

TERMS OF REFERENCE

Procurement Nbr :	UCLG ASPAC/001/II/2022
Duties :	Call for Proposal - Event Management to organize an online event on Road to G20: “Fostering Collaboration between Cities to Accelerate Solution towards Climate Change, the Pandemic, and Economic Recovery”
Division:	Bureau of Secretariat
Venue:	TBD, Bandung City
Duration:	1 (One) Full Day Event

Introduction

Indonesia is to hold the presidency of the Group of Twenty (G20) Summit on 30-31 October 2022. Under the theme “*Recovery Together, Recovery Stronger*”, the G20 summit is expected to have immense impacts on COVID-19 recovery in Indonesia including restoring the economy, attracting foreign investment, empowering local communities, youth, and women, as well as strengthening multilateral relations and global partnerships in various sectors.

Ministry of Home Affairs (MOHA), Republic of Indonesia is appointed as a mother ministry for Engagement Groups Urban 20 (U20). The Cooperation Facilitation Center representing the Ministry will facilitate and implement the cooperation among stakeholders such as ministries in Indonesia, foreign local governments, and the Co-Chairs of Engagement Groups U20 (Jakarta Capital City Government and West Java Government). In addition, the Cooperation Facilitation Center also oversees the implementation of the group’s U20 as well as provides support for the road to G20 activities in accordance with the mandate of Presidential Decree No. 12 of 2021 concerning the National Committee for the Indonesian G20 Presidency in 2022.

To provide support to the engagement groups U20, the Ministry in collaboration will hold a **Road to G20 event** with the theme “**Fostering Collaboration between Cities to Accelerate Solution towards Climate Change, the Pandemic, and Economic Recovery**”.

As the largest section of cities and local governments association, UCLG ASPAC is an ardent advocate for climate resilience by pushing for climate commitment and actions locally. Through its flagship programmes such as Climate Resilient and Inclusive Cities (CRIC), UCLG ASPAC promotes climate leadership to respond to climate change. Further, in taking role as Global Covenant of Mayors (GCoM) Secretariat for Southeast Asia, and lead coordinator for GCoM Global Regional Coherence in Asia Pacific, UCLG ASPAC strengthens the role of cities and local governments in building climate resilience. The association commits to achieving that through a wide range of capacity building, networking, knowledge-sharing and policy advocacy activities to strengthen climate governance resulting in climate actions.

Therefore, UCLG ASPAC is committed to support and collaborate with MoHA in the implementation of a **Road to G20 event: “Fostering Collaboration between Cities to Accelerate Solution towards Climate Change, the Pandemic, and Economic Recovery”** using a hybrid format, the event will be held on 24 February 2022 in Bandung.

In order to support this Event, UCLG ASPAC will need to have a **call for an application for Event Management Firm** (preferably based in Bandung City) to manage the events and ensure the smooth implementation of the online events. The Firm will support UCLG ASPAC Secretariat office and MoHA team to implement planned this activity.

Theme and Objective

The Road to G20 Event is a forum aimed to:

- Disseminate the messages and goals of the G20 and U20,
- Provide opportunity collaboration between cities in Indonesia and world cities (members of G20) in the economy, cultural exchanges, tackling climate change, and COVID-19 recovery.
- Promote Indonesian Micro, Small & Medium Enterprises (MSME) Products through an exhibition.

The event is expected to have **70 participants attending psychically and hundreds of participants attending virtually** including UCLG ASPAC members, Local governments in Indonesia, working groups dan engagement groups of Presidency G20 Indonesia, the GCoM Global and Regional Asia Pacific representatives and partners, Donors, and National Government representatives.

In order to support this meeting, UCLG ASPAC will need to have a **call for an application for Event Management Firm** (preferably based in Bandung City) to manage the events and activities with Hybrid Meeting Concept. The Firm will support UCLG ASPAC Secretariat office and MoHA team to implement planned this activity.

The duties of Event Management Firm:

- Management of the entire logistical and organizational aspects of events, from identification of video conference equipment, installation and operator staff (**using WEBEX Platform**).
- Arrange for smooth and uninterrupted internet connection and backdrop for the event
- Arrange internet fiber bandwidth min. 100.000 or above and others.
- Submit the strategy of the event with time frame and its impact
- Summary Video (with subtitle) and photography documentation of the Event
- Provide staffing to support the hybrid event
- Design graphic content (bumpers and transition)

Contract Requirements

Previous experience in organizing online events as per the objectives

Day of the event: 24 February 2022 (the contract will be from 14 – 28 February 2022)

Mechanism:

1. Coordinator Arrangements
The selected vendor will work closely with Admin Manager and other admin support team
2. Deliverable:
 - The Online meeting held successfully without major technical issues
 - Report at the end with the video of the meeting
3. Terms of Payment
 - 40% payment will be made after signing of the service agreement and upon submission of action plan
 - Balance 60% will be paid after completion of target activities and submission of the Final Report (Video with subtitles, photograph)
4. Assessment and Selection of the proposal:
Both technical and financial proposal will be evaluated by a group of panelist member and the criteria for selection are :
 - a. Clarity, comprehensiveness and coherence in presentation of technical proposal
 - b. Previous experiences of the firm on the task specified (hybrid meeting)
 - c. Quality and credentials of team member
 - d. Logistic capacity for handling hybrid event
5. The Financial Proposal : this will be awarded the best concept of proposal with this following criteria:
 - a. Cost proposal submitted with specific rates
 - b. Relevance technical proposal
6. After completing evaluations including negotiations, if needed, the Service Agreement will be awarded to the firm. The selected firm is expected to commence the assignment immediately upon signing the contract. For smooth handling the process, the firm will be required to submit a work plan detailing all the major steps of the work and deadlines leading to the completion of the assignment.
7. Submission of technical and financial proposal addressed to procurement@uclg-aspac.org, copy to: dbadmin_assistant@uclg-aspac. Kindly submit the quotation and proposal on the 8th February 2022 (17.00 Jakarta Time) the latest.