

Public Announcement for the Recruitment of a Professional Conference Organiser (PCO)

Procurement No	008/UCLG ASPAC/CRIC/IV/2025
Post Title	Call for Proposals: Professional Conference Organiser for the Climate Resilience and Innovation Forum (CRIF) 2025, Jakarta and Banyumas, Indonesia
Division	Strategic Services and Programmes – Climate Resilient and Inclusive Cities
Duty Station	Jakarta
Duration	Approximately one and a half (1.5) months, output-based
Date Posted	10 April 2025
Closing Date	24 April 2025

BACKGROUND

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognised voice of local governments by the United Nations. United Cities and Local Governments Asia Pacific (UCLG ASPAC) as the largest regional section of UCLG has linkages to more than 10,000 cities and local governments. It represents well over 4.1 billion people - more than half of the world population - and incorporates economically fast developing countries such as China, India, and Indonesia.

UCLG ASPAC invites proposals from experienced **Professional Conference Organisers (PCO)** to provide comprehensive event management services for the **Climate Resilience and Innovation Forum (CRIF) 2025**, anticipated to taking place from **21 to 22 May 2025** in **Jakarta, Indonesia**.

ABOUT THE EVENT

The **Climate Resilience and Innovation Forum (CRIF) 2025** is a high-profile international forum that will bring together government representatives, policymakers, climate experts, and international partners to discuss urban climate resilience, financing mechanisms, and best practices. Key highlights of the event include:

- The official launch of the Cities and Local Governments Institute (CLGI)
- The handover of 10 Climate Action Plans (CAPs) to Mayors
- The awarding of GCoM (Global Covenant of Mayors) Badges to cities demonstrating climate leadership
- Plenary sessions, thematic discussions, and workshops on climate action
- Site visits in Jakarta to showcase best practices in nature-based solutions

SCOPE OF WORK

The selected **PCO** will be responsible for the comprehensive management and coordination of the forum, ensuring a seamless experience for participants. The PCO will work closely with the Climate Resilient and Inclusive Cities (CRIC) Project team to effectively implement planned activities at CRIF 2025. The required services include, but are not limited to:

A. Event Management and Logistics

A1. Event Management

- Handling event planning, venue arrangements, and coordination.
- Ensure all meeting rooms are arranged and ready for the event according to the agenda.
- Provide a facility use plan aligned with the agenda, including a floor map.
- Ensure all required audio-visual equipment is available and functional in each room as needed.

- Arrange for an IT support team to assist moderators in session rooms.
- Set up a designated folder/drive where moderators and speakers can upload and amend their presentations.
- Ensure all presentations are uploaded in advance of each session and notify the CRIC Project Manager if any are missing.
- Ensure service maintenance and technical support staff are readily available around the meeting rooms.
- Arrange catering services (i.e coffee breaks and lunch) for all participants, including VIP guests and special dietary needs are catered for.
- Ensuring the venue provides high-speed internet access (minimum 25 Mbps) for participants and dedicated access for the organising committee.
- Where relevant, manage protocol arrangements for VIP guests and speakers invited by UCLG ASPAC (e.g representatives from Indonesian Government Ministries, EU Ambassador).
- Prepare and set up general information for participants on-site.
- Ensure barrier-free access at the venue, including wheelchair-friendly ramps, elevators, and accessible restrooms that accommodate participants with disabilities.
- Arrange for onsite medical assistance, including a designated first aid station and an on-call doctor.

A2. Logistic Management

- Overseeing meeting room packages, stage setup, microphones, projectors, screens, and live streaming arrangements.
- Set up a secretariat room – ensuring adequate staff is available on-site.
- Arrange a private meeting room for VIP guests and the Secretary General of UCLG ASPAC.
- Manage catering services, including buffet meals with vegetarian and non-vegetarian options, as well as tea, coffee, and snacks.
- Coordinate interpretation services, including live interpreters, sign language interpreters, headsets, and receivers.
- Organise a professional photography and videography, covering daily event highlights, full event recordings, and documentation of site visits.
- Oversee transport logistics, including:
 - Shuttle buses between hotels and venues.
 - Rental buses in for field visit.
- Coordinate accommodation arrangements, ensuring:
 - 40 rooms (4-star hotel) for 2 nights for organisers, strategic partners, and implementing partners.
 - 50 rooms (4-star hotel) for 2 nights for pilot cities participants.
- Manage exhibition booth logistics, including space allocation, layout, and accessibility, ensuring smooth coordination with exhibitors. The exhibition at the venue will showcase:
 - Knowledge products (reports, policy briefs, toolkits, and publications).
 - Innovation product demonstrations (smart climate solutions, digital tools, and new technologies).
 - Cooperation opportunities (international organisations, funding agencies, and city networks).
- Implement sustainability considerations, including:
 - Eco-friendly materials for printed items (recycled or biodegradable materials).
 - Minimisation of single-use plastics, such as reusable water stations).
 - Carbon offsetting for travel where possible.
- Ensure transportation options include wheelchair-accessible vehicles for participants requiring mobility assistance.

- Assign event staff or volunteers trained to assist participants with special needs.
- Ensure interpreters for sign language are available throughout the event, in addition to multilingual interpretation services.

B. Public Relations, Promotion and Media Engagement

- Develop and execute a comprehensive **online promotional strategy** to enhance event visibility.
- Manage **social media campaigns** prior, during (live coverage) and after the event, ensuring regular updates on the CRIC website, social media accounts and other relevant platforms.
- Engage with **news agencies, TV networks, and media partners** to secure press coverage, aiming for a target reach of 100,000 engagements.
- Prepare and distribute **press releases** and **post-event reports**, detailing key campaign outcomes and media impact.
- Ensure **digital content** (website, social media, and invitations) follows **accessibility guidelines**, such as alternative text for images, captions for videos, and screen-reader-friendly materials.

C. Branding, Signage and Printed Materials

- Develop **digital designs for banners and backdrops**, prioritising limited printed materials for branding.
- Produce **programme booklets, name tags, certificates, and promotional materials** to support event engagement.
- Use **high-contrast colors and large fonts** for printed and digital materials to improve readability for visually impaired participants.
- Provide **Braille or large-print versions** of key event documents upon request.

D. Speaker and VIP Engagement

- Coordinate with **MCs, professional moderators, and expert resource persons** to ensure smooth session facilitation.
- Act as the liaison between the VIPs and UCLG ASPAC to manage VIP protocols, security measures, and logistical arrangements for high-level speakers and dignitaries.
- Oversee fees and logistical support for cultural performances, speaker honorariums (Indonesian entities as per SBM regulations), and related expenses.
- Ensure VIP protocols include **accommodations for dignitaries with disabilities**, such as personal assistants or accessible transport options.

PROPOSAL REQUIREMENTS

Interested firms are requested to submit a **Letter of Interest (LOI)** before receiving the full event programme and further details. Final proposal submissions must include the following:

- 1. Company Profile and Legal Documents**
 - Overview of the company, including relevant experience in managing large-scale international conferences.
 - Copy of legal registration documents and certifications.
- 2. Technical Proposal (Max 15 Pages, Excluding Annexes)**
 - Concept and approach to executing the event, including key innovations.
 - Detailed timeline (Gantt Chart, workflow, milestones).
 - Venue and logistics plan.
- 3. Financial Proposal (Budget Range: USD 15,000 – USD 21,000)**
 - Itemised financial breakdown, demonstrating cost-efficiency and value-for-money.
 - Justification of costs based on similar events and service benchmarks.
- 4. Risk Management Plan:** Bidders should outline at least three (3) key risks in logistics, financial management, and media coordination, along with their mitigation measures.

5. **Project Team and Qualifications:** List of proposed team members with roles, expertise, and relevant experience.
6. **Portfolio of Past Similar Events:** Examples of successfully executed conferences, preferably within climate resilience, governance, or development sectors.

Payment will be disbursed in instalments based on project milestones, such as:

- 30% upon contract signing
- 40% upon mid-project milestone
- Final payment (30%) will be released only upon successful completion of the event and submission of the post-event report.

DELIVERABLES

The selected PCO will be responsible for delivering the following:

1. Event Planning and Logistics
 - Fully coordinated event execution in Jakarta.
 - Secured venues and technical setup for Plenary sessions, Thematic discussions, and Workshops.
 - Arranged hotel accommodation, transportation, and site visits for attendees.
 - On-site management team to oversee smooth event flow.
 - Setup of exhibition booths, including space allocation, booth design, and exhibitor coordination, ensuring booth materials (banners, backdrops, digital screens, tables, and chairs) are provided, as well as coordination with participating organisations to manage booth content and engagement activities.
2. Media, Promotion and Public Relations
 - Updated event website with relevant information before, during, and after the event.
 - Executed social media campaigns across CRIC platforms, ensuring engagement before, during (live coverage), and after the event.
 - Distributed digital invitations via the CRIC website, social media, and other relevant channels.
 - Established media partnerships with press, TV, and online news platforms, achieving a minimum of 100,000 engagements.
 - Generated media coverage reports, including social media analytics and press release tracking, measuring visibility and outreach effectiveness.
3. Audio-Visual and Branding
 - High-quality live streaming setup for virtual attendees.
 - Professional photography & videography, including daily highlights and a full event recording.
 - Digital banners, backdrops, and branding materials.
4. Interpretation & Speaker Management
 - Delivered simultaneous interpretation services (English-Indonesian and sign language).
 - Coordinated and secured professional moderators, MCs, and thematic session experts.
 - Arranged and managed cultural performance talents, moderators and Indonesian resource persons in compliance with SBM regulations.
5. Post-Event Reporting
 - Produced a comprehensive event report, detailing participant statistics, media coverage, and key insights, include the inclusivity measures implemented.
 - Compiled and delivered professional photography and documentation of site visits for inclusion in final reports.

ELIGIBILITY CRITERIA

The PCO must have:

- Proven experience in managing high-level international conferences with over 300 participants
- Strong media engagement capabilities, including working with major news agencies and broadcasters
- Experience in government and climate-related events
- Capacity to handle bilingual (English-Indonesian) events with interpretation services

The proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight (%)	Description
Relevant Experience	30%	Proven track record in managing large-scale international conferences.
Technical Proposal Quality	30%	Clear event execution strategy, innovative engagement methods, and risk mitigation plans
Financial Proposal	20%	Cost-effectiveness, budget clarity, and reasonable pricing.
Media and Outreach Capacity	10%	Strength in managing press, social media, and communications strategy.
Sustainability and Inclusivity Approach	10%	Use of sustainable event practices and commitment to gender and geographical balance.

SUBMISSION DEADLINE AND CONTACT INFORMATION

- Interested firms must submit a Letter of Interest (LOI) by **18 April 2025** to procurement@uclg-aspac.org, with a copy to finance.cric@uclg-aspac.org.
- Upon receipt of the LOI, UCLG ASPAC will provide the tentative event programme and additional details.
- Applicants may submit clarification questions until **18 April 2025**. All responses to bidder inquiries will be shared publicly **by 22 April 2025**
- Proposals should be submitted in PDF format with the subject line 'PCO Proposal – CRIF 2025 – [Your firm name]'. All supporting documents should be compressed into a single ZIP file.
- Final proposals must be submitted **by 24 April 2025** to procurement@uclg-aspac.org, copied to finance.cric@uclg-aspac.org.
- Only shortlisted firms will be contacted for further discussions.