



Request for Proposal (RFP)
Hybrid Event
Report Launching and Discussion of
Indonesia Energy Transition Outlook 2026

Jakarta, 20 November 2025

Institute for Essential Services Reform
Tebet Timur Raya Nomor 48B, Tebet, Jakarta Selatan



RFP Title	Event Organizer Launching Indonesia Energy Transition Outlook (IETO) 2026
RFP No.	1370/IESR/IX/PM-EST/ADM-RFP/2025
Issue date	September 24th 2025
Proposal due date and time	October 10th 2025 11.59 PM Western Indonesia Time (GMT+07)
Anticipated Award Date	October 17th 2025
Contact Person/Department	Muhammad Maghribul Falah falah@iesr.or.id Project Officer Energy System Transformation

1. BACKGROUND AND PROJECT SUMMARY

The progress and development of the energy transition in Indonesia is specifically reviewed in one of IESR's flagship reports, launched annually at the end of each year: the Indonesia Energy Transition Outlook (IETO). Published since 2018, the IETO, previously titled the Indonesia Clean Energy Outlook (ICEO), aims to periodically monitor the development and progress of the energy transition in Indonesia and identify challenges and opportunities for the following year. This report includes policy analysis and reviews, technological developments, and the energy transition ecosystem.

Over the years, IESR has strived to increase the scope and rigor of this report's analysis. This eighth edition of the IETO also gathers diverse perspectives from energy sector stakeholders and curates them with in-depth research to provide a strategic analysis of the progress of the energy transition and the transformation to a low-carbon energy system in the country. This year's launch of the IETO broadens the scope of the discussion to be more comprehensive, highlighting energy efficiency, the energy transition environment, and the subnational level.

Through the IETO, IESR aims to inform policymakers and all stakeholders in the energy sector about the effectiveness of policies and the improvements needed to help accelerate the development and transition to a clean energy system in the country. By doing this, it is hoped that Indonesia can ensure energy security, a competitive economy, and a transition to a sustainable energy system in the near future.

IETO 2026 will be launched as a hybrid event for policymakers, the private sector, and the public to understand the trends that will emerge in the energy transition in the coming year. Discussions at this meeting will highlight the energy transition process occurring across various energy sectors in Indonesia, followed by an analysis of the energy transition readiness framework in the Indonesian electricity sector and various lessons learned in 2025 to address the challenges of driving the energy transition by 2026.

To ensure a professional and inclusive delivery of the launch, IESR will procure an experienced Event Organiser (EO) to design and manage the event end-to-end so that key messages are communicated effectively, stakeholder engagement is optimised, and public-communications impact is maximised.

2. SCOPE OF WORK AND DELIVERABLES

2.1 Detailed Project Description:

IESR (Institute for Essential Services Reform) requires a professional event organiser to support the Report Launch: “*Indonesia Energy Transition Outlook 2026: Golden Indonesia, Green Indonesia: The Synergy of Indonesia’s Energy Transition with National Economic Growth Ambitions*”. The event will be held in a hybrid format (online and in-person) on:

✧ Day/Date: Thursday, 20 November 2025

✧ Time: 01.30–04.30 PM (GMT +7)

✧ Location: TBC, Jakarta

Objectives:

- ✧ Informing and introducing the IESR Indonesia Energy Transition Outlook (IETO) flagship report.
- ✧ Conducting a review and evaluation of the progress of the energy transition (fossil fuels, renewable energy, and energy efficiency) in Indonesia through 2025, in the context of the impact of issued government policies and regulations on relevant stakeholders, and a review of these in 2026.
- ✧ Reviewing the energy transition readiness framework and evaluation in the Indonesian electricity sector with policymakers and stakeholders.
- ✧ Providing a space for policy dialogue between stakeholders, policymakers, business actors, and civil society organizations, in the process of formulating and implementing more sustainable energy transition policies.

The following is a summary of the meeting agenda covered in the work:

Time (PM)	Agenda
01.00-01.30	Registration and preparation
01.30-01.40	Opening, information & activity procedures MC
01.40-02.00	Welcome and introduction Fabby Tumiwa , Chief Executive Officer IESR
02.00-02.20	Keynote Speech Minister of Energy and Mineral Resources (ESDM) of the Republic of Indonesia
Sesi 1	
02.20-02.50	Energy Transition Trends (10 minutes per speaker) 3 speakers
02:50 – 03:00	Break

Sesi 2: Related Stakeholder Discussion and Responses	
03.00-04.00	Panel Discussion (1 moderator + up to 4 panelists) Responses and Q&A with panelists regarding the review and outlook for the energy transition in 2026. The discussion concludes with a Q&A with participants. All IETO authors may be called upon by the moderator to respond or provide feedback during the discussion.
04.00 - 04.20	Launching report: Indonesia Energy Transition Outlook 2026 and closing Fabby Tumiwa, Chief Executive Officer IESR

Note:

- EO will create 3 minutes launching report of IETO and proposed the concept
- The event will be held hybrid, with 120 attendances invited in-person
- The target audience for this event includes the invited stakeholders, both attending in person and those joining online via Zoom. Additionally, the event will be broadcast on YouTube livestream to reach a wider audience.
- EO will provide English-Indonesia Language Interpreter to the event
- IESR will provide the venue and consumption

2.2 Specific Services/Products Required:

The selected Event Organiser is expected to provide a turnkey solution. At a minimum, specific services must include:

- Audio-visual (AV) production
- Streaming Platform / Online Conferencing
- Branding, Marketing, and Promotion
- MICE (Meetings, Incentives, Conferences, and Exhibitions)
- Post-Event Production

No.	Category	Description
1	Audio-visual (AV) production	– Stage and set (3 m × 6 m) – Sofa for panelist and moderator (5 person) – Backdrop (3 m × 6 m) with a tiered backdrop/riser – TV Matador 43” for PPT – Supporting equipment for broadcast (cameras, tripod, cabling connection, lighting fresnell, audio, capture card, soundcard and a complete broadcast/streaming system— with technical specifications provided in the proposal/quotation) – The sound system includes audioman, mic gooseneck, mic

		wireless (4), mixer audio (1), monitor speaker, speaker active, or related equipment. – Crew, their roles, and supporting technology for the entire programme includes but not limited to project manager, runner, stage crew, stage manager and logistics) – Operational management of event sessions – Confirmation of the delivery timeline through to project completion – Brief description of the hybrid event delivery method and the event organiser's methodology
2	Streaming Platform / Online Conferencing	– Online conferencing platform (using zoom, minimum for 500 participants, that will be provided) that can integrate with YouTube IESR channel. – Laptop for online conferencing platform and streaming platform. – Mitigation plan for potential disruptions (power outages, internet connectivity issues, etc.). – Internet with sufficient speed.
3	Branding, Marketing, and Promotion (incl. Digital assets)	– Opening and closing videos – Report explainer video (3 minutes) – Bumper package (report presentation; opening remarks (speaker 1 & speaker 2); keynote; talk show; generic transition) – Other digital assets (lower third graphics, banner loop video, banner still video, etc.) – 3 Instagram carousel design packages
4	MICE (Meetings, Incentives, Conferences, and Exhibitions)	– Symbolic launching ceremony showcasing report – Master of Ceremony (Bahasa Indonesia) – Documentation (Photographer and Videographer) – English-Indonesia Language Interpreter – Equipment for English-Indonesia Language Interpreter and specific spot in the location for the interpreter – Translator device for 10 participants – Handy talkie (HT) for the communication with IESR and EO team for the event
5	Post-Event Production	– Data archiving: recording all event audio and visual data, attendance reports, etc. – Post-event documentation (photos and videos, both raw files and edited versions, 3-4 minutes highlight video)

2.3 Deliverables and Milestones:

No.	Deliverable	Format	Deadline
1	Event concept, design development, and 1 st carousel	Slides and image	12 November 2025
2	2 nd carousel	image	17 November 2025
3	Event delivery		20 November 2025
4	Submission of the event report	PDF report + slides + image	24 November 2025
5	Submission of the post-event video and the 3 rd carousel	video	28 November 2025
6	Payment administration	Report and administration document	1 st term: 17 Nov 2025 2 nd term: 2 Dec 2025

2.4 Performance Standards and Service Level Agreements (SLAs) (if applicable):

Category	Metric/Standard
Timeliness	All deliverables submitted within agreed deadlines
Technical quality (on-site)	Full tech rehearsal completed; programme starts within ± 5 minutes of schedule; zero critical AV failures; minor issues resolved ≤ 2 minutes; 1080p recordings captured;
Creative & Brand Quality	All assets are error-free, and compliant with IESR brand/key messages; correct names/titles; clear, legible layouts suitable for policy and public audiences.
Reporting, Data & Compliance	Attendee lists and contact logs by 21 Nov 2025; raw photo/video by 21 Nov 2025; edited assets (session recordings, curated photo set, 3-4 min highlight video) by 24 Nov 2025; final post-event report (video) by 28 Nov 2025

2.5 Roles and Responsibilities:

Procuring Entity (IESR) Responsibilities:

- Appoint focal points; review and approve workplan, creative concepts, scripts, and run-of-show with feedback
- Provide content and brand assets (report launching video, key messages, logos, speaker bios/photos).
- Coordinate stakeholder lists, VIP/protocol, and official invitations with partners (if any).
- Secure/confirm venue access, schedule, and house rules.

Successful Bidder Responsibilities

- Deliver a detailed workplan, manage vendors, risks, and a single point of contact.
- Produce creative and digital assets (opening/closing videos; 3-min explainer; LED screen visuals; bumper package; lower thirds; banner loop/stills; carousel) and finalise scripts and showcall.
- Provide/integrate AV and staging (backdrop, sound, lighting, cameras, playback) to spec; run



- full tech rehearsal; operate show day flawlessly and record 1080p.
- Execute media plan (press kit, briefing concept, outreach/accreditation, on-site press desk, interviews); deliver post-event package (raw + edited photo/video, attendance and analytics, minutes, report) and hand over all working files to IESR.

Section 3: Proposal Requirements and Submission Instructions

3.1 General Instructions:

Item	Requirement
Language	English (all sections, including annexes and supporting documents)
Font	Arial or Calibri, size 11
Line Spacing	1.15 spacing, single-sided
Margins	2.5 cm (1 inch) on all sides
Page Limit	Maximum 15 pages for the main proposal (excluding annexes and CVs)
File Format	PDF (for official submission); Excel for budget details
Number of Copies	1 electronic copy (via email or secure link); hard copy optional upon request
Submission Label	Email subject or file name should read: "Proposal – EO Launching IETO 2026 – [Organization Name]"

3.2 Proposal Content Outline:

Follow this outline for the proposal:

- Executive Summary: A high-level overview of bidder's proposed solution.
- Company Profile: Background, experience, additional information on legal structure, financial stability.
- Understanding of the Project: How bidder interprets the RFP's requirements.
- Proposed Solution: Detailed approach, methodology, and proposed technology/tools.
- Project Plan/Timeline: Detailed work breakdown structure, key phases, and milestones.
- Team and Resources: Key personnel, their qualifications, and assigned roles.
- Experience and References: Relevant past projects, client testimonials, and contact information for references.
- Pricing Proposal: Detailed breakdown of costs (see 3.3).
- Assumptions and Dependencies: Any assumptions made.
- Risk Management Plan: How bidder plans to mitigate potential risks.
- Appendices: Supporting documents (resumes, certifications, etc.).

3.3 Pricing Proposal Requirements:

Please submit a detailed and transparent budget. This should include:

- A breakdown of costs by work package or deliverable (e.g., Audio and Visual Production includes stage, carousel, etc)
- Estimated personnel work (e.g., by role or seniority level).
- Travel and stakeholder engagement costs, if applicable.
- A proposed payment schedule tied to milestone delivery.



Estimated total contract value is IDR 100.000.000-120.000.000 including tax.

3.4 Submission Method:

All proposals must be submitted electronically to the following email address:

- deon@iesr.or.id with cc to falah@iesr.or.id and ninette@iesr.or.id

Kindly ensure that all required documents are complete and submitted as a single email or download link (e.g., Google Drive or Dropbox, with open access settings).

No hard copies are required unless specifically requested by IESR.

Submission deadline: October 10th 2025 11.59 PM Western Indonesia Time (GMT+07)

3.5 Late Submissions:

Late submissions will not be considered. Please confirm receipt by email after submission.

Section 4: Evaluation Criteria and Selection Process

4.1 Evaluation Committee:

All submitted proposals will be reviewed and evaluated by a selection committee appointed by IESR. The committee will assess proposals based on technical quality, relevance, team qualifications, methodology, and cost-effectiveness. Only shortlisted candidates may be contacted for further clarification or interviews.

4.2 Evaluation Criteria:

IESR employs multicriteria assessment to evaluate the proposal as follows:

- Administration completion (10%)
- Organization profiling (30%), including capacity, experience, and past performance with IESR (if any)
- Technical proposal (40%), including understanding of required services, methodology used, transparent work allocation, and additional value offered
- Reasonable proposed value with competency and offer (20%), including team members experience level and contract value offered

4.3 Evaluation Process:

Step	Stage	Description
1	Initial screening	Check for completeness, eligibility, and compliance with formatting and submission requirements.
2	Detailed technical review	Evaluate methodology, technical approach, team qualifications, past experience, and relevance.
3	Shortlisting	Identify top candidates based on technical and strategic fit.
4	Interviews	Invite shortlisted bidders to present proposals and answer



		questions (if applicable).
5	Final selection	Select the most suitable bidder based on cumulative evaluation scores and notify officially.

4.4 Award Decision:

The contract will be awarded to the most qualified bidder whose submission is deemed to be in the best interest of IESR. The selection will be based on the stated evaluation criteria, considering technical merit, relevance, team capacity, and overall value. The evaluation is NOT solely based on the lowest price offered.

Section 5: Terms and Conditions

5.1 Standard Contract Terms:

The selected contractor will enter into a formal agreement with IESR based on standard terms and conditions. The contract will cover the scope of work as outlined in the proposal and agreed upon deliverables. The contract period will run from the commencement date specified in the agreement and continue until project completion, unless terminated earlier by either party with prior written notice.

The contractor will receive payment according to a predefined schedule tied to milestone delivery, as detailed in the payment annex. All outputs and deliverables developed under the contract will be the property of the procuring entity, unless otherwise agreed in writing. Both parties are expected to maintain the confidentiality of sensitive information shared during the engagement.

The contract will be governed by the laws of the Republic of Indonesia, and any disputes will be resolved through amicable negotiation or appropriate legal channels.

5.2 Confidentiality and Proprietary Information:

All proprietary or confidential information submitted by bidders will be treated with strict confidentiality and used solely for the purposes of evaluating the proposal. Such information should be clearly marked as “Confidential” or “Proprietary” in the relevant sections of the proposal.

The procuring entity (IESR) will not disclose any marked proprietary content to third parties without the bidder’s prior written consent, except as required by law or internal audit. Unmarked information may be treated as non-confidential.

5.3 Right to Reject/Modify:

IESR reserves the right to reject any or all proposals, to waive any informalities or minor irregularities in the submission process, and to enter into negotiations with one or more selected bidders as deemed necessary.

5.4 Disclaimers:

This RFP does not commit IESR to award a contract or pay any costs incurred in the preparation or



submission of proposals.

5.5 Governing Law:

This Request for Proposal (RFP) and any resulting contract shall be governed by and construed in accordance with the laws of the Republic of Indonesia. Any disputes arising in connection with this RFP or the subsequent contract shall be subject to the exclusive jurisdiction of the courts of the Republic of Indonesia. This RFP is strictly open only to entities that possess a valid work permit in Indonesia.

Section 6: Inquiries and Communications

6.1 Questions and Clarifications:

Prospective bidders may submit questions or requests for clarification regarding this Request for Proposal (RFP) to ensure a clear understanding of the scope, requirements, and expectations. All inquiries must be submitted in writing via email to deon@iesr.or.id with cc to falah@iesr.or.id and ninette@iesr.or.id with the subject line: "Question – EO Launching Report IETO 2026 – [Your Organization Name]".

To allow sufficient time for review and response, all questions must be received no later than 7 October 2025, 11.59 PM Western Indonesia Time (GMT+0700).

Responses to all inquiries will be compiled and distributed to all parties who have expressed interest in the RFP, maintaining fairness and transparency in the process. Please note that verbal inquiries or questions submitted after the deadline will not be addressed.

6.2 Q&A Session/Conference (if applicable):

N/A.

6.3 Addenda/Amendments:

Any changes, updates, or clarifications to this Request for Proposal (RFP) will be issued as formal addenda. These addenda will be distributed via email to all bidders who have registered their interest or submitted questions and will form an official part of the RFP documentation.

It is the responsibility of all prospective bidders to ensure they have received and acknowledged any such addenda. Failure to do so may result in disqualification due to non-compliance with updated requirements.

Section 7: Appendix

Forms and Certifications:

Bidders are required to sign all necessary documents listed in this link:

https://drive.google.com/drive/folders/19jb16JP7GcyL-zpAWJFsddQXMG_5hmpp?usp=sharing

8. Acknowledgement



Reviewed by:	Approved by:
✓ Signed by:  31AFD421-80CA-4550-9306-F3B3576E6E22 Deon Arinaldo Program Manager Energy System Transformation	✓ Signed by:  77ACB4D9-78F2-4431-8689-2FB1FC2C57C3 Kharina Dhewayani Operational Manager