

Request for Proposal

Design and Event Consultant

1. Background

The Institute for Essential Services Reform (IESR) is a think tank focusing on energy and environmental issues. IESR aims to accelerate the transition to a low-carbon energy system by advocating for data-driven and scientifically based public policies, conducting capacity development programs, and establishing strategic partnerships with non-governmental actors.

To achieve these goals, IESR organizes various events in offline, online, and hybrid formats and produces communication materials that are engaging and visually distinctive. To ensure professionalism and a seamless transition in event execution and regular communication product development, we are seeking a Design and Event Consultant who can effectively manage communication and event deliverables.

2. Deliverables

Event Deliverables:

1. Prepare digital assets with distinctive designs, including but not limited to virtual frames, virtual backgrounds, lower-thirds, posters, and thumbnails for 28 hybrid/online/offline events.
2. Manage and operate Zoom with vMix for each event.

Communication Product Deliverables:

1. Develop 40 carousel posts, 20 reels, and 20 TikTok content pieces in accordance with IESR's content guidelines.
2. Design and layout four reports/briefs, each up to 30 pages.
3. Develop five types of merchandise.
4. Create two infographics or booklets.
5. Upload communication materials to the IESR website.

Note: IESR will retain sole ownership of all deliverables, including digital assets, communication products.

3. Benefits and Payment Terms

1. Total compensation of **Rp40 million** (include tax, no additional benefits such as health insurance or annual bonuses).
2. Deliverables and Payment Schedule:

Deliverables	Deadline	Payment
Presented work plan and timeline	17 March 2025	-
10 Carousels, 5 Reels/YouTube Shorts, 5 TikTok content, 7 events, 1 report, 3 merchandise items, website updates	30 March 2025	25%
10 Carousels, 5 Reels/YouTube Shorts, 5 TikTok content, 7 events, 1 report, 2 merchandise items, website updates	30 April 2025	25%
10 Carousels, 5 Reels/YouTube Shorts, 5 TikTok content, 7 events, 1 report, 1 infographic/booklet, website updates	30 May 2025	25%
10 Carousels, 5 Reels/YouTube Shorts, 5 TikTok content, 7 events, 1 report, 1 infographic/booklet, website updates	24 June 2025	25%
Total		100%

3. Qualifications

- A bachelor's degree in Design, Graphic Design, Fine Arts, Visual Communications, or related fields.
- A minimum of three years of experience in graphic design and motion video production with a strong portfolio.
- Strong technical skills in video production, graphic design, and content management systems (CMS).
- Proficiency in Adobe Creative Suite, including Illustrator, Photoshop, InDesign, After Effects, Premiere Pro, Audition, Canva, or similar tools.
- Experience in operating hybrid event tools such as vMix.
- Excellent time management and multi-tasking abilities.
- Demonstrated initiative, responsibility, discretion, and confidentiality.
- Fluency in English and Bahasa Indonesia.
- Own a laptop to perform the required tasks, with software provided by IESR
- Able to work in two work types: work from home and from the office.

4. Duration

The contract period is **April to June 2025**, with an immediate start as soon as possible.

5. Requirement

- Download the application form from the IESR website.
- Submit the application form, resume, and portfolio (demonstrating experience in event management and design) to the **Net-Zero Strategic Communications Program Manager** at uliyasi@iesr.or.id with the subject line **"Design and Event Consultant."**
- For further inquiries, contact the same email address.
- Application deadline: **Friday, 25 April 2025**. Applications will be reviewed on a rolling basis, and the recruitment process will close once a suitable candidate is found. **Early submission is highly encouraged.**