



Event: Annual Impact Roundtable Discussions (AIRTAD) & Robotics Competition 2026

Date: 24th - 27th February 2025

Venue: Academic City University & Cedi Conference Center, University of Ghana

IMPLEMENTERS is inviting qualified organizations or teams with experience in event documentation, reporting, and knowledge management to take charge of rapporteuring for the upcoming Annual Impact Roundtable Discussions (AIRTAD) & Robotics Competition 2026.

About AIRTAD

The Annual Impact Roundtable Discussions (AIRTAD) brings together students, policymakers, educators, innovators, and private sector leaders to discuss the future of education, technology, and innovation in Africa. Through a unique blend of policy dialogue and practical innovation, AIRTAD provides a platform for collaboration and impact, inspiring young minds while shaping national and regional conversations on education and the future of work.

Each year, AIRTAD creates a space for knowledge exchange, innovation showcases, and meaningful partnerships across diverse sectors. The 2026 edition will continue this tradition, featuring plenary discussions, deep-dive sessions, robotics competitions, and innovation pitches, all aimed at driving Africa's digital and educational transformation.

About the Call

To ensure that insights, ideas, and commitments shared during AIRTAD 2026 are accurately captured and disseminated, IMPLEMENTERS is seeking an experienced organization or team to serve as Rapporteurs for the event.

The selected rapporteur team will play a crucial role in documenting and synthesizing discussions, outcomes, and recommendations from all sessions. This documentation will be used to create the official AIRTAD 2026 Report that will inform future actions and stakeholder engagement.

Scope of Work and Responsibilities

Pre-Event Preparation

- Familiarise yourself with AIRTAD's theme, agenda, and objectives.
- Attend pre-event briefing meetings with the IMP communications and programs teams.
- Develop a documentation plan that outlines methods, structure, and workflow for reporting.

During the Event

- Provide real-time note-taking and observation across all sessions (plenary, roundtables, robotics showcases, and side sessions).
- Capture key insights, speaker remarks, participant contributions, and emerging themes.
- Coordinate with session moderators and IMP staff to ensure accurate and complete documentation.
- Record high-level summaries of key messages, data points, and quotes.
- Gather relevant photos, bios, and supporting materials where needed for the final report.
- Conduct a series of interviews with participating students and their teachers/guidance, gathering testimonials and expectations that should also be featured in the report.

Post-Event Deliverables

- Produce a comprehensive AIRTAD 2026 report (15–20 pages) capturing event proceedings, discussions, insights, and recommendations.
- Prepare concise session summaries for publication on the IMPLEMENTERS website and social media.
- Submit an executive summary (2–3 pages) highlighting major outcomes and next steps.
- Present a short debrief to the IMP communications and programs teams.

Desired Profile of the Rapporteur Team

The ideal team or organization should:

- Have demonstrated experience in event documentation, report writing, or knowledge management for high-level forums.
- Possess excellent writing, editing, and synthesis skills.
- Be familiar with education, innovation, technology, or development sectors in Africa.
- Be able to work under pressure and meet tight deadlines.
- Demonstrate strong coordination and communication skills.
- Be available for on-site participation during the entire event period.

How to Apply

Interested organizations or teams are invited to submit the following to communications@theimplementers.org by November 18, 2025:

- An Expression of Interest (EOI) outlining relevant experience and approach to rapporteuring.
- A portfolio or sample of past work (preferably event reports or documentation assignments).
- Team profile, including roles and expertise.
- A proposed budget or quotation (optional at this stage).

Shortlisted applicants will be contacted for a brief discussion before the final selection.