

Request for Proposal

Consultant to Prepare the Learning Material for the Introduction to Power System course

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. Currently, the IESR team is developing 2 courses regarding power system decarbonization. This includes the Introduction to Power Systems (*Pengantar Sistem Ketenagalistrikan*) course and the Concepts and Technologies of Low-Emission Power Systems (*Konsep dan Teknologi dalam Sistem Ketenagalistrikan Rendah Emisi*) course.

Through this advert, IESR is seeking passionate individuals or organisations to develop the learning materials for the Introduction to Power System courses based on a prepared syllabus from the IESR team.

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 developing learning materials for said courses, including a draft handout, presentation deck, or video script draft, and quizzes or other suitable evaluation methods based on the prepared syllabus. The syllabus, learning method (synchronous, asynchronous), primary reference, and evaluation method have been made and reviewed. The syllabus will only be shown to the winning bidder. However, the shortlisted candidates could propose a short discussion with the IESR team on the syllabus.

The Introduction to Power System course is divided into 8 (eight) regular sessions, plus pre-and post-tests, and a final assignment. Each regular session is a set of handouts/videos/quizzes as detailed in the syllabus.

C. Deliverables

The consultant will be tasked with achieving the following deliverables in **Bahasa Indonesia** within 2 months, with supervision from the Energy System Transformation Program in IESR:

1. Handout for students to read, this will be a concise reading material summarizing key points to be discussed in the course session
2. Presentation deck and or video script draft. Please check Vox Media and the Johnny Harris Explainer series for reference
3. Evaluation: prepare evaluation materials, which could take the form of quizzes with multiple answers, questions for short writing, guidance for writing the essay, etc

Please note that IESR would be the one to develop both the handouts and videos based on the accepted draft.

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, 29 June 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 Power System Transition Coordinator, Dwi Cahya Agung Saputra at (dwicahya@iesr.or.id) and CC Clean Energy Hub Coordinator, Irwan Sarifudin at irwan@iesr.or.id), and Program Officer, Renanda Hidayat at reananda@iesr.or.id for inquiries and submissions. Please put **"RFP Response - Learning Material for the Introduction to Power System"** 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 15 to IDR 20 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	10 June 2025	
Provide one sample output for each deliverable	13 June 2025	30%
Present the first draft	27 June 2025	
Present the second draft	4 July 2025	
Present final draft	11 July 2025	70%

The consultant may propose an alternate timeline and payment terms.

G. Qualification

- Bachelor's degree in a relevant field, including but not limited to Engineering, Renewable Energy, or other related studies. A master degree is an advantage
- Demonstrated experience in developing learning materials related to the power system
- 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:

- **Individual/Organization profiling 30 %**
Technical capacity, expertise, experience, portfolio, highest contract value, experience in working with IESR
- **Technical proposal 50%**
Clear understanding and suitable work approach, work allocation, timeline, Additional idea on top of RFP deliverables
- **Reasonable proposed value and competence 20%**
Team member experience & education level, ratio of proposed value to estimated value

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.