

Terms of Reference

Logistics Coordination for 2024 Asia Regional Convening



1. Background

1.1. The 2050 Pathways Platform is a government and multi-stakeholder initiative launched at COP22 by then High-Level Climate Champion and architect of the Paris Agreement Laurence Tubiana. It was established at the request of countries who wanted a “big tent” approach to 2050 long-term climate strategies. In addition to countries, it brings together a network of bilateral and multilateral donors, international and national think tanks, and climate policy experts with an interest in long-term planning in response to the climate challenge.

1.2. The 2050 Pathways Platform, in collaboration with global partners, is organising a two-day event on Tuesday 3rd and Wednesday 4th September 2024 in Indonesia, with potential locations in Jakarta or Bali. The event is part of a project funded by the German Government’s International Climate Initiative (IKI), aimed at advancing the development of long-term low-emission development strategies (LT-LEDS) in focus countries including India, Indonesia, and Argentina.

1.3. This project focuses on generating new research tools and knowledge in the three focus countries. Beyond the three focus countries, the project also aims to use the knowledge generated in this project to share widely with other countries and ensure learnings from the project can be disseminated.

1.4. To facilitate these knowledge exchanges, project partners have received funding to deliver three regional convenings where government representatives, experts and development partners can come together to exchange experiences and lessons learned in the elaboration and implementation of long-term low-emission development strategies (LT-LEDS).

1.5. The 2024 Asia regional convening’s objectives are:

- Reflecting on recent and upcoming global developments in relation to LT-LEDS
- Providing countries and experts in the region with a space to exchange lessons learned and learn from each other
- Disseminate research outputs produced so far within the project and that are relevant to the selected region, Asia
- Identifying and showcasing regional experiences in Asia and best practice around LT-LEDS development
- Experiences will be exchanged to help other countries in the selected region with their own LT-LEDS development, whether this process has already started or not.

1.6. As part of this effort, the 2050 Pathways Platform, the lead partner for this activity, is looking to outsource the management of the event’s logistics coordination to a third-party in Indonesia.

2. Objective

2.1. The logistics coordination assignment’s main objective is to ensure the smooth planning and execution of the 2024 Asia Regional Convening taking into consideration the timeframe for the event, the budget capacity available and the effective utilisation of this budget capacity. The selected organisation will lead the operational delivery of the event in close collaboration with the 2050 Pathways Platform and other project partners.

3. Scope of Work

3.1. The selected organisation/individual will be responsible for the following tasks:

Before the event takes place

Lead the research and booking process for the event venue

- Scope out venues in Jakarta and Bali. Ideally, to visit venues where possible
- Confirm the venue's overall capacity, room arrangements and hybrid meeting arrangements
- Confirm the options for catering provided by prospective venues
- Request quotes from prospective venues
- Communicate results with the 2050 Pathways Platform to validate venue choice and proceed with invoicing
- Act as an intermediate between the selected venue management and the 2050 Pathways Platform on the lead to the event

Lead on travel booking facilitation for selected invitees

- Based on the guidelines provided by the 2050 Pathways Platform, to send email invitations (and chaser emails when no response is received) to the selected list of invitees with instructions on how to: receive travel support, to book travel via travel agency or independently, and eligibility conditions for travel support (type of travel ticket, financial allowance per ticket etc)
- Act as the point of contact for invitees for all travel booking-related enquiries
- Liaise with the 2050 Pathways Platform's contracted travel agency in case of any booking delays/issues
- Create and manage a spreadsheet which lists invitees and indicates which ones are receiving travel support + maintain updates on travel bookings in the spreadsheet, to be shared with the 2050 Pathways Platform
- Create and manage a record of invitee's boarding passes/travel booking confirmations to support the 2050 Pathways Platform's reporting activities
- Based on the guidelines provided by the 2050 Pathways Platform, to send daily allowance information and reimbursement procedure for expense claims

Lead the research and booking of hotels

- Scope out hotels in both Jakarta and Bali based on the budget available
- Contact selected hotels if needed to discuss arrangements for large group bookings
- Act as the contact point for invitees for all hotel booking-related enquiries
- Create and manage an internal spreadsheet indicating the number of nights requested by each invitee + update the sheet with progress updates on hotel booking as we go, to be shared with the 2050 Pathways Platform
- Send each invitee a confirmation of their hotel booking and keep an internal record of hotel invoices for reporting purposes by the 2050 Pathways Platform

Visa applications from invitees

NB: Considering existing visa-free requirements in Indonesia that already include many countries, we foresee the below tasks would only apply to a few countries in our invitee list.

- Send an email instructions to invitees requiring visa sponsorship on how to secure support letters for visa applications
- Create and manage a record of invitees who require support with visa application
- Generate visa letters for invitees that have requested it (a template is usually already available but fields will need to be manually adjusted for each invitee)
- Send back to invitee and follow up on visa application status to ensure they are able to attend
- Update the invitee record accordingly as the visa application progresses

Catering

- If not already provided by the venue, scope out catering providers near the venue and request quotes

On the days of the event

Operational support on the two days of the event

- To support the 2050 Pathways Platform on the day of the event with any tasks related to logistical coordination including, but not limited to:
 - Ensuring hybrid arrangements at the venue can be tested before the event starts
 - Ensuring the venue set-up is correct before the event starts
 - Co-managing the registration desk for invitees
 - Ensuring catering is delivered at the agreed times
 - Being the point of contact for any venue and catering enquiries on those days

4. Characteristics of the assignment

4.1. Duration of contract: This assignment is expected to have an approximate duration of 5 months from the contract effectiveness date.

4.2. Timeline: The assignment is expected to officially start immediately after the contract is signed and end in mid-September.

4.3. Location: Remote work in the planning stage of the event and in-person presence of at least one representative from the selected organisation during the two days of the event

5. Management arrangements and reporting

5.1. The selected organisation will be commissioned by the 2050 Pathways Platform and will report to the 2050 Pathways Platform for contractual, administrative, and operational guidance. A frequency of project management check-in meetings should be agreed upon the start of the assignment.

5.2. The 2050 Pathways Platform's role consists of guiding the selected organisation of the 2024 regional convening by providing information on:

- Budget capacity available for the booking of venue, hotels and catering
- Guidelines on eligibility for travel support and reimbursement guidelines
- Contact details of invitees and the contracted travel agency
- Decisions on the selected venue and hotel to the successful organisation.

Although the 2050 Pathways Platform will carefully consider the selected organisation's recommendations for the venue, hotel and catering, the 2050 Pathways Platform will have the final decision-making authority on these items.

5.3. The selected organisation's role requires to lead and coordinate the implementation of activities outlined in these terms of reference with guidance provided by the 2050 Pathways Platform.

6. Qualifications sought from the selected organisation

6.1. The selected organisation is expected to demonstrate:

- Extensive experience in the logistics coordination of international events, preferably events with a focus on climate policy
- Extensive experience organising events and conferences in Indonesia
- Demonstrated capacity to work with a variety of stakeholders, suppliers
- Demonstrated experience communicating with high-level political stakeholders
- The selected organisation must be based in Indonesia
- Good communication skills in English and Bahasa Indonesian (oral and written)

- The selected organisation should be able to issue invoices for their work.

Once selected, the selected organisation will sign a consultancy agreement with the European Climate Foundation (the legal entity hosting 2050 Pathways Platform). Under this type of agreement, all payments are issued against invoices.

7. Budget

7.1. Details of the budget allocation and expenditure guidelines will be provided by the 2050 Pathways Platform upon the start of the assignment.

8. Application process

8.1 Organisations can apply to this call by submitting to secretariat@2050pathways.org:

- a breakdown of anticipated costs based on the scope of work section presented in these Terms of Reference
- a short paragraph (300 words max.) highlighting the applying organisation's service offer and their suitability to deliver this assignment based on the selected criteria listed above.

The deadline for proposal is Monday 13 May, 7pm (CET).