

Terms of Reference

Event Logistics Coordination for 2025 Global Convening on Long-Term Low Emission Development Strategies (LT-LEDS)



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 Monday 9 June and Tuesday 10 June 2025 in Berlin. 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 Argentina, Brazil, India and Indonesia.

1.3. This project focuses on generating new research tools and knowledge in the four focus countries. Beyond the four 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 one global convening where up to 110 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 2025 global convening’s objectives are:

- Facilitate knowledge exchange by sharing guidance, best practices, and challenges on effectively aligning Nationally Determined Contributions with LT-LEDS.
- Disseminate research and expert insights gathered throughout the 2050 is now project, focusing on their relevance to NDC and LT-LEDS alignment.
- Create a collaborative space for countries to exchange approaches, challenges, and lessons learned in aligning LT-LEDS with NDCs and developing their long-term strategies more broadly.
- Foster international cooperation by enabling bilateral engagement among countries and promoting synergies with development partners, experts, and other stakeholders.
- Support NDC 3.0 formulation by ensuring that LT-LEDS objectives are actively integrated into the NDC 3.0 formulation process.

1.6. **The global convening is recently confirmed to take place on Monday 9 June and Tuesday 10 June 2025 in Berlin, Germany.** 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 planning and logistics coordination to a third-party.

2. Objective

2.1. The logistics coordination assignment's main objective is to ensure the smooth planning and execution of the 2025 Global 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 will be responsible for the following tasks:

Before the event takes place

Lead the research and booking process for the event venue

- Research and visit potential venues/hotels in Berlin, assessing capacity, integrated accommodation options, meeting room arrangements and capacity and hybrid meeting capabilities. Preference will be given to hotels which also have meeting space available to serve as the event's venue.
- Oversee the hotel/venue contracting process and liaise with venue managers.
- Evaluate additional services needs such as catering, audiovisual equipment, support staff, etc; propose and contract suitable suppliers.
- Present findings to the 2050 Pathways Platform for validation and invoicing.
- Manage relationships and event planning processes with contracted suppliers.
- Serve as the primary liaison between the venue management, all supplementary service suppliers, and the 2050 Pathways Platform in the lead-up to the event.

Lead on invitee outreach and travel booking facilitation for confirmed participants

- Based on the guidelines and templates provided by the 2050 Pathways Platform, to send nominated email event invitations (and chaser emails when no response is received) to the selected list of invitees.
- To send any follow-up emails related to travel bookings including instructions on how to: receive travel support, eligibility conditions for travel support (e.g. type of travel ticket, financial allowance per ticket, how/where to retrieve travel tickets, how to amend / change travel plans.
- To fully manage travel bookings on the 2050 Pathways Platform's online travel booking platform, Egencia, for all confirmed invitees (access to the booking platform will be given to the selected candidate upon the start of the assignment).
- Organising transfer services for participants from Berlin airport or train stations to the selected hotel/venue, contracting a supplier and liaising with them for the duration of the event to ensure a smooth service.
- Act as the point of contact for invitees for all incoming travel booking enquiries as well as any changes and/or cancellations to travel plans.
- Create and maintain a record of confirmed invitees, indicating which are receiving travel support or not, and maintain updates on travel bookings leading up to the event. This information will need to be shared with the 2050 Pathways Platform.
- Liaise with the 2050 Pathways Platform's travel agency, Egencia, in case of any booking delays/issues as well as any booking changes, amendments and cancellations.
- Create and manage a record of attendee's boarding passes / travel booking confirmations to support the 2050 Pathways Platform's financial reporting commitments.
- Based on the guidelines provided by the 2050 Pathways Platform, to send participants information on daily allowance and the reimbursement procedure for expense claims.

Lead the research and booking process for guest accommodation

- Research hotels in Berlin that fit within the budget available, and contact selected hotels for group booking quotations. Preference will be given to hotels which can also serve as the event venue.

- Manage the hotel/venue contracting process, negotiating favourable attrition and cancellation conditions.
- Manage the accommodation booking process for confirmed participants
- Act as the contact point for invitees for all hotel booking-related enquiries from participants
- Create and manage a rooming list indicating the number of nights requested by each participant, and update the list with progress updates on hotel booking leading up to the event. This information will need to be shared with the 2050 Pathways Platform and with the hotel/venue a few weeks prior to the event.
- Send each participant a confirmation of their room booking and keep an internal record of the hotel's group booking invoice for reporting purposes by the 2050 Pathways Platform.

Overseeing visa applications from invitees

- Send email instructions to invitees requiring visa sponsorship on how to secure support letters for visa applications and liaise with the contracted hotel who will provide the letters
- Create and manage a record of invitees who require support with visa applications
- 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)
- Follow up with invitees on visa application status to ensure they can attend the event
- Update the invitee record accordingly as the visa application progresses

Managing additional event services

- Research and contract translation services as well as other complementary services for the event, if a need is identified

Event Build-up

- Plan and oversee the event build up on the days leading up to the event.
- Coordinate contracted suppliers and venue management to ensure a smooth and timely preparation of the venue and build-up of the event – meeting room set-ups, deliveries of materials, technical build up and tests.

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
- Support the 2050 Pathways Platform in running the event by overseeing and managing the different event elements – venue, F&B, audiovisual services, registration, accommodation, transport, etc., ensuring the event runs smoothly and on time.
- Serve as the main point of contact for all suppliers and event services, liaising with them and coordinating the services on-site.
- Coordinate with the hotel on participant accommodation – check-ins and –outs, rooming list management, etc.

After the event is held

Event closure

- Based on the guidelines provided by the 2050 Pathways Platform, to help secure expense claims from relevant attendees.
- To forward to the 2050 Pathways Platform a record of invitee's boarding passes/travel booking confirmations as part of the 2050 Pathways Platform's financial reporting activities
- Review and check final invoices and close any subcontractor agreements and ensure all services and payments are completed.

4. Characteristics of the assignment

4.1. Duration of contract: This assignment is expected to have an approximate duration of 3 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 late June/early July upon closure of all event processes.

4.3. Location: Remote work in the planning stage of the event and in-person presence in Berlin of at least two representatives 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 selected organisation will ideally contract event services—venue, participant accommodations, and catering—on behalf of the 2050 Pathways Platform, with costs reimbursed upon invoicing. If this is not feasible, alternative arrangements may be discussed.

5.2. The 2050 Pathways Platform's role consists of guiding the selected organisation 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 2050 Pathways Platform's travel agency
- Final decision on the selected venue/hotel.

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. Specific experience in Germany is a plus.
- Demonstrated capacity to work with a variety of stakeholders and suppliers
- Demonstrated experience communicating with high-level political stakeholders
- The selected organisation must be based in Germany
- Good communication skills in English and German (oral and written)

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

6.2. 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. Full 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 the following supporting documentation 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 14 April, 8pm CET.**