



Request for Proposal (RFP)
Hybrid Conference Organizer
Dissemination Roadmap for Solar PV Industry Supply Chain
in Indonesia

Institute for Essential Services Reform

Tebet Timur Raya No.48B, Tebet
Jakarta Selatan 12820
Indonesia

16 July 2025



OVERVIEW AND BACKGROUND

Indonesia's energy transition is a national priority, marked by a pledge to achieve net-zero emissions (NZE) by 2060 or earlier. This commitment is reinforced through Presidential Regulation No. 112/2022 on accelerating renewable energy provision for electricity supply, the Just Energy Transition Partnership (JETP), and the updated Nationally Determined Contributions (NDCs) that target an emission reduction of 31.89% (unconditional) and 43.2% (conditional on international support) by 2030.

Solar energy has emerged as the cornerstone of Indonesia's pathway toward decarbonization. Analyses from IESR and other institutions, including the Ministry of Energy and Mineral Resources (MEMR) and the International Energy Agency (IEA), project solar photovoltaic (PV) to hold the largest share in Indonesia's future energy mix. In the IESR Deep Decarbonization Study (2021), solar accounts for 88% of electricity generation by 2045, while the government's NZE 2060 scenario includes 462 GW of solar PV capacity—making it the dominant technology in Indonesia's long-term strategy.

However, as of August 2024, Indonesia's installed solar PV capacity stands at 717.71 MW (Ministry of Energy and Mineral Resources, 2024), highlighting a significant gap between current deployment and future targets. To close this gap and realize the potential of solar energy as the backbone of the transition, a comprehensive, integrated roadmap is urgently needed; one that aligns near-, mid-, and long-term renewable energy targets with industrial readiness and evolving global dynamics.

In addition to domestic challenges, the landscape is further shaped by global trade disruptions such as the ongoing US–China trade tensions, carbon border taxes, and shifting investment flows. These dynamics pose both risks and opportunities for Indonesia's energy transition, particularly in the development of a competitive domestic renewable energy industry, including solar PV manufacturing and associated supply chains.

In 2024, IESR conducted a landscape assessment of existing solar PV manufacturing industries and the supporting supply chain in Indonesia; including analysis on the country's competitiveness to seize the industrial opportunities. Built upon this study, IESR has developed an industry roadmap of integrated solar PV supply chain with considerations of government targets, country's competitiveness, and opportunities to contribute to the establishment of a regional solar PV hub. This roadmap is divided into three stages: short-term (2025–2030), medium-term (2030–2040), and long-term (2040–2060), while also addressing policy coherences needed. In this opportunity, the roadmap will be disseminated to stakeholders in the Indonesian solar PV industry as an effort to synergize to improve the national solar PV industry and move forward to achieve the NZE 2060 targets.



1. EVENT SUMMARY

Through this process, IESR is looking for an available Event Organizer that can conduct events in an offline setting with an online option for participants that are only able to attend online.

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 offline and hybrid conferences. 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 **Mondat, 21 July 2025**. 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

The event will feature expert presentations, panel discussions, and networking opportunities, designed to facilitate knowledge exchange and foster collaboration among key stakeholders.

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:

- a. Welcoming remarks
- b. Study dissemination presentation
- c. Panel discussion and guided Q&A session: a number of panelists (4 people) will have a



conversation about designated key topics, led by a moderator, followed by discussion with the audience

d. Closing remarks

Sessions formats are not final, changes may be made regarding the dynamics of the situation ahead. As part of the event promotion, and information dissemination.

Figure 1. Agenda (TbC)

12:00 – 13:30	Check in and registration, lunch
13:30 – 13:40	Welcoming Remarks & Opening Speech <ul style="list-style-type: none">- Speaker A
13:40 – 14:20	Study Dissemination Presentation <ul style="list-style-type: none">- Speaker B
14:20 – 15:00	Panel Discussion <ul style="list-style-type: none">- 4 panelists- Guided Q&A by moderator- Discussion with audience
15:00 – 15:20	Group photo, coffee and tea break
15:20 – 15:30	Closing Remarks <ul style="list-style-type: none">- Speaker C
Wrap-up & End	

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 Monday, 21 July 2025. Bidders must submit a digital copy of their proposal via email to Marlistya Citraningrum at citra@iesr.or.id and cc to Agung Marsallindo at agung@iesr.or.id, Turas Nur at turas@iesr.or.id, and Uliyasi Simanjuntak at uliyasi@iesr.or.id. Please include “**Hybrid Event - Solar PV Roadmap - Your Institution Name**” in the subject line.

Evaluation of proposals will be conducted until 23 July 2025. 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 no later than **24 July 2025**.

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

**Bidding Timeline:**

- Open Request for Proposal : 16 July - 21 July 2025
- Proposal selections : 21 July - 23 July 2025
- Vendor's winner announcement : 24 July 2025
- Kick-off with Vendor : 25 July 2025

Project Timeline:

Dissemination – Roadmap for Solar PV Industry Supply Chain in Indonesia	
Description	Date
Event concept and design development	25 - 27 July 2025
Branding and promotions	25 - 28 July 2025
Live Event	29 July 2025
Post-event production	30 July - 6 August 2025
Event report submission	13 August 2025

**Early work will be done by IESR*

Date and Venue

This event will be conducted offline on:

Day, date : Tuesday, 29 July 2025
Place : TBC

Other details:

1. The event will run and conducted offline with 80 targeted participants with an online option for participants that are unable to attend offline.
2. IESR will provide the venue for 1 day

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
- 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.



Pricing

- Please mention all detailed budget with a competitive price (number, quantity, specification)
- Price range: 100-150 Million Rupiah inclusive of VAT

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 event organizing
- 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	Regional Dialogue
AV Production	<ul style="list-style-type: none"> • Stage and its properties (3mx8m) = 24 m² • Background LED (3mx8m with leveling background 1.5 m) (Please also provide, as comparison, a printed background with two side screen projectors with high resolution quality and sufficient lumens) • Supporting tools (cameras, lighting, audio, and broadcast system/tools with specification detailed in the proposal/quotation) • Crew, their roles, and technology to support the overall agenda • Operation of the session • Confirmation of time frame for completion of the project • Brief description on event and event organizer methodology
Streaming Platform/Online Conference	<ul style="list-style-type: none"> • Online conference platform e.g. Zoom. • Mitigation plan for other potential disruptions (electricity, internet cut-off, etc.)
Branding, Marketing and Promotions	<ul style="list-style-type: none"> • Overarching theme, visibility, and deliverables that align with the events topic and agenda • On-screen overlay • Video bumper • Pre-events 6 packs production promotions materials (carousels, videos, flyers, posters)

	<ul style="list-style-type: none"> • Vox Pop video production • Video bumper • On-demand content (video, presentation materials, agenda) • Event coverage (creative writing and video coverage)
MICE	<ul style="list-style-type: none"> • Master of Ceremony • Note-taking services with relevant experiences in energy sectors
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 • ID card • Performances tracking: number of engagements, feedback collection, and post-event analytics (participants data, attendance, and others including in editable format i.e. docs, spreadsheet)

7. Required Documents

Proposals must not exceed **10 pages** (excluding annexes) and must include:

1. Cover letter
2. Statement of institutional/team expertise
3. Proposed Idea and Style for Hybrid Conference Dissemination
4. Timeline
5. Budget breakdown (in IDR)
6. Team composition & key personnel resumes (in Annex)
7. Relevant experience or portfolio (in Annex)

All bidders are also required to submit administrative bid documents, which can be downloaded via this link: <https://s.id/necessarydocsforRFP>