



# DEVOLUTION CONFERENCE 2025



## CALL FOR EXPRESSION OF INTEREST (EOI) FOR SESSIONS/ SIDE-EVENTS IN THE DEVOLUTION CONFERENCE 2025

**Theme:** *For the People, For Prosperity: Devolution as a Catalyst for Equity, Inclusion and Social Justice.*

**Sub-theme:** *Re-engineering County Governments to Accelerate Development and Close the Socio-Economic Divide.*

**Goal:** *Examine the place of devolution in the realization of equity, inclusion, and social justice and generate practical proposals that can be adopted by state and non-state actors for bridging the socio-economic divide.*

**Date:** 12<sup>th</sup> – 15<sup>th</sup> August 2025

**Venue:** Homa Bay County

### A. Introduction

The Council of Governors (CoG) invites interested parties to lead and host side-events/sessions during the Devolution Conference 2025 in line with the conference theme and sub-theme. This call is directed to all Kenyans, National Government Ministries, Departments and Agencies; County Governments and their entities; development partners; private sector; financial institutions, professional associations; civil society organizations; academia and research institutions; faith-based organizations; and all other devolution stakeholders interested in co-hosting thematic discussions. This call is for both domestic and international potential hosts.

### B. Hosting of Side-Events

Organizations and individuals are hereby invited to apply to host side-events during the conference. The EOI should align with the conference theme and sub-theme. Each applicant should read carefully the **Concept Note for the Devolution Conference 2025**, which can be

accessed at <https://devolutionconference.cog.go.ke/> and [www.cog.go.ke](http://www.cog.go.ke). Your proposed side-event must be in line with the main objective and specific objectives of the Conference.

While respecting the overall thread of **Equity, Inclusion and Social Justice** the 2025 Conference thematic areas are organized as follows (**see Conference Concept Note for details**):

- a) **Day 2 (13<sup>th</sup> August 2025): Good Governance Day**
- b) **Day 3 (14<sup>th</sup> August, 2025): Human Rights & Social Justice Day**
- c) **Day 4 (15<sup>th</sup> August, 2025): Financing Equity and Inclusion Day**

#### **i. Guidelines for Side-Events**

- Co-hosting organizations/ individuals will have full control over the structure, content, speakers/ panelists, moderators and chairs of their sessions.
- Organizations can come together and have a consortium bid.
- Each session will run for 2 to 3 hours.
- **The side-event should have a linkage to the theme and sub-theme of the conference.**
- Potential applicants are encouraged to be innovative in delivery of their side-events as the conference seeks to achieve its goal.
- Side-events will run as follows: Day 2- side-events in the afternoon; Day 3- side-events in the morning and in the afternoon; and Day 4- side-events in the morning.
- Hosts for the side-events are encouraged to lobby for delegate participation and publicize their sessions as widely as possible.

#### **ii. Venue Dimensions, Capacity & Cost**

- a) **Standard Side-Event Room:** Size: 15m x 20m - Seating Capacity: Up to 300 participants per session at a cost of **KES. 500,000**
- b) **Use of the main plenary area** – Size 40m x 110 m – Seating capacity up to 6,000 delegates. The cost for use of this area for a side-event is **KES 1 million.**
- c) **Room Setup:** Theater-style

#### **iii. Facilities & Inclusions**

- Tentage, Interior Décor and drapery, Sound Proofing, Biometric registration of session, Air Conditioning and security.
- Audio-Visual Equipment: Experiential stage, Led Screen, back-drop, PA system, microphones, power and lighting.
- Event Branding: The selected side-event will be included in the official conference program, and the host of the side-event may brand the allocated room.

### **C. Benefits of Co-Hosting of Side-Events**

- Opportunity to influence policy and practice
- Engagement with high-level government officials, private sector and development partners
- Branding and visibility within official conference communications
- Inclusion of the side-event resolutions in the conference communique.

#### D. Criteria and Conditions

- Side events must demonstrate clear linkages to the overall conference theme and sub-theme, ensuring discussions contribute to advancing equity, inclusion, and social justice in subnational governance and development agenda.
- Priority will be given to sessions that align with the conference theme and demonstrate linkage with the objectives of the conference.
- A maximum of 5 speakers including chairs of session is recommended.
- Joint application (consortium bid) is possible. Parties to clearly provide details of the other parties involved.
- Institutional applicants must attach their constitutive documents: registration or incorporation documents; for government entities indicate the Act of Parliament, Legal Notice or Executive Order through which they are established.
- Individual applicants must attach copies of their ID or passport.
- Institutional applicants must attach their institutional profiles and individual applicants must attach their professional profiles.

The Devolution Conference 2025 Scientific Committee reserves the right to approve or reject proposals for side-events that do not meet the specified requirements above.

#### How to Apply

Interested parties can apply to co-host side-event by submitting an expression of interest using the application form that can be accessed at <https://devolutionconference.cog.go.ke/> and [www.cog.go.ke](http://www.cog.go.ke) and the EOI sent to [scientific.committee@cog.go.ke](mailto:scientific.committee@cog.go.ke) by **Friday 11<sup>th</sup> April 2025 at 11:59pm**. EOI Applications should be accompanied by:

- If an institution- constitutive documents: registration or incorporation documents; for government entities indicate the Act of Parliament, Legal Notice or Executive Order of establishment;
- If an individual applicant must attach copies of their Identity Cards (ID or Passport);
- Proof of payment of the application fee; and
- Any special requests with respect to the size of the room must be mentioned in the application

For further inquiries, contact the Devolution Conference 2025 Secretariat at +254 (020)240333/4 or visit <https://devolutionconference.cog.go.ke/> or [www.cog.go.ke](http://www.cog.go.ke).

***Join us in shaping the future of devolution in Kenya!***