



INVITATION TO BID

Event Management for NETD

(PROJECT-BASED)

TERMS OF REFERENCE

The Institute for Climate and Sustainable Cities (ICSC) is accepting bid proposals from event organizing and management companies to provide event production and brand activation for the **National Energy Transition Dialogue (NETD)** in **November 2023**. We invite your firm to submit a proposal by **Sept 07, 2023** for our consideration. Please send the following documents, or inquiries to mel@icsc.ngo with the subject line “NETD-Event Management Bid”.

- Letter of Intent (addressed to ICSC’s Executive Director)
- Company profile, portfolio and list of past clients
- Business registration documents
- Project proposal with quotation

Below is the description of our organization, the services needed, and other pertinent information:

ORGANIZATIONAL BACKGROUND

The Institute for Climate and Sustainable Cities (ICSC) is a climate policy group based in the Philippines, working locally, nationally, and internationally to promote resilient, low-carbon development.

PROJECT BACKGROUND

The Philippines faces pressing challenges in meeting its growing energy demands while mitigating the impacts of climate change. [In 2021](#), the country imported 87 percent of its coal and 98 percent of its crude oil to meet its energy demands. Energy and climate experts have previously stressed the unreliability of coal for power and the rising economic and social costs of burning fossil fuels like coal, oil, and gas. The country’s overreliance on baseload power generation for its energy usage poses certain challenges and risks, such as environmental concerns, resource depletion, and vulnerability to supply disruptions. In the past few months, the [Luzon grid](#) has been placed in a series of yellow grid alerts following recurring unplanned

outages of coal-fired power plants. Likewise, [Electricity prices in the Philippines are among the highest in Southeast Asia](#) at roughly P11 per kilowatt hour.

Recognizing these challenges, the country plans to diversify its energy sources and reduce its dependence on fossil fuels. Thus, it has implemented the National Renewable Energy Program (NREP) 2020-2040, which sets a target of achieving a 35 percent share of renewable energy in the generation mix by 2030, with a further increase to 50 percent by 2040. To realize its target, [the Philippines must install almost 53 gigawatts \(GW\)](#) of new and additional RE capacity by 2040, nearly seven times the current level of 8 GW.

Achieving the targets outlined in NREP demands significant investments in RE projects, infrastructure development, policy support, and overcoming technical, regulatory, and financial barriers to accelerate energy transition.

The **NETD 2023** serves as a platform for energy and non-energy stakeholders to convene and exchange insights and best practices on how to take action using data-driven energy solutions in the pursuit of an inclusive and sustainable Philippines. These solutions can foster the advancement of greener and sustainable energy development, enhance energy security, promote good governance, and encourage participation from the private sector, civil society organizations, academia, as well as research institutions. Ensuring access to energy that is affordable, reliable, and secure is of utmost importance for all Filipinos so that no one is left behind.

NETD 2023 will be guided by the theme **“Towards an Inclusive and Sustainable Energy Future: Navigating Policies and Shaping Developments in the Philippines.”**

PROJECT OBJECTIVES

NETD 2023 aims to bring together energy and non-energy stakeholders to collaboratively strategize and implement inclusive and sustainable energy solutions for the Philippines. The dialogue will focus on the important goal of achieving a transition to clean, affordable, reliable, and secure energy systems. Ultimately, NETD 2023 aspires to:

1. Identify and analyze existing and anticipated challenges and opportunities in energy transition
2. Explore and strengthen governance approaches, regulations and policies, and energy action plans aimed at transitioning to renewables

3. Increase private sector involvement and initiative in accelerating electricity access and RE development by fostering innovative business models, facilitating the transfer of business practices and cutting-edge technologies, and expanding financing opportunities and investments in RE projects
4. Improve research development and public campaign efforts to promote the creation and dissemination of science-based and data-driven methodologies that contribute to climate mitigation and adaptation, energy efficiency, and socioeconomic development.
5. Determine from key stakeholders what are the key aspects that should be discussed and assessed when defining long-term visions concerning energy transition
6. Strengthen partnerships between energy and non-energy stakeholders to ensure challenges are effectively addressed in a sustainable and resilient manner

PARTICIPANTS

Approximately 150-200 participants are expected from each of the three legs. These participants will come from national and local government agencies, energy experts and professionals, distribution utilities and electric cooperatives, chambers of commerce and local businesses, financing institutions, multilateral banks and aid agencies, civil society organizations, academia, and research institutions, as well as the media.

SCOPE OF WORK

- A. Develop a project implementation plan before, during, and after the NETD to be held on the following dates:
 - November 7-9, 2023 (Cebu City)
 - November 14-16, 2023 (Davao City)
 - November 27-29, 2023 (Luzon/ TBD)
- B. Develop the program and logistics support for NETD
- C. Manage the roadshow event, including the preparation, promotion, program flow, hosting, venue (including food and refreshments), organizers, guest and participant coordination (scheduling, accommodation, logistics), media coverage, photo, video, and documentation.
- D. Create the branding of the event and improve the concept of NETD through ideation and refining of key messages
- E. Produce event collaterals, such as merchandise and posters, to further enhance the NETD experience of guests and participants
- F. Ensure attendance of target participants from various stakeholder groups
- G. Ensure efficient execution and management of the exhibits showcased during the event
- H. Ensure at least media coverage of the event by three major newspapers and two TV channels

DELIVERABLES

The following deliverables are expected from the selected candidate:

- A. Comprehensive implementation plan for NETD
- B. Successful event launch and coordination
- C. Event documentation
- D. The post-event assessment report, database of participants
- E. Accounting/financial report

QUALIFICATIONS AND EXPERTISE

The candidate should possess the following qualifications and expertise:

- A. Has a proven track record in planning and executing successful events of various scales and types
- B. Has expertise in crafting event branding and key messages that resonate with the expected participants to convey the intended objectives and messaging of the event
- C. Has proficiency in developing comprehensive event strategies aligned with the event's objectives
- D. Has the ability to conceptualize innovative event themes, layouts, and experiences that captivate attendees and align with the event's objectives
- E. Has the knowledge of effective event marketing strategies, including digital and traditional channels, to drive attendance and engagement
- F. Has the skill in coordinating all logistical aspects of the event, including venue selection, transportation, accommodations, catering, and technical setup
- G. Has a well-established network of reliable vendors, suppliers, and partners to source services and materials necessary for the event's success
- H. Has the capacity to conduct thorough post-event evaluations, collect feedback, analyze data, and derive actionable insights to continuously improve future events

CONFIDENTIALITY

Any data or information shared for the purpose of this document should be treated with the utmost confidentiality and used solely for its intended purpose.