

## Terms of Reference

|                       |                                                                                                                                                                                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Procurement No        | 009/UA-UCLG-ASPAC/VII/2026                                                                                                                                                                                                    |
| Title                 | Professional Conference Organizer for the Urban Climate Forum 2026:<br>Advancing Urban Transformation through Climate Action and Governance<br>( <i>Mendorong Transformasi Perkotaan melalui Aksi dan Tata Kelola Iklim</i> ) |
| Division              | Strategic Services and Programme                                                                                                                                                                                              |
| Project/<br>Programme | The Integrated Urban Climate Action for Low-Carbon & Resilient Cities<br>(Urban-Act)                                                                                                                                          |
| Budget Line           | 50651 Urban-Act Project                                                                                                                                                                                                       |
| Supervisor            | National Project Coordinator Urban-Act                                                                                                                                                                                        |
| Duty Station          | Jakarta, Indonesia                                                                                                                                                                                                            |
| Duration              | Approximately one and a half (1.5) months, output-based (August-September)                                                                                                                                                    |
| Posting Date          | 29 July 2026                                                                                                                                                                                                                  |
| Closing Date          | 5 August 2026                                                                                                                                                                                                                 |

### A. BACKGROUND / INTRODUCTION

Through programmes and initiatives such as Urban-Act, the ASEAN Governors and Mayors Forum (AGMF), the Global Covenant of Mayors for Climate and Energy (GCoM), and the Asia-Pacific Local Government Coordinating Body (APLG), UCLG ASPAC has been supporting the local climate action implementation. The climate action implementation is varied from policy strengthening, capacity building, climate finance readiness, city-to-city learning, and regional knowledge exchange. These initiatives have generated valuable experiences, knowledge products, and partnerships that can support cities in addressing emerging urban and climate challenges.

In September 2026, UCLG ASPAC and partners will organise a two-day national forum on Urban Climate Action and it is organised as a strategic platform to bring together national government institutions, local governments, development partners, city networks, academia, and regional stakeholders to discuss current priorities and future pathways for urban climate resilience development in Indonesia. As urban issues span multiple sectors—including spatial planning, transportation, housing, environment, infrastructure, and climate change, the Forum seeks to encourage stronger policy coherence and collaboration among relevant ministries and government institutions, while strengthening the connection between national priorities and local implementation.

Further, UCLG ASPAC invites proposals from experienced Professional Conference Organisers (PCO) to provide comprehensive event management services for the Urban Climate Forum 2026, anticipated to taking place from 16 to 17 September 2026 in Jakarta, Indonesia (date is subject to change).

### B. ABOUT THE EVENT

The Urban Climate Forum is organised as a strategic platform to bring together national government institutions, local governments, development partners, city networks, academia, and regional stakeholders with following objective:

1. to discuss current priorities and future pathways for urban climate resilience development in Indonesia. As urban issues span multiple sectors—including spatial planning, transportation, housing, environment, infrastructure, and climate change.
2. to encourage stronger policy coherence and collaboration among relevant ministries and government institutions, while strengthening the connection between national priorities and local implementation.

Building on the experiences and achievements of initiatives such as Urban-Act, the ASEAN Governors and Mayors Forum (AGMF), the Global Covenant of Mayors for Climate and Energy (GCoM) Southeast Asia, and the Asia-Pacific Local Government Coordinating Body (APLG), the Forum will serve as a venue

1. to launch knowledge products and policy instruments, disseminate lessons learned
2. to showcase local government innovations, and foster dialogue on climate governance, urban mobility, climate finance, and urban resilience.
3. Through plenary discussions, technical sessions, knowledge exchanges, and site visits, the Forum aims to strengthen partnerships and identify practical pathways for advancing sustainable, inclusive, and urban climate resilience development in Indonesia and across the Asia-Pacific region.

### C. 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 Urban-Act Project team to effectively implement planned activities at Urban Climate Forum 2026. The required services include, but are not limited to:

#### A. Event Management and Logistics

##### Event Management

- Handling event planning, venue arrangements, and coordination.
- Ensure all meeting rooms are arranged and ready for the event according to the agenda. The event will be held for two days (illustrative agenda is provided).
- 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 Urban-Act Project Team if any are missing.
- Ensure service maintenance and technical support staff are readily available around the meeting rooms.
- 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, Ambassadors).

- 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 on-site medical assistance, including a designated first aid station and an on-call doctor.

### Logistic Management

- Oversee 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.
- Coordinate interpretation services, including live interpreters, headsets, and receivers.
- Organise 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.
- 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).
- Implement sustainability considerations, including:
  - Eco-friendly materials for printed items (recycled or biodegradable materials).
  - Minimisation of single-use plastics (e.g., avoid plastic bottle, instead, use 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 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.
- Work with UCLG ASPAC Communications and Knowledge Management team to support social media campaigns prior, during (live coverage) and after the event, ensuring content materials are available for updates on the UCLG ASPAC 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. MCs are expected to be provided by PCO.
- 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.
- Ensure VIP protocols include accommodations for dignitaries with disabilities, such as personal assistants or accessible transport options.

## D. 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 20,000)

- 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:

- 65% upon contract signing with initial working plan for the event
- Final payment (35%) will be released only upon successful completion of the event and submission of the post-event report.

### E. 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 and Parallel sessions.
- Arranged transportation during 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 UCLG ASPAC platforms, ensuring engagement before, during (live coverage), and after the event.
- Distributed digital invitations via the UCLG ASPAC 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 (Indonesian-English and vice versa).
- Coordinated and secured professional moderators, MCs, and experts.

#### 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.

### E. ELIGIBILITY CRITERIA

The PCO must have:

- Proven experience in managing high-level international conferences with over 200 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.    |

### F. AGENDA

#### Illustrative Agenda (for Call for Proposal purpose only)

| Time                       | Agenda                                                                                                                                                                                                                                                         |                      |                      |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| Day-1<br><br>08.30 – 16.30 | Plenary Session: <ul style="list-style-type: none"><li>• Welcoming Remarks</li><li>• Keynote Speech</li><li>• Opening Speech</li><li>• Launch of knowledge products and policy instruments</li><li>• Panel Discussion 1</li><li>• Panel Discussion 2</li></ul> |                      |                      |
|                            | Lunch Break                                                                                                                                                                                                                                                    |                      |                      |
|                            | Parallel Sessions:                                                                                                                                                                                                                                             |                      |                      |
|                            | • Parallel Session 1                                                                                                                                                                                                                                           | • Parallel Session 2 | • Parallel Session 3 |
| Day 2<br><br>08.30 – 16.30 | • Parallel Session 1                                                                                                                                                                                                                                           |                      | • Parallel Session 2 |
|                            | Lunch Break                                                                                                                                                                                                                                                    |                      |                      |
|                            | • Technical Visit                                                                                                                                                                                                                                              | • Parallel Session 1 | • Parallel Session 2 |

### G. HOW TO APPLY

Interested candidates are invited to submit the proposal outlining the capacity and experience in event organizing services, including the quotation, to [procurement@uclg-aspac.org](mailto:procurement@uclg-aspac.org) with a copy to [noviandri.yotighana@uclg-aspac.org](mailto:noviandri.yotighana@uclg-aspac.org) ; [amelia.sari@uclg-aspac.org](mailto:amelia.sari@uclg-aspac.org) ; and [nyoman.yoga@uclg-aspac.org](mailto:nyoman.yoga@uclg-aspac.org).

Closing date for proposal submission: 05 August 2026 (15:00 PM, Jakarta Time or GMT +7)

Subject: PCO - 2026 Urban Climate Forum