Terms of reference (ToRs) for the procurement of services below the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Event Management Service for Discussion/Training/Workshop/Webinar

Climate Impact Response and Biodiversity Management Planning in Indonesia (ClimB) and IKI Hub Indonesia

Duration: 1 April 2024 – 31 March 2025

Project number/ cost centre:

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0. List of abbreviations 2

1. Context 3

2. Tasks to be performed by the contractor 3

3. Concept 5
   Technical-methodological concept 5
   Project management of the contractor (1.6) 5
   Additional supporting document 6

4. Personnel concept 6
   Team leader (1 person) 6
   Training Project Support Staff (1 person) 7

5. Costing requirements 7

6. Inputs of GIZ or other actors 10

7. Requirements on the format of the tender 10

0. List of abbreviations

AA	The German Foreign Office
CV	Curriculum Vitae
BMUV	The German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection
BMWK	The German Federal Ministry for Economic Affairs and Climate Action
IKI	International Climate Initiative
QnA	Question and Answer
ToRs	Terms of reference

1. Context

Supported by German Federal Ministry for Economic Affairs and Climate Action (BMWK) through the International Climate Initiative (IKI), Climate and Biodiversity Hub Indonesia (Bappenas's component-ClimB) supports Bappenas in mainstreaming its clcimate and biodiversity policies into national development planning. To this end, it traines staff of relevant line ministries and strenghens cooperation with civil society and academia. The project also advises on improving competencies for transparent reporting, financial resource mobilisation and knowledge exchange with the international community.

This project also has a special performs the interface project function to connect all IKI implementing partners and create an opportunity to exchange lesson learned, experience, and knowledge through series of activities and product knowledge e.g., IKI networking workshop, special/thematic topic discussion, and IKI newsletter.

The Governments of Germany through Federal Ministry for Economic Affairs and Climate Action (BMWK) in close cooperation with the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) and the Federal Foreign Office (AA) together with the national and sub-national government of Indonesia.

Indonesia, as one of 14 IKI priorities countries hosts up to **49 IKI projects** consists of 12 bilateral, 11 regional, and 26 global projects (data per December 2023). During this 2023, the IKI Hub has organized one technical & high-level delegation visit to Berlin, two thematic workshops on biodiversity and energy, and one networking workshop on the interlinkages between climate, biodiversity, and energy. In addition, 2023 also marks an important milestone of IKI Digital Transformation plan because the IKI Newsletter format has changed from an old version in PDF to digital version (MailingWork email format).

In this 2024, ClimB will continue supporting Bappenas through meeting, training, and discussion that aims at integrating climate policy and green recovery measures into Indonesia's mid-term and long-term National Development Plans. While this project also facilitates an effort to improve the implementation of key biodiversity policy.

On the otherhands, the IKI Hub Indonesia will continue its digital transformation plan including improve the communication and knowledge mangament capacities of IKI implementing projects and consortium partners in Indonesia through round-table discussion, sectoral workshop, networking workshop, and training.

With that background, ClimB and the IKI Hub Indonesia are planning to hire an event organizer (EO) to perform an event management service for discussion/training/workshop/webinar including other required and relevant services to support offline/online/hybrid events.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

A. <u>Virtual Event Organizer</u>
   - Hosting and managing a virtual/online event through Zoom/Google Meet or other platform up to 300 pax from the beginning until the end.
   - Assisting participant encounters problem/error during the event.
   - Providing up to 2 times of online/offline general rehearsal.

- Designing all graphic design needed such as flyer, virtual background, slide bumper, video bumper, banner, etc.
- Managing and controlling the interpretation, break out room & closed caption feature if applicable.
- Supporting on YouTube livestreaming if required.
- Recording the event and photo documentation of the event.
- Assisting with the presentation and any materials throughout the event
- Submitting the post-event report as briefed by GIZ.

B. Hybrid Event

- Venue and internet survey prior to the event.
- Hosting and managing a virtual/online event through Zoom/Google Meet or other platform up to 300 pax from the beginning until the end.
- Assisting participants both offline and online when they encounter problem/error during the event.
- Providing up to 2 times of online/offline general rehearsal
- Designing all graphic design needed such as flyer, virtual background, slide bumper, video bumper, banner, etc.
- Managing and controlling the interpretation, break out room & closed caption feature if applicable.
- Supporting on YouTube livestreaming if required.
- Recording the event and photo documentation of the event.
- Assisting with the presentation and any materials throughout the event
- Submitting the post-event report as briefed by GIZ.
- Audio video setup for hybrid meeting at the venue
- 2 HD Camcorder & Tripod
- Video camera operator
- Sound system + up to 4 wireless microphones.
- High quality capture card/switcher and sound card
- Laser pointer and clicker
- Portable internet 2,4 GHz & 5 GHz Wi-Fi router / modem with speed up to 50 Mbps + one LAN cable as a backup for operator only.
- Additional personnel for the event up to 6 people.

C. Other event equipment

- Designing and producing printed backdrop/backwall to be placed on the stage (size to be updated every event).
- Providing Videotron to be used as digital backdrop and screen if required.
- Portable rolling screen if requested.
- Additional TV screen if requested.
- TV matador screen for speaker.
- Sound system + wireless microphone.
- Dedicated internet package for livestreaming.
- Photo documentation (half day and full day)
- Video documentation (half day and full day) including output 5-10 mins video highlight
- Stage with skirting
- Mini garden for stage
- Moderator non-TV anchor if needed
- MC non-TV anchor if needed
- Standard on-site exhibition both with electricity set-up and TV per booth

- Two interpreters working in tandem remotely full day and half day
- Two interpreters working in tandem on site full day and half day
- Interpretation booth per day
- Interpretation transmitter
- Interpretation transmitter/headset
- Note taking service non verbatim (floor language) full day and half day

D. Overall event management:
- Coordinate and communicate with GIZ and its counterpart as well as other relevant stakeholders and respond to queries and demands.
- Overall support to event facilitation.
- Closely monitor the progress of the preparation and report to the event coordinator regularly.
- The service provider focal point should be available for the entire duration of the contract to assist and ensure smooth coordination.

3. Concept

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 0 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 0 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment

dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Additional supporting document

The tenderer is also recommended to submit a company profile that incorporates relevant portfolios to this request.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader (1 person)

<u>Qualification</u>

- Bachelor/master degree in relevant field of work e.g., management, economy, public relations, marketing and other relevant qualifications.

<u>Language</u>

- Fluent in English and Bahasa Indonesia for professional correspondence.

<u>General professional experience</u>

- Has min. 5 years of professional experience working with sub-national, national, and international settings/organization.

<u>Specific professional experience</u>

- Has min. 3 years of experience in event management, interpreting service, and other relevant experience.

<u>Leadership/management experience</u>

- Has min. 3 years of experience in team leader (manager) position and/or lead a group of team member/lead on project/event/assignment on behalf of the organisation/company.

<u>Regional experience</u>

- Has relevant experiences related to the event management service with diverse group of people coming from Indonesia and other countries (more desirable) OR implemented in Indonesia and other countries.

<u>Development cooperation experience</u>

- Has some extensive experiences in working with Government of Indonesia and international development partners/NGOs.

Project Manager (1 person)

Qualification

- Bachelor degree in relevant field of work e.g., management, economy, public relations, marketing, computer IT, and other relevant qualifications.

  Has the communications, collaboration, goal-oriented skills to support the team leader and overall event implementation.

Language

- Fluent in English and Bahasa Indonesia for professional correspondence.

General professional experience

- Has min. 2 years of professional experience working with sub-national, national, and international settings/organization.

Specific professional experience

- Has min. 2 years of experience in event management, interpreting service, and other relevant experience.

Regional experience

- Has relevant experiences related to the event management service with diverse group of people coming from Indonesia and other countries (more desirable) OR implemented in Indonesia and other countries

Development cooperation experience

- Has some extensive experiences in working with Government of Indonesia and international development partners/NGOs.

5. Costing requirements

The tenderer/contractor will be responsible to manage their own transport, meals, and accommodation during the event implementation.

GIZ will be only responsible for managing the venue including the catering for participants of event/activity.

The tenderer/contractor should refer to this 'specification of inputs' below to see which allocated line budget that needs to be prepared for the tender.

Period of assignment: from 1 April 2024 – 31 March 2025

Specification of inputs

Service Description	Qty of events/items	Comment
Virtual event organizer full day (as requested above)	4	lump sum against performance (upon request)

Virtual event organizer half day (as requested above)	4	lump sum against performance (upon request)
Hybrid event organizer full day (as requested above)	8	lump sum against performance (upon request)
Hybrid event organizer half day (as requested above)	4	lump sum against performance (upon request)
Design and produce the backdrop/backwall	3	lump sum against performance (upon request)
Video tron with electricity set-up	3	lump sum against performance (upon request)
Portable rolling screen projector	5	lump sum against performance (upon request)
Additonal standing TV screen	10	lump sum against performance (upon request)
Soundsystem + wireless microphone	5	lump sum against performance (upon request)
Dedicated internet package for livestreaming	5	lump sum against performance (upon request)
Photo documentation full day	8	lump sum against performance (upon request)
Photo documentation half day	4	lump sum against performance (upon request)
Video documentation full day + 5-10 mins edited video highlight	8	lump sum against performance (upon request)
Video documentation half day + 5-10 mins edited video highlight	4	lump sum against performance (upon request)
Stage with skirting	5	lump sum against performance (upon request)
Mini garden for stage	5	lump sum against performance (upon request)
Moderator non TV achor full day	3	lump sum against performance (upon request)
MC non TV achor full day	3	lump sum against performance (upon request)
Standard on-site exhibition with electricity set-up and TV per booth	10	lump sum against performance (upon request)

Two interpreters working in tandem remotely full day	6	lump sum against performance (upon request)
Two interpreters working in tandem remotely half day	6	lump sum against performance (upon request)
Two interpreters working in tandem on site full day	4	lump sum against performance (upon request)
Two interpreters working in tandem on site half day	4	lump sum against performance (upon request)
Interpretation booth per day	3	lump sum against performance (upon request)
Interpretation transmitter	3	lump sum against performance (upon request)
Interpretation receiver/headset	100	lump sum against performance (upon request)
Note taking service non verbatim (floor language) full day	6	lump sum against performance (upon request)
Note taking service non verbatim (floor language) half day	4	lump sum against performance (upon request)
Flexible remuneration	1	A budget of IDR 50.000.000 foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item requires prior written approval from GIZ

Payment Policy:

- The payment made to the consultant will be based on above milestones. The consultant is required to submit the report and invoice payment based on delivered outputs and deliverables per assignment/event.
- The consultant is responsible for sending out the original printed invoice to GIZ, Climate and Biodiversity Hub Indonesia and follow required document requested by GIZ.

- GIZ, Climate and Biodiversity Hub Indonesia will review the invoice, report, and all supporting documentations to justify the work done by consultant prior to the payment.

6. Inputs of GIZ or other actors

- Workstation: Tenderer/contractor's office and/or GIZ, Climate and Biodiversity Hub Indonesia's office.
- Logistic for event (venue and catering): managed by GIZ
- Transportation, meals, and accommodation: the contractor is responsible for managing their own transportation, meals and accommodation.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed max. 15 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. You may share the external link for additional reference like company profile and portfolio is allowed.

The CVs of the personnel proposed in accordance with Chapter 4 (see the qualification until regional experience) of the ToRs. Other essential information like relevant experience and portfolio can be added to the CV. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language). Please calculate your financial tender based exactly on the parameters specified in Chapter 5 (costing and specification of inputs). The specifications for pricing are defined in the price schedule.

This tender opportunity is open only for Event Organizer Company who has extensive experience and professional portfolio in organizing a training/workshop with diverse group of people preferably with non-governmental organization (NGO) in national and international settings.