

CONFIDENTIAL

Event Management Joint Closing Projects on Biodiversity G-012159-110/12159010000

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I. General information

1. Brief information on the project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global development agency operating on behalf of the German Government to promote sustainable development. The Federal Ministry for Economic Cooperation and Development (BMZ) and the Norwegian Agency for Development Cooperation

(NORAD) have commissioned the global project “Strengthening National Implementation of Global Biodiversity Targets (GBF Implementation/GBFI)” to enhance national capacities in achieving biodiversity goals aligned with the Kunming-Montreal Global Biodiversity Framework (KM-GBF). This project is implemented by GIZ in eight partner countries, including Colombia, Peru, Brazil, Namibia, Laos, Madagascar, Indonesia, and the Democratic Republic of Congo.

2. Context

As the GBF Implementation/GBFI Project approaches its completion, the project will organize a closing event accompanied by an exhibition and project showcase, jointly with ClimB project as both shared political partner with Bappenas. The event will bring together relevant government institutions, development partners, civil society organizations, academia, Indigenous Peoples and Local Communities, private sector representatives, and other stakeholders. Therefore, professional event management support is required to assist with the planning, coordination, logistical preparation, on-site implementation, and documentation of the closing event to ensure its smooth, effective, and professional delivery.

3. GIZ shall hire the contractor for the anticipated contract term, from 23 November 2026 to 30 December 2026
4. The contractor shall provide the following work/service

Closing Project Event Management

1. Ceremonial services
 - Closing ceremony involving 6 ministries (Bappenas, KLH, Kemenhut, KKP, Kemendagri, BRIN) and 12 directorates VIPs
 - Cultural event
 - TV Personality Master of Ceremony
2. Event Production and stage equipment
 - Virtual Event Organising, premium access to conference call software.
 - Indoor Soundsystem: 6 wireless microphones (clip ons)
 - Lighting
 - Live cameras and other applications
 - Hybrid meeting package
 - Stage and mini garden
3. Interpreter Services
 - 2 Interpreter English to Indonesia vv, 8 hours
 - Booth for interpreter
 - Simultaneous interpreter system devices
4. Press releases distribution and media monitoring
 - Press release development and distribution to Tier 1 – 3 National media outlets
 - Press/media monitoring, maximum day +7 post event
5. Exhibition booth production and installation
 - The contractor provides photobooth and exhibition booth to showcase project outputs and achievement in ClimB and GBF Project Closing event, **using sustainable materials**
 - Photobooth 3 x 5m
 - Project milestones and showcase pavilion 15 x 3m
 - The contractors provide booth decoration and equipment's as including furniture's needed, and learning kits

- The contractor is responsible for providing collaborative interaction tools, LED Standee, Indoor sound system, microphones, and/or clip-on.
- The contractor provides digital printing for collateral, graphic design services for any visual materials related to the event.

Milestones/partial works	Date/location/responsibility	Criteria for acceptance
Event management plan and process	24 November 2026/Jakarta/Contractor	Aligned with GIZ and partner's concept notes
Equipment and talents list reports for overall events approach	26 November 2026/Jakarta/Contractor	100% well-function equipment's for standard indoor event technical requirement
Event organizing	30 November/Jakarta/Contractor	80% satisfactory attendance participatory, delivery and mitigation plan, with minor technical glitch and managed in timely fashion
Final events report with photo documentation and written report	30 December	Maximum of 4 pages A4 report with at least 70% media coverage from the distribution list of press distribution

II. Tender requirements

1. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

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

1.1 Expert 1: Floor Director

1.1.1 General qualifications

Education: Bachelor's degree in Audiovisual management, Communication, Journalism or relevant degree
Professional experience: 5 Years in Event/Show management services

1.1.2 Experience in the region/knowledge of the country

Indonesia, 10 years

1.1.3 Language skills:

business fluency in English B2

1.2 Expert 2: Videographer and Editor

1.2.1 General qualifications

Education: Diploma degree in Multimedia, Design or related degree
Professional experience: 5 years in Video production and editing

1.2.2 Experience in the region/knowledge of the country

Indonesia, 5 years

1.2.3 Language skills:

business fluency in English C1

1.3 Expert 2: Photographer

1.3.1 General qualifications

Education: Diploma degree in Multimedia, Design or related degree
Professional experience: 5 years in Video production and editing

1.3.2 Experience in the region/knowledge of the country

Indonesia, 5 years

1.3.3 Language skills:

business fluency in English C1

1.4 Expert 2: Graphic Designer

1.4.1 General qualifications

Education: Diploma degree in Multimedia, Design or related degree
Professional experience: 5 years in Video production and editing

1.4.2 Experience in the region/knowledge of the country

Indonesia, 5 years

1.4.3 Language skills:

business fluency in English C1

1.5 Expert 2: Short-term expert pool (Liaison 4 persons and Stage crew 15 persons)

1.5.1 General qualifications

Education:	Diploma degree in social science, event management, hospitality or relevant degree
Professional experience:	2 years in event management, personal assistance, or hospitality industry

1.5.2 Experience in the region/knowledge of the country

Indonesia, 2 years

1.5.3 Language skills:

business fluency in English A2

2. Quantitative requirements

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#).

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel activities must be agreed in advance with the staff member responsible for the project.

Sustainability aspects for travel

GIZ is required to reduce greenhouse gas emissions (CO₂ 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 CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets are settled against evidence.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using the standards specified there.

Fee days	Number of experts	Number of days per expert	Comments
Implementation	23	1	Timesheet
Other costs	Quantity	Unit	Comments
• <i>Virtual event organizing hybrid set up</i> • <i>Videotron LED</i> • <i>Genset 40 kva</i> • <i>VJ</i> • <i>FOH Hybrid connection</i> • <i>Stage Production 7,33 x 3,66</i> • <i>Black Curtain</i> • <i>Mini Garden</i> • <i>TV Anchor Master of Ceremony Full day bi-lingual</i> • <i>Ceremonial Services</i> • <i>Interpreter services and Equipment</i> • <i>Press release and media monitoring</i> • <i>Exhibition and Project Showcase Production and Installation</i>	package	1	Against evidence

Since the contract to be concluded is a contract for works, you should offer your services at a fixed lump sum price, which provides **an itemised breakdown of all the relevant costs (fees, travel costs, etc.). The specification of inputs should provide guidance in this respect.** The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered. In the contract itself, the budgets will be contractually agreed as **maximum amounts**.

III. Outsourced processing of personal data

DATA PROTECTION

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller. In such cases, the contractor shall comply with the laws and standards applicable to the partner.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.