

Terms of References (TOR)

No Procurement:	007/UCLG ASPAC/CRIC/I/2024
Event	CRIC Thematic Panel of Experts and Trainings - Urban Resilience and Early Warning System.
Purposes	Procurement of Hotel Accommodation & Meeting Package
Location	Makassar, Indonesia
Day, Date	5-7 March 2024
Posting date	01 February 2024
Closing date	07 February 2024

A. INTRODUCTION

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the United Cities and Local Governments (UCLG), whose Secretariat is based in Jakarta, Indonesia, and is hosted by the Provincial Government of Jakarta. UCLG is a worldwide association of local governments and the officially recognised voice of local governments by the United Nations. UCLG ASPAC has linkages to more than 7,000 local governments. It represents well over 3.76 billion people—more than half of the world population—and incorporates economically fast-developing countries such as China, India, and Indonesia.

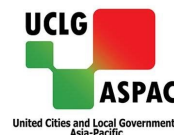
UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities, local governments, and their associations, and facilitates programmes, networks, and partnerships to develop the capacity of local governments and the associations. Moreover, UCLG ASPAC represents local governments politically within the international community and with the United Nations and its agencies. It also promotes inclusive societies, which safeguard equality, social and economic justice, and sustainable community development.

CRIC is a five (5) years project with the overall objective of promoting long-lasting and unique cooperation through triangular cooperation between cities and research centres in Europe, South Asia (India, Nepal, Bangladesh), and Southeast Asia (Indonesia, Malaysia, Philippines, Thailand). CRIC is currently being implemented in 10 pilot cities in Indonesia: Bandar Lampung, Banjarmasin, Cirebon, Gorontalo, Kupang, Mataram, Pangkalpinang, Pekanbaru, Samarinda, and Ternate.

CRIC is working with UCLG ASPAC, the European Union, and its partners: Pilot4Dev, ECOLISE, ACR+, UGE, and AIILSG to enhance the capacity of targeted city governments to plan for the impacts of climate change, and to promote triangular cooperation between cities and research centers in Europe, South Asia, and Southeast Asia.

CRIC main activities include training and technical support to prepare climate action plans, as well as developing thematic tools and training materials to solve cities' climate-related challenges.

The thematic tools and training materials describe about the development of early warning system and urban resilience (in Bandar Lampung, Pangkalpinang, and Ternate), waste management (in



Mataram, Cirebon, Pekanbaru, and Banjarmasin), water scarcity management (in Kupang), bioregional governance (in all cities), and sanitation (in Gorontalo).

CRIC is facilitating a thematic panel of experts and conducting training to discuss challenges, and opportunities, share solutions, and foster cooperation and collaboration amongst CRIC stakeholders.

The **first thematic panel of experts and training** will discuss the “**Early Warning System and Urban Resilience**” with the main theme “**Building City Resilience through Triangular Cooperation.**” The panel of experts serves as a platform for dialogue, partnership-building, and exchanging ideas and best practices on climate resilience and inclusiveness. It is expected to support pilot cities in implementing Climate Action Plans (CAPs) and to open up opportunities for triangular cooperation.

CRIC - UCLG ASPAC will need to procure **Hotel Accommodation and Meeting Package** for the event

B. OBJECTIVES

The panel aims to:

- Facilitate dialogue for the implementation of thematic tools and training materials (**Early Warning System and Urban Resilience**) developed by CRIC partners (**UGE and Pilot4Dev**) for 3 CRIC pilot cities (**Bandar Lampung, Pangkalpinang and Ternate**) to be replicated in other cities.
- Discuss current and future challenges and opportunities in climate change adaptation and mitigation to encourage collaboration and inclusive participation.
- Discuss challenges and opportunities for implementation of tools and training materials in the city's climate action plan.
- Discuss best practices and lessons learned by cities in Europe, South and Southeast Asia relevant to climate change mitigation and adaptation.

To support the objective of the event, UCLG ASPAC Secretariat will need to procure a **Hotel Accommodation and Meeting Package** for 4 – 8 March 2024.

C. EXPECTED RESULTS

The expected outputs of the panel are:

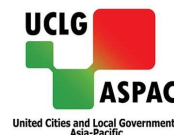
- The expected outcome of this activity is to appoint one hotel that can provide accommodation and meeting packages for the aforementioned event, with supporting facilities.

D. DATE AND VENUE

Date: 5-7 March 2024

Venue: Makassar

E. PARTICIPANTS



The participants of this panel are local governments and stakeholders of CRIC pilot cities, CRIC implementing and strategic partners, external experts, and UCLG ASPAC invited members. It is expected that a total of 100 participants will attend this thematic panel of experts and training.

The event is expected to have 100-115 participants attending from 13 cities/regencies in Indonesia as well as partners in the Asia, Southeast Asia and Europe.

CRIC Pilot Cities, Kota Bandar Lampung, Kota Banjarmasin, Kota Cirebon, Kota Gorontalo, Kota Kupang, Kota Mataram, Kota Pangkalpinang, Kota Pekanbaru, Kota Samarinda, Kota Ternate, including Kota Pekalongan, Kota Semarang and Kota Makassar, (Mayor, Research and Development Planning Office, Environmental Office, Disaster Risk Management Agency, or University/NGO), CRIC Strategic Partners, CRIC Implementing Partners and Member of the press.

F. AGENDA

The Tentative Agenda is available in Annex

F. Required Assistance

4 March 2024

- Participants check in at the hotel
- 100: single occupancy includes breakfast
- 100 pax Dinner Buffet

5 March 2024

- 100: single occupancy includes breakfast
- 113 pax: full-day meeting package (two times coffee break and lunch)
- 113 pax Dinner Buffet

6 March 2024

- 80 rooms: single occupancy includes breakfast (20-30 participants Check Out)
- 60-70 pax: full day meeting package (two times coffee break, lunch)

7 March 2024

- 20-30 Participants check out of the hotel; permission for late check-out at 13.00
- 60 rooms: single occupancy includes breakfast (20-30 participants Check Out)
- Site Visit in Makassar – TBD

8 March 2024

- All Comitee & Participants check out of the hotel; permission for late check-out at 13.00

Summary of Accommodations and Meeting Package:

- Accommodation: 100 rooms (4 days and 3 nights)
- Meeting package: 110 full-day for 1 day and 50 full day for 1 day



- Dinner Buffet Package : 113 pax
- Standard meeting facilities: round tables, health protocol amenities, book notes, pens, sound system, wireless microphones, stage, podium, mini garden, flipcharts
- Ballroom with a Videotron is preferable. In case a Videotron is unavailable, a built-in screen and projector are acceptable.
- Dedicated Internet line minimum 25 Mbps
- Additional facilities:
 - Professional MC
 - Interpreters and simultaneous interpretation device (SIS, cubical box, audio set)
 - Charter Car and Bus (full day for airport pick-up and drop-off)
- General Requirements: International Facility and Service Standards

G. How to Apply

Any hotel/hospitality companies in the Central Jakarta area are welcome to apply, kindly share your proposal and quotation to procurement@uclg-aspac.org

Closing date for proposal submission: **Wednesday, 7 February 2024 (12.00 Noon)**

Subject: **CRIC Thematic Panel of Experts-Makassar**