



Request for Proposal (RFP)

Hybrid Conference Organizer, Production, Indonesia Energy Transition Dialogue (IETD) 2023

Institute for Essential Services Reform

Tebet Barat Dalam VIII No. 20A-B

Jakarta Selatan 12810

Indonesia

05 May 2023



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 25 prominent individuals from various backgrounds: government institutions, businesses, utilities, 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 the 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 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 for 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 sixth IETD will be held in a 3 days event and the following 2 days in conjunction with the Indo-China Cooperation Forum. Main event would focus on promoting a strategy to achieve NZE target in the Indonesian power sector through renewable energy acceleration. The Indo-China cooperation forum will strengthen the collaboration between Indonesia and China to identify the opportunity and challenge in mobilizing china investment in the power sector. This year's IETD will be hosted under a hybrid model, bringing speakers and/or attendees both physically and virtually.

1. EVENT SUMMARY

Through this process, IESR is looking for available platforms, technology, and event organizers that can conduct IETD 2023 under a hybrid model. Learning from four previous events, the number of daily participants was hundreds of people and throughout the event, private/groups networking and discussion were frequent. Therefore, IETD 2023 should also be able to accommodate hundreds of active participants both on-site and virtually in a convenient manner.

With this Request for Proposal (RFP), IESR is soliciting proposals from event organizers or institutions based in Indonesia with extensive experiences and portfolios, capable of hosting, producing, and conducting hybrid conferences (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 present the most suitable expertise according to the qualifications outlined below, that most closely align with project objectives, and articulate a detailed, clear, and achievable



plan to meet those objectives within the required timeframe.

2. PROPOSAL GUIDELINES

Proposals will be accepted until 10:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Friday, 12 May 2022. Any submissions received after this date and time will be regarded as inadmissible.

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

Please itemize all costs and include a description of associated services. Contract terms and conditions will be negotiated upon selecting 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 2023 will bring forward a discussion on power system transition in Indonesia, and the relevant policy framework, technologies, and investments required to encourage integrating and accelerating renewable energy. There will be high-level speakers and participants, from both international and domestic.

IETD 2023 will be conducted in hybrid for three consecutive working days (Monday to Wednesday) from 11 to 13 September 2023. On the first day, there will be a high-level panel discussion that invites prominent panelists from Indonesia Government, Embassy and/or Professional. The second day would start with a scene setting followed by parallel workshops. On the final day, a series of dialogue is set up before the closing session.

Lastly, in conjunction event of IETD will be followed by Indo-China Cooperation Forum which take place in different hotel and exclusive for invited participants only. Below is the snapshot of the IETD 2023 rundown as a reference.

Transition in Indonesia Power Sector



Indo-China Energy Transition Cooperation

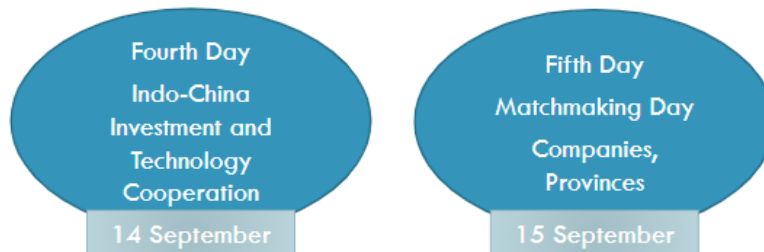


Figure 1. IETD and Indo-China Cooperation

*IETD and Indo-China Cooperation will take place in difference venue and target audience

Day 3 , 13 September 2023	POLICY & MARKET NEEDS FOR SUPPORTING THE POWER SYSTEM TRANSITION	Day 4, 15 September 2023	SHIFTING THE PARADIGM ON POWER SYSTEM OPERATION FOR ACCELERATED RENEWABLE INTEGRATION	Day 1 , 11 September 2023	ACHIEVING NZE IN INDONESIA'S POWER SYSTEM
Time	Session	Time	Session	Time	Session
09.00 - 10.00	Opening Speech - ICEF - MEMR Opening Video	09.00 - 10.00	Scene Setting VRE integration and system flexibility, what you need, when, and at what cost - IEA	09.00 - 10.30	Workshop Getting the new RE pipelines ready: Procuring the RE and incentives requirement
10.00 - 11.00	Scene Setting Comparing different Outlook in the power system transformation, drawing the key silver lining from the different outlook	10.00 - 12.00	Workshop Predicting the variability: Building the capacity in VRE forecasting to Indonesia power system	10.30 - 12.00	Workshop How to enable balancing services in a regulated market
11.00 - 12.30	Dialogue Synergizing the long term strategy What are the pathway for decarbonizing Indonesia's power system: opportunities and challenges - IEA - MEMR - Kemenkeu				
Lunch Break					
14.00 - 15.30	Dialogue Short term-action: JETP and beyond - What to anticipate after the submission of JETP Comprehensive Investment Planning (CIP) - IPG (Ambassador) - JETP Secretariat - GoI	13.30 - 15.00	Workshop Allowing very high RE integration : Advancing the energy storage development in Indonesia - ANU - IBC - Wartsila	13.30 - 15.30	Workshop Financial options for technological retrofits/repurposing of existing thermal power plants + New role of thermal power plant on the verge of high VRE share
		15.00 - 16.30	Workshop Enabling a 100% RE island: case studies around the world - Core Udayana - Danish Island - Hawaii	15.30 - 16.00	- Wrap up and Closing

Figure 2. Indonesia Energy Transition Dialogue Session

Day 4 , 14 September 2023	INDO CHINA ENERGY TRANSITION COOPERATION – GREENING THE BRI	Day 5, 15 September 2023	MATCH MAKING DAY
Time	Session	Time	Session
09.30 - 10.30	Opening Speech - Coordinating Ministry of Maritime and Investment Republic of Indonesia - Ministry of Ecology and Environment Republic of China	09.00 - 10.00	Opening Remark - Government of Indonesia - Government of China
10.30 - 12.00	Dialogue Indonesia Energy Transformation Pathway and Investment Opportunity for Greening the BRI	10.00 - 12.00	Roundtable Discussion - Provincial Govt (1 hour) - SoE (1 hour)
Lunch Break			
13.30 - 15.00	Dialogue Overcoming the challenges in Indo-China Energy cooperation	13.30 - 14.30	Roundtable Discussion - Finance Institution (1 hour)
15.30 - 16.00	Dialogue Mobilizing the BRI finance to Indonesia:	14.30 - 16.00	Closing and networking time

Figure 3. Indo-China Cooperation forum session



Each of the sessions will be designed in a specific format that best suits the theme, speakers, and key messages of the session with a fluid transition between the sessions. Some of the session formats will be

- a. Scene Setting: a speaker will share information and followed by a short discussion with the moderator.
- b. Workshop: a number of speakers (3-4 people) will present a topic that would later be discussed in a session led by a moderator.
- c. Dialogue/Talkshow: a number of speakers (2-3 people) will have a conversation about one topic that is guided by the moderator's questions. There will be no presentation in this session.
- d. Roundtable: one or two speakers will present focused topics and then a moderator will run the discussion to all participants

Sessions formats are not final, changes may be made regarding the dynamics of the situation ahead.

As part of the event promotion, information dissemination, and a registration platform, the IETD web will be developed in parallel and be ready at least three months before the event. The Vendor is responsible on developing content and supervise web development (IESR will provide web developer for this task)

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Proposal Timeline:

Proposals will be accepted until 10:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Friday, 12 May 2022. Kindly address Deon Arinaldo at deon@iesr.or.id and/or Rahmat JES at rahmat@iesr.or.id, for inquiries.

Evaluation of proposals will be conducted from 13 May 2022. The process may take two stages of evaluation (if needed *aanwijzing* to the submitted proposal). Top qualified service providers from the proposed document and quotation will be shortlisted and a follow-up session will be conducted within this time window to obtain any necessary clarification on items described in the proposals.

The selection decision for the winning bidder will be made by 17 May 2023.

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

Project Timeline:

The report of the event must be finalized two (2) weeks after the live event.

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

Indonesia Energy Transition Dialogue (IETD) 2023

Description	Date
Event concept and design development	19 - 31 May 2023
Sponsorship and Speaker Invitation	20 May - 16 June 2023
Website Content development and completion	1- 30 June 2023
Branding and promotions	1 June - 10 September 2023
Open registration	1 July 2023
Pre-recorded content and final editing	1-30 June 2023
Media briefing/launching	30 August - 10 September 2022
Road to IETD 1st event	15 July 2023
Road to IETD 2nd event	15 August 2023
IETD Live Event	11 - 13 September 2023
Indo-China Cooperation Live Event	14-15 September 2023
Post-event production	16 - 30 September 2023
Event report submission	30 September 2023

**Early work will be done by IESR*

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

There are some differences regarding the two above event as listed below:

1. IETD will run on the first to third day and conducted in hybrid style with 150 targeted offline participants and 1000 online participants
2. Some of online participants are opened to public with register and paid ticket apply
3. Indo-China Cooperation forum will be conducted in hybrid model but limit to invited participants only
4. Registration Indo-China aims to confirmation subject to the invitation
5. The venue will take place in two different 5 stars hotel

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 for these items:

- Audio-video (AV) production
- Branding, marketing, promotions



- Press and media handling
- Post-event production

NOTE: All costs and fees must be clearly described in each proposal. Details of the pricing items should refer to bidder qualifications outlined in the next section below.

Please adjust your proposal and provide details refers to our needs in Indonesia Energy Transition Dialogue and Indo-China Cooperation Forum

6. BIDDER QUALIFICATIONS

Bidders should provide a comprehensive and detailed proposal comprising all of the following items:

Profiling

- Company/organization profile description of experience in hybrid 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)

All items needs must cover and adjust to each event

Items	IETD	Indo-China Cooperation Forum
AV Production	<ul style="list-style-type: none"> • Stage and its properties (3mx8m) = 24 m • Printed Background • Supporting tools (camera, jimmy jib camera, lighting, audio, and broadcast system/tools with specification detailed in the proposal/quotation) • Two side screen projectors with high resolution quality and sufficient lumens • Crew, their roles, and technology to support the overall agenda • Operation of the session • Confirmation of time frame for completion of the project 	<ul style="list-style-type: none"> • Stage and its properties (3mx8m) • Printed Background • Supporting tools (minimum 2 angles camera, lighting, audio, and broadcast system/tools with specification detailed in the proposal/quotation) • Two side screen projectors with high resolution quality and sufficient lumens • Crew, their roles, and technology to support the overall agenda • Operation of the session • Confirmation of time frame for completion of the

	<ul style="list-style-type: none"> Brief description on hybrid event and event organizer methodology 	<ul style="list-style-type: none"> project Brief description on hybrid event and event organizer methodology
Streaming Platform/Online Conference	<ul style="list-style-type: none"> Online conference platform e.g. Zoom capacity of up to 1500 participants each day Mitigation plan for other potential disruptions (electricity, internet cut-off etc) Integration to IETD official page (if any) Integration to social media platforms Official mailing address to respective domain for branding purposes 	<ul style="list-style-type: none"> Online conference platform e.g. Zoom capacity of up to 100 participants each day Mitigation plan for other potential disruptions (electricity, internet cut-off etc)
Branding, Marketing and Promotions	<ul style="list-style-type: none"> Promotion strategy and services to various channels (digital and/or conventional media platform) covering Indonesia audience including but not limited to Southeast Asia, Asia, USA, and European market 24/7 marketing support Strong skills of copywriter both in Indonesian and English Overarching theme, visibility, and deliverables that align with the events topic and agenda On-screen overlay Video bumper 	<ul style="list-style-type: none"> Attractive layout during the event (layout for panelist, moderator, etc) Visual asset (video bumper, screensaver, virtual frame) Invitation email, reminder and confirmation to invited participants Automation for reminder through timely email and calendar integration (participants) Vox Pop video production On-demand content (video, presentation materials, agenda)

	<ul style="list-style-type: none"> • Pre-events/50 pack production promotions materials (carousels, videos, flyers, posters, adsense) • Automation for reminder through timely email and calendar integration (participants) • Vox Pop video production • Pre-recorded promotion video • Video bumper • On-demand content (video, presentation materials, agenda) • Event coverage (creative writing and video coverage) • Strategy for 2 times IETD pre-event webinar • Marketing strategy for sponsorship • 5 sponsorship booth 	
MICE	<ul style="list-style-type: none"> • Symbolic opening ceremony, reflecting Indonesia's aspiration for decarbonization • Internet bandwidth of minimum 100 mbps per day • Note-taking services with relevant experiences in energy sectors • Eng – Ind VV Interpreter services with relevant experiences in energy sectors 	<ul style="list-style-type: none"> • Symbolic opening ceremony, reflecting Indonesia China Cooperation • Internet bandwidth of minimum 100 mbps per day • Note-taking services with relevant experiences in energy sectors • Eng – Ind VV Interpreter services with relevant experiences in energy sectors

Press Release	<ul style="list-style-type: none"> • Daily and thematic press releases/media advisory writing • Media monitoring and report 	<ul style="list-style-type: none"> • Daily and thematic press releases/media advisory writing • Media monitoring and report
Post-event Production	<ul style="list-style-type: none"> • Data archiving: record all audio and visual data of the events, attendance reports, etc • After-event documentation Photo and video – raw file and video editing formats • E-Certificate for participants and thank you notes for panelist • Event souvenirs for VVIP (at the level of minister ambassador) up to 10 VVIP • Performances tracking: number of engagements, feedback collection, and post-event analytics (participants data, attendance, and others including in editable format i.e. docs, spreadsheet) 	<ul style="list-style-type: none"> • Data archiving: record all audio and visual data of the events, attendance reports, etc • After-event documentation Photo and video – raw file and video editing formats • E-Certificate for participants and thank you notes for panelist • Event souvenirs for VVIP (at the level of minister ambassador) up to 5 VVIP • Performances tracking: number of engagements, feedback collection, and post-event analytics (participants data, attendance, and others including in editable format i.e. docs, spreadsheet)

Pricing

- Please mention all Detailed budget with a competitive price (number, quantity, specification)

We will evaluate the proposal based on the comprehensive items' qualifications. Thus, we encourage the bidders to provide a **complete and detailed proposal taking into account all of the items** listed above. Bidders must submit a digital copy of their proposal via email to Deon Arinaldo at



deon@iesr.or.id and Rahmat JES at rahmat@iesr.or.id by 10:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Friday, 12 May 2022. Please include “Hybrid Event IETD 2023” in the subject line.