

## Terms of References (TOR)

Procurement No:	024/UCLG ASPAC/CRIC/VIII/2024
Procurement Title	CRIC Second Thematic Panel of Experts and Trainings in Bali <i>in collaboration with Urban-Act Indonesia</i>
Name	Hizbullah Arief
Position	Project Manager
Department	Strategic Services and Programmes – Climate Resilient and Inclusive Cities
Purposes	Thematic Panel of Experts and Training on Nature Based Solutions, Waste Management and Bioregional Governance.
Location	Gianyar, Bali, Indonesia
Day, Date	28-31 October 2024
Posting date	14 August 2024
Closing date	23 August 2024

### A. INTRODUCTION

Cities and local governments are increasingly recognised as key actors in addressing climate challenges and SDGs. Hundreds of millions of people in poorer urban areas are hit by pockets of deprivation with a lack of basic infrastructure including water and sanitation.

Problems will worsen when the most fragile territories are affected by rising sea levels, flooding, landslides, toxic peaks of air pollution, typhoons, storms, or periods of more extreme heat and droughts that are related to climate change.

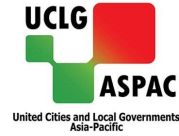
Considering the urgency of the climate resilience issues, United Cities and Local Government Asia-Pacific (UCLG ASPAC) as an association of cities and local governments in the Asia and Pacific region initiated the Climate Resilience Inclusive Cities (CRIC) in 2020.

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 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 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). Additionally, 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.

On the other hand, the commitment of the CRIC project to addressing climate challenges is also aligned with the project of Urban-Act: Integrated Urban Climate Action on Low Carbon and Resilient Cities (UA), also being implemented by UCLG ASPAC. Urban-Act programme funded by the Government of Germany focuses on evidence-based climate-sensitive urban planning. This alignment includes demonstrating tools, seeking expert consultations and feedback, and developing case studies suitable for the Indonesian context. Both of the pilot cities of Urban-Act Indonesia, Medan and Padang City, are grappling with significant issues of climate change, including waste management. Through collective efforts from CRIC and UA in training and utilising tools, there is a substantial opportunity for these cities to address their waste management issues introducing NbS and Bioregional Governance as innovative approaches.

Hence, CRIC will facilitate the **second thematic panel of experts and training** in collaboration with Urban-Act Indonesia, focusing on “**Nature-Based Solutions, Waste Management and Bioregional Governance.**” 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 the Climate Action Plans (CAPs) and to open up opportunities for triangular cooperation.

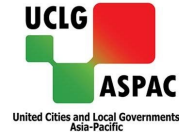
## **B. OBJECTIVES**

The panel aims to:

- Facilitate dialogue for the implementation of thematic tools on Sanitation and Water Scarcity Management for Kupang and Gorontalo, integrated solid waste management and decentralised solutions for waste prevention for Pekanbaru, Cirebon and Samarinda. This dialogue will also serve as a demonstration of the tools for UA Pilot Cities (Medan and Padang).
- Implementation of training materials on waste management and bioregional governance developed by CRIC partners (**Ecolise and ACR+**) to be replicated in other cities (including UA Pilot 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 and explore how these can be adopted in the context of Indonesian cities.

To support the objective of the event, UCLG ASPAC Secretariat will need to procure a Hotel to provide :

- Logistic, Accommodations & Meeting Packages for period event 28-31 October 2024
- Local transportation (Car and Bus) in Bali
- Interpreters and simultaneous interpretation device (SIS, cubical box, audio set)
- Professional videographer and photographer
- Professional MC (Bilingual, Indonesian and English)
- International Facility and Service Standards



**C. EXPECTED RESULTS**

The expected outputs of the panel are:

- Partners and experts will introduce tools on Sanitation and Water Scarcity Management for Kupang and Gorontalo, integrated solid waste management and decentralised solutions for waste prevention for Pekanbaru, Cirebon and Samarinda. This dialogue will also serve as a demonstration of the tools for UA Pilot Cities (Medan and Padang).
- Partners will implement training materials on waste management and bioregional governance developed by CRIC partners (**Ecolise and ACR+**) to be replicated in other cities (including UA Pilot Cities).
- City climate working group (Pokja Iklim) members in ten pilot cities of CRIC will learn to implement the tool on Sanitation and Water Scarcity Management (for Kupang and Gorontalo), integrated solid waste management and decentralised solution for waste prevention (for Pekanbaru, Cirebon and Samarinda).
- The participants understand training materials on waste management and bioregional governance developed by CRIC partners (**Ecolise and ACR+**) to be implemented in CRIC pilot cities and replicated in other cities (including UA Pilot Cities).

The expected outputs of this procurement are :

- Appoint one hotel that can provide logistic, accommodation and meeting packages for the aforementioned event, with supporting facilities.
- Assign vendor and event partner that could provide services and products to support and ensure the logistic during the event together achieve the targets as mention above.

**D. DATE AND VENUE**

Date:	28-31 October 2024
Venue:	Denpasar, Bali, Indonesia
Time:	(Bali Time – GMT +7) See the Tentative Agenda below

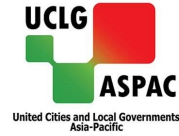
**E. PARTICIPANTS**

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 more than 100 of participants will attend this thematic panel of experts and training.

The participants attend 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 Denpasar, (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.

TOTAL INVITEES: 134 people



## F. Required Assistance

### 27 October 2024

- Participants' arrivals/check ins at the hotel
- 80 rooms - single occupancy that include breakfasts
- 60 pax Dinner Buffet
- Car Rent – Innova 1 day for PMU

### 28 October 2024

- 80 rooms - single occupancy that include breakfast
- 100 pax: full-day meeting package (two times coffee break and lunch)
- 80 pax Dinner Buffet

### 29 October 2024

- Some Participants check out of the hotel; permission for late check-out at 13.00
- 75 rooms: single occupancy that include breakfast
- 100 pax: full day meeting package (two times coffee break, lunch)
- Breakout Room (2 rooms)
- 80 Pax Dinner Buffet
- Airport Shuttles

### 30 October 2024

- Some Participants check out of the hotel; permission for late check-out at 13.00
- 70 rooms: single occupancy that include breakfast
- Site Visit in Bali – TBD
- Snack Box, 2 Bus / 35 seat
- 60 Pax Dinner Buffet
- Airport Shuttles

### 31 October 2024

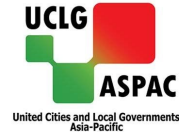
- Some Participants check out of the hotel; permission for late check-out at 13.00
- 50 rooms: single occupancy that include breakfast
- 60 pax: full day meeting packages (two times coffee break, lunch)
- 50 Pax Dinner Buffet
- Airport Shuttles

### 1 November 2024

- All Comitee & Participants check out of the hotel; permission for late check-out at 14.00
- Airport Shuttles

### Summary of Logistics, Accommodations and Meeting Package:

- Accommodation: 80 rooms (6 days and 5 nights)
- Meeting package: 50 – 100 Pax, 2 times coffee break, 1 Lunch, 28-31 Oct 24
- Dinner Buffet Package : +/- 390 pax, period 27 - 31 Oct 24



- 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 with minimum bandwidth 25 Mbps
- Additional facilities:
  - Professional MC, bilingual
  - Interpreters and simultaneous interpretation device (SIS, cubical box, audio set)
  - Airport Shuttles
  - Chartered Car and Bus (full day for airport pick-up and drop-off)
  - Printing and copying information materials
  - Video Services
- General Requirements: International Facility and Service Standards

Others:

- Other necessities will be discussed later.

## H. How to Apply

The proposal and all correspondence and documents relating thereto shall be prepared and submitted in the English language.

The proposal shall be concisely presented and structured to include the following information:

1. Presentation of the Hotel describing a minimum of 5 (five) years' experience in the hospitality and banquet management business. The Hotel must be duly submit the following mandatory document:
  - Brief description of the hotel room and meeting room, year of built and last renovation
  - Company Profile
  - Certificate of Star Rating
2. Financial Proposal – the Hotel shall offer the net rate and, facilities terms of conditions, including the payment term

Any hotel/hospitality companies are welcome to apply, kindly share your proposal and quotation to [procurement@uclg-aspac.org](mailto:procurement@uclg-aspac.org)

Closing date for proposal submission: **Friday, 23 August 2024 (17.00 afternoon, Jakarta time)**

Subject: **CRIC Thematic Panel of Experts and Trainings – Bali, Name of your HOTEL**