



**Request for Proposal (RFP)**  
**Virtual Event Conference Organizer & Production**  
**Indonesia Energy Transition Dialogue**  
**(IETD) 2020**

**Institute for Essential Services Reform**

Tebet Barat Dalam VIII No. 20A-B

Jakarta Selatan 12810

Indonesia

14 September 2020



## **OVERVIEW AND BACKGROUND**

Institute for Essential Services Reform (IESR), a think tank based in Jakarta, Indonesia, has been working intensively to promote the acceleration of low carbon energy transition in Indonesia through evidence-based policy advocacy. In 2018, IESR initiated the establishment of the Indonesia Clean Energy Forum (ICEF). ICEF is a platform of a constructive and fact-based dialogue to enhance understanding of energy transition and sharing best practices on policy, regulatory, and institutional frameworks to support a just energy transition in the Indonesian power sector. ICEF's core member comprises of 25 prominent individuals from various backgrounds: government institutions, businesses, utility, NGOs, and energy experts. Prof. Dr. Kuntoro Mangkusubroto, former minister of Energy and Mineral Resources of Indonesia and Head of Presidential Delivery Unit (UKP4), is the Chairman of the Advisory Board of ICEF. This group meets regularly to discuss policy issues under Chatham House rule and offer recommendations to key policymakers.

ICEF was launched in November 2018 by the minister of Energy and Mineral Resources, H.E. Ignasius Jonan. The launch was held in conjunction with the first Indonesia Energy Transition Dialogue (IETD). As part of ICEF's activities, IETD is designed to be an annual event to share ideas and knowledge of energy transition and to build an understanding of energy transition to extended stakeholders. This event also aims to develop an epistemic community and champion that supports the agenda of the energy transition towards a low carbon power system in Indonesia.

This year, the third IETD will focus on strengthening the knowledge of the energy transition by updating global and regional energy transition progress in the time of the pandemic, investment trends & outlooks, and facilitating the national energy transition discourse. Through this year's event, IESR aims to debottleneck the stumbling blocks for Indonesia's energy transition, as well as to facilitate the development of the Indonesia energy transition roadmap as a reference to the existing strategy in ensuring a fair and just energy transition. Due to the recent development of Covid-19, this year's IETD is decided to go virtual.

### **1. EVENT SUMMARY**

Through this process, IESR would like to investigate available platforms, technology, and event organizer that can conduct IETD 2020 virtually. Learning from two previous IETDs, daily participants were hundreds of people, and along with the event, the private/group's networking and discussion were often. Therefore, even though IETD 2020 will be virtual, the event should be able to accommodate hundreds of active participants and can accommodate private/group networking and discussion.

With this Request for Proposal (RFP), IESR is soliciting proposals from event organizers or institutions with extensive experience and portfolio, capable of hosting, producing, and conducting virtual conferences hybrid – event (a combination of both offline and online seamlessly together). IESR will evaluate all the proposals submitted. Following a review of all submissions, IESR will select the firms/institutions that bring suitable expertise, most closely aligns with project objectives, and articulates a clear, achievable research plan to meet those objectives within the required timeframe.

### **2. PROPOSAL GUIDELINES**

Proposals will be accepted until 5:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Friday, 18 September 2020. Any submissions received after this date and time will be regarded inadmissible.



All proposals must be signed by an official agent or representative of the company submitting the proposal.

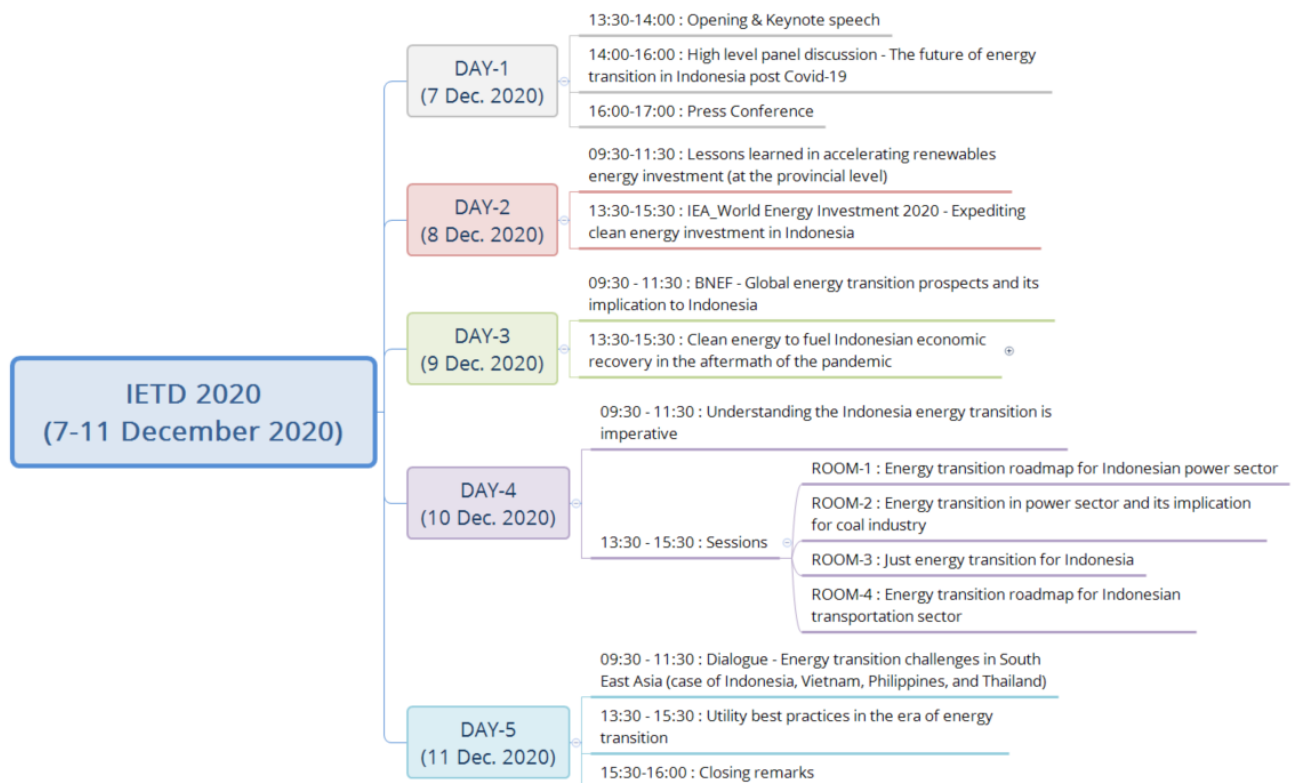
Proposals should not be more than ten pages in length. Please itemize all costs and include a description of associated services. Contract terms and conditions will be negotiated upon the selection of the winning bidder for this RFP.

If the organization submitting a proposal must outsource or contract any work to meet the requirements, this must be clearly stated in the proposal. Additionally, costs included in proposals must consist of any outsourced or contracted work. Any outsourcing or contracting organization must be named and described in the proposal.

### 3. EVENT PURPOSE AND DESCRIPTION

IETD 2020 will bring forward a discussion on the stumbling blocks for Indonesia’s energy transition and well open talks on how the Indonesian energy transition roadmap should look. There will be high-level speakers and participants, both internationally and nationally.

IETD 2020 will be conducted virtually in five consecutive working days (Monday to Friday) From 7 to 11 December 2020. Specifically, there will be two sessions per day, in the morning and afternoon, with each session maximum of 2 hours. Most sessions will not be parallel, except on the fourth day, where we expect four simultaneous sessions in the afternoon. Below is the snapshot of the IETD 2020 rundown as a reference.



The selected partner will host, produce, and organize hybrid conference (a combination of both offline and online seamlessly together) based on the agreed concept and design with the IESR team.



#### 4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

##### Proposal Timeline:

Proposals will be accepted until 5:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Friday, 18 September 2020. Kindly address Program Manager Energy Transformation IESR at [egi@iesr.or.id](mailto:egi@iesr.or.id) for inquiries.

Evaluation of proposals will be conducted from 21 to 25 September 2020. Follow up with the top three candidates will be conducted within this window to obtain any necessary clarification on items described within proposals.

The selection decision for the winning bidder will be made by 28 September 2020.

Upon notification, the contract negotiation with the winning bidder will begin immediately and must proceed extremely quickly to meet the project timeline.

##### Project Timeline:

The report of the event must be finalized no later than 18 December 2020.

A draft timeline is presented below. Internal changes may be made if mutually agreed.

Indonesia Energy Transition Dialogue (IETD) 2020	
<i>Event concept and design development</i>	29 September – 9 October 2020
<i>Virtual event design production and offline event preparation</i>	12 October – 20 November 2020
<i>Branding, promotion, and promotions</i>	26 October 2020 – 11 December 2020
<i>Convening the event</i>	7 December 2020 – 11 December 2020
<i>Post event production</i>	14 December 2020 – 18 December 2020
<i>Event report submission</i>	21 December 2020

Unless otherwise noted, work will be completed by the end of month identified above.

#### 5. BUDGET

All proposals must include proposed costs (in Indonesian Rupiah/IDR) to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC).

Pricing should be listed at least these items:

- Audio-video (AV) production
- Streaming platform/online conference
- Branding, marketing, promotions
- MICE

NOTE: All costs and fees must be clearly described in each proposal.



## 6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal:

### Profiling

- Company/organization profile description of experience in virtual event and event organizer
- Examples of three or more similar events conducted by your organization
- Testimonials from past clients on events conducted by your organization
- Anticipated resources you will assign to this project (total number, role, title, experience)

### AV Production

- Supporting tools (camera, lighting, audio, and broadcast system/tools)
- Crew and technology to support the overall agenda
- Operating the webinar session
- Confirmation of time frame for completion of the project
- Brief description on virtual event and event organizer methodology

### Streaming platform/Online conference

- Online platform that allows speakers, sponsors, and participants interact virtually with seamless users' experience, including but not limited to a single plenary session and/or breakout rooms
- Up to 500 participants
- Accessible through mobile or desktop/PC
- Registration system with customized data leads
- Tracking performances: record all audio and visual data of the events, attendance reports, and number of engagements

### Branding, Marketing and Promotions

- Overarching theme, visibility, and deliverables align with the events topic and agenda
- On-screen overlay
- Video bumper
- Pre-events/production promotions materials (add-on)
- Eng – Ind W Interpreter services
- Automation reminder (participants)
- On-demand (video, presentation materials, agenda)
- Backdrop

### MICE

- Venue for broadcasting production, Covid-19 highest standard protocol should be applied
- Internet bandwidth minimum 100mbps

### Post event Production

- Reporting formats
- Data archiving
- After event documentation – raw file and video editing formats

Bidders must submit a digital copy of their proposal via email to Program Manager Energy Transformation IESR at [egi@iesr.or.id](mailto:egi@iesr.or.id) by 5:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Friday, 18 September 2020. Please include "Virtual Event IETD 2020" in the subject line.