, practices and entanglements e.g. colonial legacies, migrations, shared histories) to guide the two-day Entanglement Workshop facilitated discussions (Days 3-4) and align with project goals.
2. **Facilitation** – Facilitate the two-day Entanglement Workshop research discussions (Days 3-4), engaging participants, such as heritage organisations, civil society, researchers, historians, philosophers, source

community representatives, artists, public authorities, local EUNIC members, and EU Delegation representatives.

3. **Documentation and Reporting** – Produce a comprehensive workshop report, including documented themes, research findings, recommendations, and lessons learned for future implementation.
4. **Travel Logistics for Delegates** – Organise accommodation, flights, airport transfers, and a half-day excursion to a relevant cultural/heritage site for at least 15 delegates from outside **Namibia**.
 - a) Manage delegate travel schedules.
 - b) Liaise with GI on options and provide at least three competitive/comparable quotations for flights, accommodation, transfers, and excursion. GI will process and pay directly.
5. **Venue, Catering, and Local Transport** –
For Days 1-2: Arrange venue, catering and local transport for up to 25 delegates.
For Days 3-4: Arrange venue, catering and local transport for up to 50 delegates.
 - a) Liaise with GI on options and provide at least three competitive/comparable quotations for venue, catering and local transport. GI will process and pay directly.
6. **Project Launch Event (Day 5)** – Prepare and implement a project launch event for up to 100 guests, including:
 - a) List of relevant stakeholders
 - b) Venue and catering
 - c) Cultural performance
 - d) Technical and audiovisual
 - e) Agenda with; Formal speeches, Panel discussion and networking reception
 - f) Liaise with GI and provide at least three competitive/comparable quotations for procured items. GI will process and pay directly).
7. **Outreach and Visibility** – Arrange photography and videography, media coverage, press outreach, and provisions for VIP dignitaries. Provide at

least three competitive/comparable quotations for videography and photography. GI will process and pay directly.

Essential elements of the quotation

Submit a complete quotation/proposal that includes:

1. Detailed cost breakdown (in EUR) including VAT, covering all activities and logistics under the **service provider's** responsibility.
2. Evidence of relevant experience in workshop facilitation and organising cultural events/stakeholder dialogues in **Namibia** or Southern Africa.
3. Workshop plan (max. 1000 words), detailing approach, agenda, and facilitation methodology. Include approach to gender equality, disability inclusion, and environmental sustainability.
4. Logistical Plan (max. 500 words), covering venue, travel, launch event, etc.
5. Proven track record in the culture and creative industries/heritage sector in Southern Africa, especially in curriculum development, research agenda setting, workshop facilitation, and documentation.

Eligibility

Legal entity registration in **Namibia** or

Legal entity registration in **Botswana, Eswatini, Zimbabwe, Lesotho, South Africa** with demonstrated capacity partnership with a legal entity in **Namibia** to deliver there.

Quotations/proposals from entities on the European Union sanctions list will not be considered.

Criteria for Selection

Quotations will be evaluated by a Goethe-Institut committee:

- Price – 30%
- Quality of workshop approach and agenda – 40%
- Organisational and logistical capacity – 20%
- Gender equality, disability inclusion, environmental sustainability – 10%

Submission deadline

Quotations need to be submitted electronically to Lot.Kafesu@goethe.de and Zimvo.Madikizela@goethe.de with the subject line: “RfQ – Entanglement Workshop **Namibia**” no later than **11 March 2026 at 18h00 SAST**.

Late submissions will not be considered. The Goethe-Institut reserves the right to request additional documentation after submission.

Contact for Enquiries

For any queries, please contact:

Lot.Kafesu@goethe.de