

TERMS OF REFERENCE (TOR)

Engagement of a Professional Master of Ceremonies (MC)

1. Background

ISACA Kenya Chapter will hold a five-day conference at **Sawela Lodge, Naivasha**, from **12th to 16th October 2026**, with approximately **350 participants**.

The first two days will comprise three concurrent workshop tracks. From **14th to 16th October 2026**, all participants will come together for the main plenary sessions.

The organisation seeks to engage an experienced and professional **Tech Master of Ceremonies (MC)** to facilitate the three plenary days and ensure a well-coordinated, engaging and professional programme.

2. Assignment

The MC will be responsible for managing and facilitating the conference programme from **14th to 16th October 2026**.

The MC will:

- Officially open and close each day's programme.
- Welcome participants and introduce speakers, panellists and guests.
- Manage transitions between sessions and speakers.
- Keep the programme running according to the agreed agenda and timings.
- Provide clear and engaging announcements and programme updates.
- Facilitate panel discussions and Q&A sessions where required.
- Engage the audience appropriately while maintaining a professional tone.
- Coordinate closely with speakers, moderators, the organising team and AV team.
- Provide appropriate introductions and acknowledgements.
- Handle programme changes or unexpected developments calmly and professionally.
- Ensure smooth transitions between sessions, breaks and other activities.
- Maintain the overall energy, flow and professionalism of the event.

3. Required Profile

The MC should:

- Be an experienced and professional conference/event MC.
- Have proven experience hosting **corporate, government, development-sector or large professional conferences**.
- Demonstrate excellent public speaking and presentation skills.
- Have excellent command of **English** and strong communication skills.
- Be confident addressing an audience of approximately 350 participants.
- Be engaging, articulate and able to maintain audience attention.
- Demonstrate excellent time management and stage presence.
- Be able to think quickly and respond appropriately to unexpected situations.
- Be professional, well-presented and appropriately dressed for a high-level conference.
- Be able to work effectively with senior speakers, panellists and VIP guests.
- Understand how to maintain a professional tone while keeping the programme engaging.

4. Deliverables

The MC will be expected to:

- Review the final programme and briefing materials in advance.
- Participate in a pre-event briefing with the organising team.
- Familiarise themselves with speakers, panellists and key guests.
- Facilitate the programme throughout **14–16 October 2026**.
- Maintain the agreed programme flow and timings.
- Coordinate with the AV/technical team during sessions.
- Support the organisers in managing programme changes.
- Ensure a professional and engaging experience for participants.

5. Duration

Dates: 14–16 October 2026

Venue: Sawela Lodge, Naivasha, Kenya

Expected Audience: Approximately 350 participants

The MC should be available for a briefing/rehearsal prior to the commencement of the plenary sessions, as agreed with the organisers.

6. Proposal Requirements

Interested MCs should submit:

1. Brief professional profile/CV.
2. Relevant experience in conference moderation and MC services.
3. Examples of similar events hosted.
4. References or testimonials, where available.
5. Proposed approach to facilitating the conference.
6. Confirmation of availability for **14–16 October 2026**.
7. Financial quotation for the assignment.

7. Evaluation

Proposals will be assessed based on:

- Relevant experience and track record.
- Professional presentation and communication skills.
- Experience with conferences of similar size and profile.
- Proposed approach and understanding of the assignment.
- References/portfolio.
- Professional fee.

The organisation reserves the right to select an MC whose experience, professionalism and approach best meet the requirements of the conference.

8. Contact details

Email address: admin@isaca.or.ke/0786249357