Terms of reference (ToRs) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Event Management Service for ASEAN – German Climate Action Programme Events	Project number/ cost centre: 20.2023.8.003.00

0. List of abbreviations 2

1. Context 3

2. Tasks to be performed by the contractor 3

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

4. Personnel concept 7
   Team leader 7
   Key expert 1 7
   Key expert 2 7
   Key expert 3 7
   Key expert 4 7
   Short-term expert pool 9

5. Costing requirements 9
   Assignment of personnel and travel expenses 9
   Sustainability aspects for travel 10

6. Requirements on the format of the tender 11

7. Annexes 11

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The ASEAN-German Climate Action Programme (CAP) is implemented by cooperating closely with the ASEAN Secretariat and the ASEAN Working Group on Climate Change (AWGCC). The project is aim at increasing ASEAN's visibility in the climate dialogue by enhancing ASEAN Member States' (AMS) climate policy. It focuses on strengthening ASEAN structures and processes to make climate policy more effective and contributes to anchoring climate policy issues more systematically, enhancing visibility in the international dialogue on climate policy, and linking regional and national climate policies.

The CAP Project is effectively commenced and therefore several activities are expected to be conducted, including conduct of events. These events are held annualy and pivotal within the project cycle, of which they constitute back-to-back conducts of the annual project steering committe meeting, ASEAN Climate Change Partnership Conference and ASEAN Working Group on Climate Change meeting. Main stakeholders of the project are expected to participate such as national focal points from ASEAN Member States, relevant ASEAN Secretariat, and ASEAN development partners. Additionally, GIZ advisors are expected to provide support throughout the event series.

This year, Ministry of Environemnt and Forestry of Indonesia is hosting the back-to-back events in Denpasar, Bali. In line with GIZ CAP commitment to support the AWGCC, GIZ CAP is seeking the services of a qualified consultant to conduct, organize, and manage such events, possibly in hybrid (face-to-face and online) format.

2. Tasks to be performed by the contractor

The consulting company shall ensure effective and efficient provision of services, while maintaining full confidentiality in all aspects of assignment, management of information and follow up deadlines and commitments made. The scope of work of the consulting company shall include but not necessarily be limited to the following – to be carried out under supervision of related project staff.

The contractor is responsible for providing the following services:

- Support in overarching technical preparation of the event, including developing the structure and format of conference to ensure effective engagement with the audience.
- Support and manage all the technological aspects of conferences and meetings, including the virtual meetings which the consultant needs to ensure successful interaction between participants on the online meeting platform (e.g. MS Teams or other selected web-conference platform).
- Support and manage sufficient logistics and documentation for the event, especially for the face-to-face format.
- Sufficient manpower to prepare and conduct the workshop that is adaptable to changing of situations in the course of the event.
- Prepare, disseminate, and collect online evaluation feedback to all participants for each events.

<u>The contractor shall provide the following scope of work, in coordination with GIZ CAP and Host Country, MoEF Indonesia:</u>

1) Support in technical concept and preparation of the back-to-back events namely:
    a. Pre-Project Steering Comitte (PSC) Meeting Workshop
    b. The Second GIZ CAP PSC Meeting

c. The Fourth ASEAN Climate Change Partnership Conference (ACCPC)
d. The Fifteenth AWGCC Meeting

2) Providing offline and virtual meeting platform & equipment:
   a. Scheduling the meeting
      i. Design all communication materials including but not limited doing virtual background, spokesperson virtual nametag, (digital) backdrop for venue.
      ii. Maintain and manage all necessary substantial documents ready to be in the perusal of the event participants, both to be presented online and in printed form
      iii. Manage the online events as the host and responsible for as stated below, but not limited to:
         1. Manage pre-briefing meetings with MC, Moderator, spokesperson (including pre-event communication material development)
         2. Manage try-out meeting/ webinar rehearsal prior to the events
         3. Take care of pre-recorded input materials, if necessary
         4. Manage the traffic (mute and asking to unmute) during virtual meetings
         5. Assign co-host from the client's side
         6. Record the session on a separate channel and the original audio, preferably to record it into the cloud
         7. Control waiting room and breakout rooms or move participant from one breakout room to another
         8. Manage the end meeting/webinar for all participants
         9. Manage documentation of the event/ activity, including note-taking services, consent of taking pictures and recordings, also photography (if needed)
         10. Manage interpreter and interpretation channel
      iv. Post event report which consists of a list of participants and brief report on the event
   b. Providing the supporting devices required for the hybrid virtual events platform, for example but not limited to:
      i.
      ii. Connection to the internet (up to 4 technicians who will standby and address the participants throughout the event and ensure everything is manageable)
      iii. Teleconference hardware and software/hybrid event device:
         1. One videotron for the backdrop on stage, including set up arrangement for the stage
         2. One set of up to 4 360 degree cameras package & 2 LCD Units 55 inch including the bracket for presenter to be able to see the presentation on stage**)**
         3. 1 set of at least 2 cameras covering left, right and front/ mobile angles, including ability to feed in video camera to MS Teams for virtually joining speaker.
         4. Omni directional audio devices to ensure the audio quality of the offline participants are clearly recognized by the virtual participants.
         5. Two (2) clip on microphone and up to 8 wireless microphones for MC and participants
         6. Photo documentation during the meeting is of advantage, in coordination with the organiser

3) For online and hybrid events, the consultant shall conduct try-out meeting/webinar rehearsal prior to the events.

4) Provide appropriate decoration including the instalation at the venue (main foyer) according to sustainable event management (see Annex), reflecting to the principle of sustainability.
    a. Registration desk signages for 1 spot (seats and tables are provided by the hotel)
    b. Provide indoor welcoming gate, size is adjusted with venue at the hotel
    c. Support set up photo booth greenscreen and support operation if necessary (upon consultation with GIZ CAP and Host Country)
    d. Up to 5 information signages. For example: event-theme related banner

5) Support GIZ CAP for seamless traffic flow arrangement during the events :
    a. Traffic flow management system including queueing setup and system, necessary equipment for participant crowd management, according to applied health protocol regulations, executed in coordination with the hotel and GIZ CAP team during:
        i. Check-in process
        ii. Participant registration
        iii. Praying facilities
        iv. Break sessions
    b. Provide advise and assist GIZ CAP team in providing crowd management related information to MC/Moderator/Facilitator
    c. Provide necessary brief to MC/Moderator/Facilitator for smooth implementation of the events.

6) Support in putting together one networking dinner and one gala dinner for up to 70 participants. This task may include:
    a. Develop dinner agenda
    b. Support flow event management during the dinner
    c. Arrange necessary entertainment during the dinner eg: traditional dances, live music, other performances.
    d. Arrange and set up audio visual system accordingly

7) Provide multimedia content design for ASEAN Climate Change Partnership Conference event promotion and event proceedings ensuring consistent design adhering to GIZ Corporate Design Guidelines and/or GIZ CAP Project. For example, but not limited to: welcome bumper, transition bumper, closing bumper)

8) Provide photo documentation during the event, and one 10-minute video recap of the events including participant and speaker testimonials as post-event documentation and one 1-minute video recap of ASEAN Climate Change Partnership Conference for social media pruposes, adhering to GIZ corporate design guidelines on videos and GIZ visual language of photography.

Specific milestones are to be achieved at specific dates during the contract period, as shown in the table below:

Milestones/partial works	**Deadline**
Conceptual preparation	20 May 2024
Technical preparation	20 May 2024
Onsite technical preparation	23 – 25 May 2024
Rehearsal	26 May 2024

Event 1 - ASEAN EU-German CAP Project Steering Committee Meeting	27 May 2024
Event 2 - Gala Dinner	27 May 2024 (Tentative)
Event 3 - ASEAN Climate Change Partnership Conference (ACCPC)	28 May 2024
Event 4 - 15th ASEAN Working Group on Climate Change	29 May 2024
Post-event documentation	31 May 2024

Period of assignment: from 20 May until 30 June 2024.

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

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 2 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 2 (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.

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

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
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree in business, management, or relevant to event management
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): Minimum 8 years of experience in successfully organize large in-person conferences of up to 100 participants as well as organizing virtual and hybrid events of comparable size
- Specific professional experience (2.1.4): Portfolios in working with government and international organization/non-government organization
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): Proven track record of international conference organizing involving senior officials. At least 3 years of professional experience in managing regional Southeast Asia events
- Other (2.1.8): evidence of conducting similar events as described in the Chapter 1 and 2

Key expert 1 – Photographer

Tasks of key expert 1

- Ensuring the documentation in a format of photos and videos throughout the events, complying to GIZ's regulation on visual communications material
- Selecting and editing the photos and video taken
- Ensure the filling of all documentation of the events adhere to GIZ' corporate design guidelines for photo and video and GIZ visual language of photography.

Qualifications of key expert 1

- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 3 years of experience in documenting international events

- Specific professional experience (2.2.4): Strong portfolio on photography/visual documentation

Key expert 2 –Videographer

Tasks of key expert 2

- Ensuring the documentation in a format of videos throughout the events, complying to GIZ's regulation on visual communications material
- Selecting and editing the video taken
- Ensure the filling of all documentation of the events adhere to GIZ' corporate design guidelines for video and GIZ visual language of videography.

Qualifications of key expert 2

- Language (2.3.2): C1 -level language proficiency in English
- General professional experience (2.3.3): 3 years of experience in documenting international events
- Specific professional experience (2.3.4): Strong portfolio on photography/visual documentation

Key expert 3 – Graphic Designer

Tasks of key expert 3

- Experience in development or performing service to develop animation video and infographics.
- Develop, edit all the graphic/design communication materials (backdrop, nametags, etc)
- Excellent skills of operating computer design software required for performing the services. Perform the required services in timely manner, accurate and deliver high quality result. Strong organisational and process management competencies.
- Experience in copywriting, graphic design, programming, or a related field (such as InDesign, Illustrator, Dreamweaver, Photoshop);

Qualifications of key expert 3

- Education/training (2.4.1): expert with university qualification (associate or bachelor's degree in design, fine arts, marketing, mass communication, or a related field
- Language (2.4.2): C1 -level language proficiency in English
- General professional experience (2.4.3): 3 years of experience in operating computer design software
- Specific professional experience (2.4.4): excellent skills of operating computer design

Key expert 4 – Master Ceremony

Tasks of key expert 4

- Experience in presents performers, speaks to the audience, entertains people, and generally keeps an event moving.
- Excellent skills as professional master of ceremonies are expected to keep the event running on time while "making it look easy." The audience will appreciate the seamless progression as the event proceeds.
- Expert with professional experience years become MC in international or regional events;
- Master of ceremony for dinner event

Qualifications of key expert 4

- Education/training (2.5.1): expert with university qualification in communication (bachelor degree)
- Language (2.5.2): C1 -level language proficiency in English
- General professional experience (2.5.3): 5 years of experience
- Specific professional experience (2.5.4): excellent skills as professional master

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool maximum 5 members: supporting manpower/crew/online meeting operator

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 6 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Technical and logistical conception and implementation of the event
- Setting up and dismantling a professional panel set with screen, monitors, microphones, and speakers
- Camera operator for video live streaming during the event
- Sound system operator during the events
- General technical support during the conference
- Operating the online meeting platform and act as a host.

Qualifications of the short-term expert pool

- Education/training (2.6.1): management and relevant, up to 5 technicians with minimum high school diploma or above.
- Language (2.6.2): 1 expert with C1-level language proficiency in English, Up to 4 experts with language proficiency in Bahasa Indonesia
- General professional experience (2.6.3): Up to 5 experts with technical skills in setting up conference or international events.

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

5. Costing requirements

Assignment of personnel and travel expenses

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence. GIZ travel regulation shall be applied for travel expenses.

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

Specification of inputs

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Team leader	1	10	10	Lump sum against timesheet
Key expert 1: Photographer	1	5	5	Lump sum against timesheet
Key expert 2: Videographer	1	5	5	Lump sum against timesheet
Key expert 3: Graphic Designer	1	3	3	Lump sum against timesheet
Key expert 4: Master Ceremony	1	2	2	Lump sum against timesheet
Short-term expert pool: supporting manpower/crew/ online meeting operator	5	3	15	Lump sum against timesheet
Travel expenses	**Quantity**	**Price IDR**	**Total IDR**	**Comments**
Accommodation in Bali	20	1.200.000	2.400.000	Maximum cost, reimbursement against evidence. GIZ travel regulation is applied.
Domestic flights to Bali (round-trip)	5	3.500.000	17.500.000	Maximum cost, reimbursement against evidence
Transportation (taxi/bus/train/rental vehicle, etc)	5	1.000.000	5.000.000	Transport in Bali, transfer to/from airport etc. Maximum cost, reimbursement against evidence
Other costs	**Number**	**Price IDR**	**Total IDR**	**Comments**
Flexible remuneration	1	30.000.000	30.000.000	Use of the flexible remuneration item requires prior written approval from GIZ.

6. Requirements on the format of the tender

The structure of the bid 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 complete concept must not exceed 10 pages (excluding CV). The bid must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format standard 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 can 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, budgets in full. The number of days, trips and the budgets will be contractually agreed as **maximum limits**. The specifications for pricing are defined in the price schedule.

7. Annexes

Concept note of the back-to-back meetings and agenda.