



RFQ Travel Management Services: MenCare Changemaker Summit Melbourne 2027

Date Issued: August 31, 2026

Due Date: September 30, 2026

Issued by: Equimundo: Center for Masculinities and Social Justice

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1. Introduction

Equimundo: Center for Masculinities and Social Justice is the world's leading applied research organization dedicated to advancing healthy masculinity to achieve gender equality and wellbeing for all. Equimundo and its many partners work globally, including the US, to build structural solutions that facilitate healthier boyhoods, caring men, and social connection. Equimundo manages the [MenCare Campaign](#), which engages men as fathers and caregivers to advance gender equality through the work of more than 132 partner organizations worldwide. As part of that campaign, Equimundo is launching the MenCare Changemaker Journey and Summit, which will take place from 2025-2027. The MenCare Changemaker Summit Melbourne 2027 will be one event in the journey. Equimundo is partnering with [WOW- Women of the World](#) and [Jesuit Social Services](#) for the 2027 Summit.

Equimundo is seeking an experienced global travel management partner to provide end-to-end participant travel management services for the MenCare Changemaker Summit Australia 2027 from December 1-5, 2027. The successful partner will manage participant travel from initial contact and booking through travel support, disruption management, and safe return home, while providing Equimundo with clear oversight of bookings, costs, risks, and outstanding actions. The purpose of this Request for Quotes (RFQ) is to solicit competitive bids from prospective vendors.

2. Project Overview

The MenCare Changemaker Journey and Summit is a two-year impact adventure for 100 influential people who are changing the game when it comes to care, selected from across the world from the following five sectors:

- Policymakers
- Content Creators (storytellers, media, those that shift the narrative)
- Business Leaders

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- Civil Society and Researchers
- Philanthropy

Beginning in November 2025, work started with the Changemaker cohort of 100 individuals across seven action groups working on projects to advance discrete care-related projects in their sectors. The MenCare Changemaker Summit Rio 2026 brought together 100 changemakers for a series of programming over three days and 50 Brazil-based invitees for programming over one day.

The MenCare Changemaker Summit Melbourne 2027 will bring together about 150 international participants and staff to Melbourne for up to 5 days of programming, 1-5 Dec 2027. Up to another 200 participants (international and national) may travel to Melbourne for up to 3 days of programming.

3. Scope of Work

Equimundo seeks an experienced travel agency to provide end-to-end participant travel services for 150 changemakers and staff from around the world, plus up to 200 additional participants, to Melbourne for the summit in December 2027. The successful vendor will act as the primary travel contact for participants and work closely with the Equimundo Summit team to manage bookings, approvals, accommodation, ground transport, travel documentation support, disruptions, reporting and reconciliation. These services will include:

- End-to-end participant travel management, including proactive participant contact, collection of required traveler information, itinerary development, approvals, booking, ticketing, changes and post-travel follow-up if required
- International and domestic travel arrangements (airfare, train, bus, etc) for at least 150 participants from their city of origin to Melbourne.
- Management of travel insurance, airport transfers, booking changes, cancellations, refunds, traveler substitutions, unused ticket credits and rebooking, with transparent reporting of associated costs and recoveries
- Hotel accommodations for all 150 participants in Melbourne as well as a potential additional 200 travelers in Melbourne.
- Pre-departure and in-travel participant communications, with a clear escalation pathway for travel disruptions or emergencies (including 24/7 emergency support for all participants traveling to and from Australia).

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4. Requirements & Specifications

Equimundo will require the following requirements and specifications:

- For the approximately 150 international and domestic travel arrangements, Equimundo will pay for the most reasonably priced economy tickets. Individuals may upgrade at their own expense.
- An additional 200 participants may need travel arrangements, including airfare, ground transportation, and hotel accommodations. Equimundo or the traveler may pay these costs.
- For all international and domestic travel arrangements, the travel agency will coordinate with invitees directly and follow a pre-arranged approval process through Equimundo (if purchasing) to purchase airfare, reserve accommodations, and issue travel insurance.
- Hotel accommodations should be of good quality and near the selected venues. The travel agency should provide Equimundo with several recommendations for appropriate accommodations, including an average nightly rate for mid-level single-occupancy rooms, breakfast, Wi-Fi, accessibility, early/late check-in options, complimentary room or concessions, cancellation provisions, and deposits. The travel agency will facilitate all hotel contracts and manage all hotel reservations.
- Of the 150 international participants, most will arrive in Melbourne the night before the summit and leave the next day (6 nights). Therefore, for planning purposes, assume most participants will be in Melbourne from Nov 30-Dec 6 2027, subject to final program dates and individual travel requirements.
- The travel agency must provide 24/7 support, including emergency assistance for travelers experiencing flight delays, cancellations, missed connections, or other unexpected issues. The travel agency should provide on-site support at the hotel during the Summit dates. Please provide separate prices for on-site travel support in Melbourne during arrival-departure periods and summit dates, including proposed staffing levels and hours.
- The travel agency must explain how it will collect, store, access, retain, and delete personal and sensitive traveler information on a secure portal, as well as the relevant privacy and cybersecurity controls. The agency will liaise directly with participants to process travel arrangements.
- Traveler tracking should be proportionate to the information required for travel management and duty of care by the travel agency. The travel agency must be able to



provide Equimundo access to real-time or regularly updated traveler status in the case of an emergency or unforeseen event.

- The travel agency should outline available travel insurance arrangements, including parameters, exclusions, claims, supporting emergency assistance, and how insurance status will be tracked.
- The travel agency will issue visa letters for all international participants, following an agreed-upon template and in accordance with Australian visa requirements. The travel agency will work with travelers to obtain any additional documentation and communicate entry requirements for international participants, escalating any risks of not securing the necessary approvals in time.
- The travel agency will communicate travel information to participants, including itinerary and ticket details, passport/visa/entry requirements, insurance information, airport transfers, accommodation, emergency contacts, baggage requirements, local transport, weather, practical information about Australia, and other information as agreed with Equimundo.
- For ground transportation, Equimundo may need a combination of vehicle types based on the make-up of the participant list. Travel agencies should include options for shared and individual transfers. The agency should maintain an arrival/departure manifest, which includes accessible vehicle options for those who need them.
- The travel agency must be able to accommodate disability and mobility requirements, support person/carers, accessible transfers and rooms, dietary needs relevant to accommodation/transport and culturally and religiously appropriate travel needs where reasonably required.
- The travel agency will provide regular reporting by participant, cost category and agency fees to Equimundo as per the agreement, followed by final reconciliation after the Summit.
- If the travel agency can, it should identify lower-impact environmental travel options and/or provide travel emissions reporting without compromising participant safety, reasonable journey, accessibility, or program requirements.

Equimundo will collect participant information (name and email), along with any other agreed minimum information, and send it to the travel agency to begin travel arrangements. Following handover, the travel agency will act as the primary point of contact for participant travel



arrangements and will keep Equimundo informed of status, exceptions, budget, risks and outstanding actions through the agreed reporting process.

5. Vendor Qualifications

The chosen vendor will have the following qualifications:

- Previous experience with international and domestic travel arrangements of this size and scope. With demonstrated experience managing complex multi-country travel, including long-haul and multi-leg itineraries, visas, and participants traveling from locations with limited connectivity.
- Relationships with hotel accommodation providers of the required caliber in Melbourne.
- Ability to coordinate travel arrangements with participants via agency-provided registration technology and/or via dedicated agents for participants.
- Ability to process payments in the event that individuals want to upgrade or pay for their own airfare or hotel reservations.
- Ability to provide centralized billing and expense reporting.
- A centralized travel platform for participants who wish to book their own travel is preferred.
- Ability to provide risk alerts to participants during travel is preferred.
- Demonstrated 24/7 emergency support infrastructure and business continuity arrangements.
- Appropriate privacy, cybersecurity and data management controls for passport and other traveler information.
- Relevant accreditations and appropriate insurance for the services proposed, with evidence available on request
- Demonstrated capability to support travelers with accessibility and other reasonable travel requirements.

6. Timeline

- **RFQ Issued:** August 31, 2026
- **Quote Submission Deadline:** September 30, 2026
- **Anticipated Award Date:** October 2026
- **Project Start Date:** January 2027
- **Project Completion Date:** January 2028



7. Quote Submission Guidelines

Please submit your quote via email to Carissa Benites (c.benites@equimundo.org) by the deadline specified above.

Your submission should include, at a minimum, the following information:

- Company Name
- Contact Person
- Email and Phone Number
- Proposed Approach, including typical timeline and process for booking; how arrangements will be made with participants (software, team of agents, etc); additional services offered; invoicing procedures; and proposed hotel accommodations
- Itemized Pricing in Excel with formulas unlocked separately identifying implementation/account management fees; air booking and ticketing fees, change/cancellation/refund fees, ground transport management fees, on-site staffing, hotel management fees, technology fees, credit card or payment processing fees, foreign exchange charges, taxes/GST and any other fees.
- All supplier commissions, incentives, overrides or rebates should be disclosed.
- Pricing currency and payment terms, including deposit requirements, supplier prepayments and foreign exchange assumptions. Provide pricing in both AUD and USD.
- Details of relevant licences/accreditations, insurance coverage and data/privacy standards.
- A clear statement of exclusions, dependencies and any services that would be delivered by third parties.
- References, including 2-3 references, from recent clients with similar needs, traveler numbers, countries of origin and the scope managed

Equimundo may seek clarification, invite shortlisted vendors to an interview/presentation, negotiate elements of a proposal, and is not required to select the lowest cost quote.

This RFQ does not constitute an offer to buy. Equimundo reserves the right to accept or reject any and all quotes, and to cancel this RFQ process at any time.