

Request for Proposal

Consultant Tutor for Corporate Comms on Emission Reduction

A. Background

As part of IESR's effort to increase public awareness and carry out capacity development for the masses, we launched transisienergi.id by the end of 2020. The website is a one-stop service for all information regarding energy transition issues. To further deepen transisienergi.id role in conducting capacity development on energy and environment issues, IESR is creating an intuitive and robust online learning platform named Akademi Transisi Energi. This platform aimed to facilitate the public's access to quality and credible courses through engaging and compelling learning experiences. The target audience for the project includes policymakers, CSOs, journalists, students, and specific industry stakeholders.

Akademi Transisi Energi offers both synchronous and asynchronous learning experiences. The majority of synchronous sessions take the form of a learning batch or cohort where the general public can enroll and join either online, offline, or hybrid sessions. The cohort recording will then be available to enrolled students and the general public as additional asynchronous classes on the platform.

Currently, the IESR team is developing 5 courses regarding renewable energy procurement. Three of the said courses are procurement mechanisms, portfolio building, and/corporate claims, communication, and reporting of emission reduction and overall sustainability measures. These modules will be delivered both as digital training materials and in-person training.

Through this advert, IESR is seeking passionate individuals to carry out tutoring roles in the upcoming cohorts and develop the courses related to corporate communications on emission reduction and other sustainability measures.

About IESR

The Institute for Essential Services Reform (IESR) is a think-tank in the field of 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.

B. Objectives

The consultant will be responsible for the successful planning, execution, monitoring, and evaluation of the Akademi Transisi Energi project, focusing on course development, cohort, and in-person training.

C. Deliverables

The consultant will be tasked with achieving the following deliverables within 6 months, with supervision from the Energy System Transformation Program in IESR:

1. Carry out Akademi one batch or cohort learning per three months for a total of two cohorts
 - a. Plan and evaluate teaching sessions, which may include guest speakers, and maintain a safe learning environment
 - b. A target of 75-150 per batch or a total of 225-450 students per 6 months with synchronous sessions, with a minimum of one session per week or two weeks
 - c. Evaluate students' work, progress, and guide a minimum of 50% of enrolled students to complete the class, which might include training or coaching sessions
 - d. Manage the alumni group and its output
2. Plan and carry out corporate claims & communication sessions in the two in-person training sessions:
 - a. August 2025
 - b. October 2025
3. Course development
 - a. Develop learning materials for two courses with corporate communication & claim topics, both for digital and in-person training
 - b. Helping the development of courses by IESR analysts and staff, which may include data gathering, network engagement, and writing mainly two courses, i.e., renewable energy procurement for industry, and building a portfolio
4. Develop a corporate carbon inventory & calculation development for a specific industry based on an existing template.
5. Attend weekly meeting and present progress report

D. 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 manpower total rate and other costs), and relevant resume(s) & portfolio, if any. All bidders are 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 **23:59**. Indonesian Western Standard Time (WIB, GMT+07) on **Sunday, 25 May 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, M. Falah at falah@iesr.or.id for inquiries and submissions. Please put “**RFP Response - Tutor Corporate Comms on Emission Reduction**” in the subject line.

E. 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 35 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 research activity, survey, data subscription, software/licensing, and or other recurring add-on services' costs should be stated clearly and should be included in the said proposed budget & budget range. The said additional cost might get excluded and exceed the award range only if there is a clear & reasonable justification.

IESR intends to pay the selected contractor on a fixed-fee, milestone-based payment schedule. Shall applicants prefer an alternate payment timeline, they 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.

F. Timeline for Deliverables & Remuneration

Deliverables	Schedule	Payment
Work plan presentation	28 May 2025	
Prepare the Corporate Communications sessions for the in-person training	2 June 2025	20%
Develop courses on Corporate Comms on Emission Reduction	23 June 2025	
Assist in developing procurement mechanisms and building portfolio courses	23 June 2025	
Carry out the first cohort	19 July 2025	
Carry out the sessions in the first in-person training session	18-19 August 2025	40%
Develop a corporate carbon inventory & calculation	20 September 2025	

Carry out the sessions in the second in-person training session	30 October 2025	
Carry out the second cohort	21 November 2025	
Program Evaluation Report (G)	12 September 2025	40%
Weekly progress report		

G. Qualification

- Bachelor's degree in a relevant field (e.g., Environmental Science, Social Sciences, Engineering, other related studies).
- Demonstrated experience in corporate communications & claims related to emission reduction and other related sustainability measures
- Strong understanding of sustainable development principles, and practices
- Excellent communication, interpersonal, and coordination skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.

H. Proposal Evaluation & Other

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

- Qualification (Education & Experience) 20 %
- Work Ethic 20 %
- Approach & Technical Skill 45 %
- Value (Ratio of proposed and estimated rate, start date) 15%

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.