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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Event Management Service for Closing Event of TSR Project

TVET System Reform Project

Duration: May - June 2024

Project number/ cost centre:

2019.2123.8

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0. List of abbreviations

BIBB	*Bundesinstitut fuer Berufsbildung*, German Federal institute for Vocational Education and Training
CMEA	Coordinating Ministry for Economic Affairs, *Kementerian Koordinator Bidang Perekonomian*
DTC	Digital Transformation Centre
GIZ	*Deutsche Gesellschaft fuer Internationale Zusammenarbeit*, German International Cooperation Agency
KADIN	*Kamar Dagang dan Industri Indonesia*, Indonesian Chamber of Commerce
Q&A	Question and Answer
SMK	*Sekolah Menengah Kejuruan*, secondary TVET school
Strada	*Strategi Vokasi Daerah*, Provincial TVET Strategy
Stranas	*Strategi Vokasi Nasional*, National TVET Strategy
TKDV	*Tim Koordinasi Daerah Vokasi*, Provincial TVET Coordination Team
TKNV	*Tim Koordinasi Nasional Vokasi*, National TVET Coordination Team
TSR	TVET System Reform
TVET	Technical and Vocational Education and Training

1. Context

a. Brief information on the project

The Indonesian government places a high priority on improving the quality and quantity of TVET. This initiative is mainly driven by the fact that despite the favorable economic growth rates, the development of the labor market falls short of the Indonesian government's expectations. Although the unemployment rate fell from 6.1% to 4.1% in 2012-2016 and youth unemployment from 19.5% to 15.4%, the 15-24 age group still represents the majority of the non-employed labor force at 58%. Furthermore, the open unemployment rate of vocational secondary schools (SMKs) graduates in August 2017 is still high (23%, 1,621,402; source: BPS, 15 Dec 2017). The Indonesian government is, therefore, aiming for an extensive modernization and expansion of the TVET system.

The TVET System Reform 2.0 (TSR 2.0) project is a joint effort between the Coordinating Ministry of Economic Affairs (CMEA) and the German Development Cooperation, implemented by GIZ on behalf of the German Federal Ministry of Economic Cooperation and Development, aiming at supporting the implementation of key elements of the Indonesian Government's reform agenda on technical and vocational education and training (TVET).

The German and Indonesian Governments are committed to implementing cooperation aimed at supporting the Indonesian Government in implementing key elements of its National TVET Strategy through the TVET System Reform Project 2.0 (TSR 2.0). The TSR 2.0 project implements activities at both the national and sub-national levels. At the national level, the Project provides support to strengthen the capacity of the National TVET Coordination Team (TKNV) to fulfil its mandate by the Presidential Regulation No. 68/2022 and Ministerial Regulation No. 5/2023 and No. 6/2023 of the Coordinating Ministry for Human Development and Culture. The TKNV will coordinate and orchestrate the public- and private TVET stakeholders in the implementation of the National TVET Strategy (Stranas) effectively and providing communication platform for a transparent information on TVET and employment in Indonesia. At the subnational level, TSR 2.0 project supports the implementation of the Stranas at provincial level, especially to strengthen the role of private sector in the implementation of demand oriented TVET system based on the matrix in the Stranas.

b. TSR Closing event

As the TVET System Reform Project is concluding, a closing ceremony will be held to gather all partners from the ministries, private sectors, public and private associations, as well as TVET institutions who have been working together toward the revitalization of TVET.

This closing event will be organized to allow:

1. Confirming the importance of TVET on the national agenda to increase Indonesia's productivity and competitiveness as well as promoting collaboration in addressing human development challenges in Indonesia.

2. Showcasing achievements, including approaches and instruments developed in cooperation with the partners, as well as official handing over of approaches and instruments to be further utilized sustainably by relevant ministries and institutions

3. Discussion of the best practices and lessons learned on how to embrace the opportunities on future jobs and digital transformation on TVET

The closing event is planned to be held

Date: 11 or 12 June 2024

Time: 08.30 to 17.00

Venue: to be defined, 5 star hotel in Jakarta

The event is planned to facilitate up to 400 participants including among others Coordinating Ministry for Human Resources & Culture, National TVET Coordination Team (TKNV), Regional TVET Coordination Team (TKDV), Kadin Indonesia on national and sub national level, Bappenas, Ministry of Industry, companies active in TVET and TVET institutions, In-Company and Master Trainers, and other relevant partners and trainers.

The agenda will be split into two sessions: the closing ceremony as the main session and 2 back to back technical sessions.

<u>Closing Ceremony/ Main Session</u>

The main session will be organized as hybrid and will be available on a streaming platform. The objective of this session is to showcase the achievements of TSR project to all project partners, including technical ministries, TVET National Coordination Team (TKNV) and its regional TKDV, Kadin Indonesia on national and sub national level and other private sectors representatives, as well as other development partners. The showcase is expected to encourage sustainable implementation of the services, products and programs developed and piloted during the Project period and ignite interest from other relevant stakeholders for further development and implementation. Therefore, aside from presentation and keynote speaker, a more interactive format, such as talk show with a professional moderator will be applied. Considering the time efficiency, closed question and answer session, or using Q&A moderation tools is advisable.

High level (Echelon 1) resource persons are expected to present during the main session that consist of representatives of:

- Deputy for Digital Economy, Employment, and MSME, Coordinating Ministry of Economy Affairs
- Deputy for Improvement of the Education Quality and Religious Moderation of Coordinating Ministry for Human Development and Culture
- Deputy for Population and Employment of Ministry of National Development Planning/National Development Planning Agency
- The Ambassador of the Republic Federal of Germany
- Chairperson on Indonesian Chamber of Commerce and Industry
- President of BIBB

<u>Technical Sessions (back to back)</u>

Session 1: Future Jobs in Indonesia

This session is to be led by the Federal Institute for Vocational Education and Training (BiBB). As the legal institute mandated by the German government to develops and updates initial and advanced education and training regulations for recognized vocational qualifications, BiBB uses its research to examine the ongoing and systematic developments and structures in vocational education training with research instruments developed for this purpose such as the Labor Force Survey and qualification panel, which are regularly used to collect relevant data.

The objective of this session will primarily delve into the global labor market landscape in 2024 and its impact on jobs, skills, and workforce transformation strategy, and how it would impact TVET in Indonesia. BiBB could share the current situation of training market in Germany and discuss its relevancy with Indonesia, transitions into TVET, and competency development and the importance of continuing TVET in response to future jobs.

Session 2: Digital Transformation in TVET

As one of the world's top 20 largest economies, Indonesia's economic structure is unfortunately still relying on extractive industries (natural resource extraction) and products from low technology industries. To realize the Indonesia Emas 2045 vision, the country must rely on knowledge and innovation to shift its extraction-driven economy towards an inclusive and knowledge-based economy, and therefore, mastery of science and technology, especially digital technology has become increasingly urgent.

This session is to be organized in cooperation with Project Digital Transformation Center (DTC) and Make-IT Indonesia by GIZ and Bappenas and expected to provide a portrait of the digital transformation efforts in Indonesia, including the regulatory frameworks, institutional frameworks, and in particular, human capital.

Agenda Overview/Rundown

	Time	Activity	Remarks
	08:30 – 09:00	Registration	
Parallel Session 1: Future Jobs in Indonesia	09:00 – 09.30	Opening remarks	BiBB
	09:30 – 10:00	Presentation	BiBB
	10:00 – 11:00	Q&A	BiBB
	11:00 – 11:30	Summary & Closing	BiBB
Parallel Session 2: Digital Transformation in TVET	09:00 – 09.30	Opening remarks	DTC / MakeIT GIZ
	09:30 – 10:00	Presentation	DTC / MakeIT GIZ
	10:00 – 11:00	Q&A	DTC / MakeIT GIZ
	11:00 – 11:30	Summary & Closing	DTC / MakeIT GIZ
	11:30 – 13:00	Lunch break	
Opening of the main session	13:00 – 13:10	VIP entrance and exhibition visitation	
	13:10 – 13:15	Opening by MC	Indonesia Raya Opening pray

	Time	Activity	Remarks
	13:15 – 13:45	Opening remarks	Echelon 1 CMEA Echelon 1 CMHDC German Ambassador
	13:45 – 13:50	Group photo 1	
	13:50 – 13:55	Video: TVET Revitalization Journey with TSR	Tentative
Main Event	13:55 – 14:10	Project report presentation	By echelon 2 CMEA
	14:10 – 14:55	Talk Show	Moderator Rep Stranas & TKNV Rep Kadin Rep Strada & TKDV Submit question or closed Q&A session
	14:55 – 15:00	Keynote speech	President of BiBB
Closing	15:00 – 15:10	Symbolic handover to partners	Placard & printed report
	15:10 – 15:15	Group photo 2	
	15:15 – 15:30	Closing remark	CMHDC

Exhibition

The event will be complemented by an exhibition as a side event at the entrance or foyer to accommodate deeper conversations for audience with specific topics of interests, e.g. TSR project, PIDI, Pasker ID, KADINfornaker, TVET institutes and other potential partners. TVET System Reform products and achievements will be displayed in the form of an exhibition to facilitate the audience in acquiring information and knowledge on the best practices as well as deeper understanding on lessons learned. A space close to the main room/venue will cater for 5 booths (1,5 m x 2m) that also allows TSR's partner to show case their achievements.

Documentation Corner & Media Centre

Publication of the event is one important aspect to echoing the event as well as to guarantee the visibility of the importance of TVET. A centre will be provided for the media partnering with Ministries to ensure that they will get comprehensive information about TVET and projects. This media center will be equipped with internet so that media crews can already publish news while the event is still ongoing.A booth will be ready during the event to accommodate participants' interest in documenting their participation in the event. The photo booth will also be provided for press interviews of VIPs (doorstop interview).

Expected participants

It is expected that up to 400 guests will come to actively participate in the event with different background as follows:

- Ministers and other policy makers
- National government officials
- Sub-national government officials

- Representative of TVET institutes
- Academics and researchers
- Representative of donor agency, NGOs and philanthropic institutions
- Individual companies and sector association, regional chambers
- Media
- etc

2. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services:

Task 1: Overall event management

- Providing overall support in the technical preparation of the event
- Coordinate and communicate with GIZ and its counterparts as well as other relevant stakeholders and respond to queries and demands
- 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.
- Develop a roadmap/action plan for the management of venue related administrative and logistical arrangement as per agenda and run of show
- Develop roadmap/action plan for the management of invitation distribution based on list of invitees developed by the project, distribute the invitations, and follow up participant confirmation attendance.
- Management the pre-conference registration process for the participants, and compile a confirmed registration list of participants, speakers, and special guest in close consultation GIZ team.
- Provide smooth registration process solution pre-event (self registration, online) and during the event (on the spot, at the hotel venue), respecting the corporate data protection and data security principles (explore possibilities of QR codes or other alternatives).
- Conceptualize and develop the event design theme and develop the design deck for conference related (multimedia) materials ensuring a consistent design adhering to GIZ and Government of Indonesia's corporate identity, i.e. welcome bumper, transition bumpers as according to the agenda, closing bumpers, break bumper content, virtual background, flyer, stand-up banner designs and other branding graphics ,e.g. design for conference bag, folder, pen, notebook, name badges, invitation card for conference, flyer of conference, etc
- Design scale floor conference venue sitting plan and other necessary meeting rooms.
- Recruit and conduct necessary training for recruited ushers and other involved team members. Arrange and supervise ushers at the registration desk and the conference hall during the plenary session and for all administrative support.

- Assemble the conference kit/ bag (folders agenda, background documents, admin note, security note, name badges in plastic folder, notebooks, invitation cards for reception, pen)
- Prepare QR code to cloud folder containing collected soft copies of conference materials and to announce about the availability of these materials to the participants (during registration and closing of event)
- Provide up to 2 times of online/ offline general rehearsals
- Prepare cue-card for MC and moderator in close coordination with the committee
- Submit the post-event report as briefed by GIZ

Task 2: Manage the implementation of a full day (up to 8 hours) online event of TSR closing event:

- Hosting and managing a virtual/ online event through zoom cloud meeting or other platform up to 1,000 pax from the beginning until the end (language menu for interpretation).
- Assisting online participants encounter problem/ error during the event
- Managing and controlling the interpretation, plenary rooms and closed caption feature if applicable
- Managing live streaming youtube if required
- Assisting with the presentation and any materials throughout the event
- Recording the event

Task 3: Manage the implementation of a full day (up to 8 hours) offline event of TSR closing event:

- Develop an effective guest flow/ crowd management strategy and implementation in accordance to the protocol regulation for high level meeting, including monitoring the arrival of VIP/ high level officials.
- Coordinate a smooth implementation of set up and loading management in close coordination with the venue.
- Support committee for seamless VIP traffic flow management (including queuing setup and system, necessary equipment for participant crowd management) executed in coordination with the hotel and committee during participants registration, praying facilities and break sessions.
- Ensure all meeting rooms (main conference hall, stage-dais set-up and break away rooms) are arranged according to the specification and ready for the meetings as required (as per conference agenda and run of show). This include seating name

plates at the main table and ensuring that searing arrangements have been made as per specification.

- Assist offline participants when they encounter problems related to the event

- Provide qualified coordination of talents and resource person of the event

- Provide necessary equipment at venue as required (as per conference agenda and run of show) according to the theme of the event and respecting the design elements given by the committee:
  i. Main Foyer:
     1. Registration desk signages for 2 spots (seats and tables provided by the hotel) according to event design
     2. Up to 5 event-theme related information signages
     3. Rental of 2 (two) LCD units 55' including standing/ bracket and cabling for information display and photo/ video compilation support.
     4. 5 booths 1,5m x 2 m for mini exhibition (incl. Standard table, chair, etc)
     5. Signages for participants to guarantee smooth crowd management (rest room, prayer room, emergency exits, etc)
     6. Documentation corner
  ii. Main room:
     1. Stage
     2. Placement of FOH
     3. Placement of printing station/ secretariat set up.
     4. Placement of interpreter booth
     5. Seating arrangement
  iii. VIP room
  iv. Media centre
  v. Secretariat room

- Accommodate logistic needs for plenary session:

  i. Support the committee in the management for the stage setup and operation including with LED/ videotron backdrop from appointed vendor, state modules and speaker podium and seating from the hotel venue

  ii. Support the installation and the coordination for efficient running of 1 LED backdrop and 1 stage setup fit the plenary hall hosting up to 400 people ensuring proper viewing

  iii. Manage and operate show-related systems in coordination with LED vendor, audio video mixing and appearance of virtual speakers

     1. Provide LED/videotron backdrop which include rigging and other necessary infrastructure required as well as the technical set up team. Backdrop size approximately 10 x 4 meters. Backdrop wings

     2. Provide 2 LCD TV unit displays 55" with brackets in front of stage for optimal reading guide for speakers/ moderators to be operated by EO (matador)

3. Provide room-appropriate sound system, provide technical team to operate the sound system and conduct necessary checks before the conference begins to ensure all is functioning well

4. Provide 5 clip-on microphones and 5 wireless microphones (including microphones sleeves for each new speaker)

5. Provide live camera system and multimedia live streaming for plenary display support on LED videotron with 2 cameras including camera persons, including ability to feed in video to zoom or MS teams for virtually joining speakers

6. Support on facilitating conference proceedings using the video conference and collaboration software zoom for virtually joining speakers adheering to and as according to TVET conference's data security and data protection regulations

7. Advice committee for plenary interactive session for accommodating up to 400 participants

8. Provide advice to committee on event flow during plenary sessions, joint lunch and paralel sessions

9. Provide the necessary equipment such as laptop with high spec graphic card to ensure the smooth operation of digital marketing

10. Provide additional internet capacity to support the virtual joining speakers

11. Provide alternative energy source of unforeseen electricity problems.

12. Provide infrastructure for stage set up and technical set up team.

- Document the event high resolution photos and 5 minute event highlights (video) during the event for reporting and social media purposes, adhering to GIZ corporate design guidelines on videos and GIZ Visual languange and guide for Photography (attached, see Annexes).

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

<u>1.1.1. Interpretation of the objectives in the ToRs, critical examination of tasks (4%)</u>

- Tenderer is required to propose a detailed plan of preparation and event implementation based on their interpretation of this terms of reference.

1.1.2. Description and justification of the contractor's strategy for delivering the services put out to tender (3%)

- Tenderer is required to provide description and justification of the detailed plan proposed.

1.2.1. Presentation and interaction between the relevant actors in the contractor's area of responsibility (2%)

- Tenderer is required to explain their plan to establish interaction between the relevant actors in their area of responsibility related to the preparation of the event

1.2.2. Strategy for establishing cooperation and then cooperating with the relevant actors (2%)

- Tenderer is required to provide description on strategy for establishing cooperation and then cooperating with the relevant actors.

1.3.1. Approach and procedure for steering the measures with the project partners (2%)

- Tenderer is required to describe the approach and procedure for steering the measures with the project partners

1.4.1. Presentation and explanation of the implementation plan: work steps, milestones and schedules (5%)

- Tenderer is required to explain a detailed plan to ensure smooth preparation and successful implementation considering the time available.

1.5.2. Presentation and explanation of the measures undertaken by the contractor to promote scaling-up effects (3%)

- Tenderer is required to explain proposed measures undertaken by the contractor to promote scaling -up effects of the event.

1.6.1. Approach and procedure for coordination with/ in GIZ project (2%)

- Tenderer is required to explain approach and procedures planned to coordinate all parties involved (core team of EO, extended personnel, vendors, GIZ and Ministries) during the preparation and event implementation.

1.6.2. Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert months (2%)

- List of all personnel and vendors to fill the positions described in the **Specification of inputs** – No 1 Hybrid event organization full day. If the person is still tentative, please provide some alternatives. Please note that changes of tentative personnel can only be done before the event briefing and with project approval only.

1.6.3. Contractor's backstopping strategy (incl. CVs of the technical and administrative back stopper) (5%)

- Brief CV of all team member involved in the event organization, kindly refer to **Specification of inputs** – No 1 Hybrid event organization full day.
- Portfolio of all vendors involved in the event organization, kindly refer to **Specification of inputs** – No 3 to 31.

1.7. Further requirement (30%)

- Extensive experiences in organizing and managing larger offline (face to face) as well as hybrid (face to face and online in combination) events attended by more than 300 participants (7%)
- Average annual turnover for the last three financial years is at least EUR 100,000 (8%)

- Number of permanent employees/ staffs of the previous year is at least 10 person (7%)
- At least 5 reference projects in the field of event management in the last 3 years with a minimum contract volume of EUR 25.000 (each) in collaboration with international and national government, international development agencies or CSO (8%).

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), 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)

Tasks of the team leader
- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines

2.1.1. Qualification (3%)
- Bachelor's or master's degree in relevant field of work e.g. management, economy, public relations, marketing and other relevant qualifications

2.1.2. Language (2%)
- Fluent in English and Indonesian for professional correspondence

2.1.3. General professional experience (3%)
- Has min 10 years of professional experience working with sub-national, national and international settings/ organization in MICE sector

2.1.4. Specific professional experience (4%)
- Experience in managing Event Organization team handling at least 5 offline national scope events with minimal 300 participants within the last 5 (five) years

2.1.5. Leadership/ management experience (3%)
- Has min 7 years of experience in team leader (manager) position and/or lead a group of team member/ led of project/ event/ assignment on behalf of the organization

2.1.6. Regional experience (2%)
- 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

2.1.7. Development Cooperation experience (3%):
- Has extensive experiences (min 10 years) in working with government of Indonesia and international development partners in MICE activities.

Expert 1 – Project manager

Tasks of key expert 1

- Support the team leader in fulfilling the overall responsibility for the advisory packages of the contractor in terms of quality and deadlines)
- Personnel management, in particular identifying the need for qualified short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.

2.2.1. Qualification (3%)

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

2.2.2. Language (2%)

- Fluent in English and Indonesian for professional correspondence

2.2.3. General professional experience (3%)

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

2.2.4. Specific professional experience (4%)

- Experience in managing Event Organization team handling at least 3 offline national scope events with minimal 300 participants within the last 5 (five) years

2.2.5. Leadership/ management experience (3%)

- Has min 3 years of experience in manager or supervisor position and/or lead a group of team member/ led of project/ event/ assignment on behalf of the organization

2.2.6. Regional experience (2%)

- 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

2.2.7. Development Cooperation experience (3%):

- Has extensive experiences (min 5 years) in working with government of Indonesia and international development partners in MICE activities.

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

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

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

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 May to June 2024

Specification of inputs

Service Description	Quantity of events/ items	Remarks
1. Hybrid event organization full day (as requested above)	1	Lump sum against performance (upon request) Including but not limited to: - Team Leader* – 1 person - Project manager* – 1 person - Set up & loading mgt – 1 package - Guests flow manager* – 1 person - Usher for 2 registration desks – 4 persons - LO for VIP at the lobby – 2 persons. - Usher for VIP in the VIP room – 2 persons - Usher in the ballroom – 3 persons - Crowd management – 2 persons - General support/ runner - 3 persons - Stage manager* – 1 person - Talent coordinator – 1 person - Lighting system coordinator – 1 person - Sound system/ audio coordinator – 1 person - FoH coordinator – 1 person - Electricity coordinator – 1 person Propose Job Desk of each position. *Cannot be changed
2. Invitation and registration management	1	Lump sum against performance (upon request) Including but not limited to: (1) Invitation distribution (2) Participants confirmation (3) Pre event and on-site participants registration Event participant management or other similar platform of invitation management
3. Production of Communication visual designs	1	Lump sum against performance (upon request) Including but not limited to: (1) Presentation template (2) Flyer of event (3) Multimedia content for plenary (bumpers): non-static welcome bumper, transition bumpers, closing bumpers, break bumper content (4) Virtual background for online participants (5) Signage for offline event: Stand-up banner designs, etc (6) Backdrop (7) Other necessary branding graphics

Service Description	Quantity of events/ items	Remarks
4. Host/ Master of Ceremony full day	1	Lump sum against performance (upon request)
5. Moderator full day	1	Lump sum against performance (upon request)
6. Multimedia live streaming	1	Lump sum against performance (upon request), including host/ admin
7. Online platforms for 1000 pax with interpretation/ multi languages	1	Lump sum against performance (upon request), including host/ admin
8. Dedicated internet package for livestreaming	1	Lump sum against performance (upon request), 100 Mbps
9. Live camera for plenary proceedings	2	Lump sum against performance (upon request)
10. Sound system 10.000 watt	1	Lump sum against performance (upon request) Incl. technical person (2 person)
11. FOH equipment and system integration	1	Lump sum against performance (upon request), (incl. laptop with high spec graphic card (GTX)
12. Photo documentation full day	1	Lump sum against performance (upon request)
13. Video documentation 5 minutes edited video highlight	1	Lump sum against performance (upon request)
14. Photo corner management	1	Lump sum against performance (upon request), including TVET relevant costumes & props
15. Two interpreters working in tandem (remotely or on site) full day	2	Lump sum against performance (upon request)
16. Interpretation booths	2	Lump sum against performance (upon request)

Service Description	Quantity of events/ items	Remarks
17. Interpretation receiver/ headset	75	Lump sum against performance (upon request), including technician
18. Standard on-site exhibition booth	5	Lump sum against performance (upon request) 5 booths of 1,5m x 2m (flooring and table only) with standard electricity set up
19. LED Videotron 10 m x 4 m with electricity set-up	1	Lump sum against performance (upon request)
20. Genset 80 kva	1	Lump sum against performance (upon request)
21. LCD monitor 55' include bracket for stage/ keynote speaker screen for speaker (matador)	2	Lump sum against performance (upon request)
22. Clip on for speakers	5	Lump sum against performance (upon request)
23. Wireless microphone	5	Lump sum against performance (upon request) 1 for MC 4 microphones with standing for floor Including microphone sleeves 100 pcs
24. LCD monitor 55' for foyer	1	Lump sum against performance (upon request) Including standing bracket
25. Signages for registration desks	2	Lump sum against performance (upon request) 2 registration desks
26. Table reservation name signages for VIP	50	Lump sum against performance (upon request)
27. Clear com for crew and committee	5	Lump sum against performance (upon request)
28. Stage	1	Lump sum against performance (upon request) 10 m x 8 m with skirting with garden
29.Lighting system	1	Lump sum against performance (upon request)
30. Seminar kit	500	Lump sum against performance (upon request) Bidders are allowed to propose functional item(s) within the budget range (@ IDR

Service Description	Quantity of events/ items	Remarks
		75.000) as merchandise that will be given to participants
31.Flexible remuneration	1	A budget of IDR 30.000.000 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.

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price. Therefore, please divide the lump sum price into the milestones described. The price per milestone must contain all relevant costs (fee, travel expenses etc.).

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following technical materials available:

- A team leader who will coordinate and direct activities on the ground
- Supervisors for several sections
- Contacts to stakeholders
- Workstation: tenderer/ contractor's office and/ or TSR's office
- Logistic for event (venue and catering) managed by GIZ
- The contractor is responsible for managing their own transportation, meals and accommodation.

The following inputs related to the promotional materials design are provided by GIZ for the provision of the service:

- Corporate communication guideline of GIZ
- Sample of communication product of GIZ as well as the project

The contractor shall ensure a high level of data security which is appropriate to the nature of the data processed and the risks to which the data is exposed. In addition, the contractor must comply with all applicable data protection laws.

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 10 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.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. 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 should also be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

This tender opportunity is open only for Event Organizer Company which has extensive experience and professional portfolio in organizing and managing larger offline (face to face) and hybrid events with diverse group of people preferably not for profit organization in national and international settings.