

Request for Proposal

Data Consultant for the Clean Energy Platforms

1. Background

Institute for Essential Services Reform (IESR) is a think-tank in energy and environment. IESR encourages transformation into a low-carbon energy system by advocating a public policy based on data-driven and scientific studies, conducting capacity development assistance, and establishing strategic partnerships with non-governmental actors.

As part of IESR's effort to increase public awareness and information dissemination, IESR has launched and is developing various clean energy-related web platforms with varying degrees of focus and features. First is transisienergi.id, a one-stop service for all information regarding energy transition issues in myriad forms of knowledge products. Second, IESR is developing a data-focused subdomain from the first site, data.transisienergi.id, to provide an intuitive and robust data visualization platform. There is also radarbatubara.id, which focuses on coal-related information and analysis including ongoing written report drafts. There is also an electric vehicle info hub at infomolis.id.

A common goal shared among these platforms is facilitating the public to access quality and verified data with an easy-to-understand visualization. There's a need to ensure that the data is verified and follows a certain format to be processed in the platform. Thus, IESR would open a call for a data consultant.

Through this advert, IESR seeks a passionate individual or organization to carry out a data consultant role.

2. Deliverables

- 2.1. Prepare, input, and visualize 125 datasets following the prepared template, each dataset may contain one or more variables
- 2.2. Prepare 50 data insights complete with relevant visualizations and concise analyses
- 2.3. Continue preparing and analyzing economic data related to the transition away from coal from an existing radarbatubara.id database & PowerBI visualization
- 2.4. Finalize coal impact tracker report draft
- 2.5. Prepare an updated electric vehicle and charging station data in Indonesia

Note: IESR will be the sole proprietor of the deliverables above, including processed data and produced knowledge product

3. Proposal Guideline & Submission

The potential service provider has to submit a proposal package, which consists of a technical proposal (background, task to be conducted, methodology, schedule), a cost proposal (proposed monthly rate), and relevant resume(s) & portfolio if any. All bidders also required to submit administrative bidding documents which can be downloaded through this link (s.id/documentsrfpcommsiesr)

The submitted proposals must be signed by said individual or an official agent or representative of the submitting organizations. 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.

Proposals will be accepted until **10:00 PM**. Indonesian Western Standard Time (WIB, GMT+07) on **Wednesday, 12 February 2025**. Any submissions received after this date and time will be regarded as inadmissible.

Kindly address the Program Manager Energy Transformation IESR, Deon Arinaldo, at deon@iesr.or.id, the Clean Energy Hub Coordinator, Irwan Sarifudin at irwan@iesr.or.id and Program Officer, Reananda Hidayat at reananda@iesr.or.id for inquiries and submissions. Please put “**RFP Response - Data Consultant for the Clean Energy Platforms**” in the subject line.

4. Budget

IESR intends to make one award for the execution of this project. The final award amount will be contingent on the submission of a detailed and reasonable proposal to be approved by IESR. Expected award to range from IDR 40 to IDR 50 million.

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). Any data subscription, software/licensing, and or other recurring add-on services' costs should be stated clearly and might be excluded from the said proposed budget & budget range.

IESR intends to pay the selected contractor on a fixed-fee, milestone-based payment schedule. Shall applicants prefer an alternate payment timeline, the applicants should propose a fixed fee and separate the total hours and amounts associated with the planning, collecting, processing, and performing analysis of said data the sum of which would be the total Maximum Payable Amount (MPA) for the contract.

5. Timeline

Proposals will be accepted until **10:00 PM**. Indonesian Western Standard Time (WIB, GMT+07) on **Wednesday, 12 February 2025**.

Evaluation of proposals will be conducted on 13 - 20 February 2025. Top qualified service providers from the proposed document and quotation will be shortlisted and a follow-up session might 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 **21 February 2025**.

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

The deliverables timeline is listed below.

Deliverables	Schedule	Payment
Presented work plan and timeline	24 February 2025	
Presented 25 datasets and 10 data insight	19 March 2025	20%
Presented economic data & analyses for radarbatubara.id	11 April 2025	
Presented final draft of coal impact tracker report	18 April 2025	30%
Presented an updated electric vehicle and charging station data in Indonesia	19 May 2025	
Presented 100 datasets and 40 data insights	19 June 2025	50%

6. Requirement

- A bachelor's degree in statistics, engineering, economy, development, or other related field. A Master's degree is an advantage.
- Familiarity with energy issues and data is preferred
- A minimum 1 year's experience in data input or analyst role
- Good organizational skills and diligent attention to detail
- Excellent time-management skills.
- Ability to manage multiple tasks and deadlines.

- Demonstrated initiative, tact, a high sense of responsibility, discretion, and confidentiality.
- Fluent in English and Bahasa Indonesia.

7. Proposal Evaluation & Other

The service provider will be selected based on full and open competition. The proposal will be evaluated based on:

- Qualification 50 %
- Experience 10 %
- Methodology 40 %

IESR may, at its discretion and without explanation to the prospective Vendors, at any time choose to discontinue or extend this RFP without obligation to such prospective Vendors.

Awarding of the contract resulting from this RFP will be dependent upon the suitability of proposals received and the funds available. The RFP process is open to all individuals and or vendors including those who have previously worked with IESR.