

Request for Proposal (RFP)

**Energy Manager Training and Competency
Certification Provider**

Institute for Essential Services Reform

Tebet Timur Dalam Raya No. 109
Jakarta Selatan
Indonesia

14 January 2025

A handwritten signature consisting of the letters 'MW' enclosed in a rectangular box, with a green bracket on the left and a green bracket on the right.

1. Contents

1. Contents	1
2. Background	2
3. Objective	2
4. Responsibilities of the Consultant	2
5. Selection Criteria	3
6. Proposal Guidelines	3
7. Proposal Evaluation	5
8. Timeline and Payment Plan	5
9. Budget	7
10. Appendix	7

2. Background

Indonesia's building sector is a major consumer of energy, particularly electricity for cooling, lighting, and building operations, driven by rapid urbanization and economic growth. Improving energy conservation implementation in buildings is therefore essential to reducing operational costs, enhancing energy security, and supporting national climate targets.

Energy Manager certification is crucial to ensure the effective implementation of energy conservation policies in the building sector. Indonesian regulations require large energy users to apply structured energy management practices and appoint competent personnel to oversee energy performance. Certified Energy Managers possess the technical and managerial skills needed to identify inefficiencies, optimize building systems, and ensure regulatory compliance.

By strengthening professional capacity in energy management, Energy Manager certification supports the achievement of Indonesia's national energy efficiency and climate commitments, while promoting more sustainable and efficient building operations.

3. Objective

Our organization requires a Certified Energy Manager training provider to conduct Energy Manager training and certification programs in several batches throughout 2026 in Kota Surabaya and Kota Batam.

4. Responsibilities of the Consultant

For the above Objectives, the chosen training provider will:

1. Design and deliver a Certified Energy Manager training program that complies with applicable certification standards, national energy conservation regulations, and best practices.
2. Provide qualified and certified instructors and comprehensive training materials.
3. Conduct assessments or examinations required for Energy Manager certification.
4. Ensure effective training and certification processes across all batches, including administrative coordination, participant support, and quality assurance throughout the training process. Produce deliverables.

5. Selection Criteria

		Weight of Elements	Weight of Sub-Elements
A.	Institutional Experience	20%	
	1. Experience in carrying out similar energy management training activities		60%
	2. Experience in delivering activities in Batam and/or Surabaya		10%
	3. Relevance and scale of previous assignments (number of participants, training scope)		30%
B.	Technical Proposal	30%	
	1. Understanding of the services and objectives outlined in the RFP		15%
	2. Quality and relevance of the proposed curriculum and training materials		30%
	3. Credibility and recognition of the proposed certification, including certification body and assessment process		25%
	4. Quality, clarity, and structure of the proposal presentation		10%
	5. Proposed ideas and approaches for risk management and for improving the quality of the desired outputs		20%
C.	Trainer Qualifications	10%	
	1. Relevant Professional work experience in energy management		60%
	2. Experience in delivering similar training or certification process		40%
D.	Price Qualification	40%	
	1. Price per participant (training and certification), inclusive of all taxes		70%
	2. Reasonableness and transparency of the cost breakdown		20%
	3. Consistency of price assumption with the proposed work plan and risk management approach		10%

6. Proposal Guidelines

Each bidder must submit a proposal. The proposal shall be submitted in **PDF format**, with bookmarks for each content. Please submit the proposal via email to the Project Manager SETI at malindo@iesr.or.id and put faisal@iesr.or.id and zaki@iesr.or.id in the CC.

The proposal submission deadline is **19 January 2026**.



The proposal must follow the structure below:

I. Cover

The cover page should clearly state: proposal title, name of the consultant / institution, and date of submission.

II. List of Content

III. Introduction

- A. A short profile of the consultant / institution
- B. Brief description of relevant experience in delivering Energy Manager or energy management training programs
- C. Summary of similar projects completed, with supporting documentation attached in Appendix.

IV. Curriculum/ Syllabus

- A. Proposed training curriculum, with a brief description of each module or topic
- B. Learning methodology and instructional approach (e.g. lectures, exercises, discussions)
- C. Approach to participant engagement and effective knowledge transfer
- D. Description of assessment and certification processes, including examination arrangements and certification body (if applicable)

V. Work Plan

- A. Proposed training schedule and duration for each batch (refer to **8. Timeline and Payment Plan**)
- B. Number of trainers involved and their roles during the training

VI. Risk Management

Please identify potential risks related to training implementation (such as participant attendance, scheduling, or logistical constraints, etc.). The proposal should describe mitigation measures and clearly state any assumptions related to:

- Minimum attendance or completion requirements
- Condition under which participants are considered eligible for assessment and certification
- Implications of partial attendance on training outcomes and costs

VII. Budget Estimation (refer to **9. Budget**)

- A. Training Fee



MW
Ke

- B. Trainer/Co Trainer Travel and Accommodations
- C. Competency Certification Fee
- D. Location Fee (minimum standard 4-star hotel, please add the pax/person only for meeting room)
- E. Other Cost

Any assumptions related to participant numbers, attendance requirements, or delivery arrangements should be clearly stated.

VIII. Appendix 1: Bidders Qualification.

- A. Company / institution profile.
- B. Profiles of trainers and key personnel (CVs), including certifications and relevant experience
- C. Testimonials or references from previous clients.

IX. Appendix 2: Relevant Project

It is advantageous to attach a complete report including documentation of similar or relevant training and certification projects.

X. Appendix 3: List of Trainer/Co-Trainer and Qualifications

It is advantageous to attach a complete qualification of trainer and co-trainer including the photo, CV and Individual Certificate.

7. Proposal Evaluation

We select the consultant/institution based on open competition. Each potential consultant/institution must submit a proposal document **maximum in 10 pages (exclude the appendix)**

IESR may, at its discretion and without explaining to the prospective consultant, at any time decide to terminate this RFP process without any obligation to the prospective consultant. The awarding of contracts resulting from this RFP will depend on the suitability of the proposals received and the availability of funds. The RFP process is open to all eligible consultant/institution; however, preference may be given to institutional consultant/institution with demonstrated experience in delivering comparable training programs.

8. Timeline and Payment Plan

This timeline consists of the schedule for the tender or bidding process as well as the project timeline itself, with further details outlined as follows:

Tasks	Timing	Payment Plan
Release of the RFP	09 January 2026	-
Tender Timeline		
Deadline of the Proposal Submission	18 January 2026	-
Proposal Assessment	4 th Week January 2026	-
Top Candidate Proposal Presentation	4 th Week January 2026	-
Winner Announcement	End of January 2025	-
Project Timeline		
Contract/Agreement Signing	1 st Week of February	-
Certified Energy Manager Training Batch 1 in Surabaya	2 nd Week February 2026 (*)	-
Surabaya - Batch 1 Payment (Administration Preparation etc)	4th Week February 2026 (*)	1 st Week March 2026 (*)
Certified Energy Manager Training Batch 1 in Batam	2 nd Week May 2026 (*)	-
Batam - Batch 1 Payment (Administration Preparation etc)	4 th Week May 2026 (*)	1 st Week June 2026 (*)
Certified Energy Manager Training Batch 2 in Surabaya	2 nd Week September 2026 (*)	-
Surabaya - Batch 2 Payment (Administration Preparation, etc)	4th Week September 2026 (*)	1 st Week October 2026 (*)
Certified Energy Manager Training Batch 2 in Batam	2 nd Week October 2026 (*)	-
Final Report Submission (All deliverable Submitted)	3 rd Week October 2026 (*)	
Batam - Batch 2 Payment (Administration Preparation etc)	4th Week October 2026 (*)	1 st Week November 2026 (*)
End of the Project	2 nd Week November 2026 (*)	

Note:

- a. Each batch will conduct training for a maximum of 15 participants**
- b. (*) tentative schedule.**

9. Budget

The total cost requested must include tax and cover at least the following items:

Table 3. Cost structure description

Items	Cost structure (not limited to the below. Add details as necessary)
Training Fee	Training fee per participant, which covers the training and certification fee.
Trainer and Co-Trainer (if needed) Travel and Accommodation	Training venue: Surabaya and Batam.
Location Fee	Only meeting room/day per person
Other cost	Training tools, equipment, software, and so on.

10. Appendix

This assignment of Certified Energy Manager Training is part of the Sustainable Energy Transition in Indonesia (SETI) project.

SETI is a cooperation project between Government of Indonesia and Germany. The project is implemented by a consortium led by GIZ, in collaboration with IESR, WRI, and Yayasan Indonesia CERAH, with technical support from partners including Fraunhofer ISI and LPEM UI. The political counterpart of the project is the Ministry of Energy and Mineral Resources (ESDM), through the Directorate General of New Renewable Energy and Energy Conservation.

One of the key outputs of the SETI project is capacity building in selected pilot cities, including Surabaya and Batam. Within this context, the Certified Energy Manager training program is intended to strengthen professional competencies in building energy management, support the application of structured energy management practices, and enhance the ability of practitioners to contribute to improved energy performance in buildings.

Further information regarding the project can be found:

[Sustainable Energy Transition in Indonesia – IKI Indonesia](#)

[Sustainable Energy Transition in Indonesia – IESR](#)

-End-