



## CALL FOR PROPOSALS

# Event Organizer

### 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, as well as 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 pose certain challenges and risks such as environmental concerns, resource depletion, and vulnerability to supply disruptions.

Recognizing these challenges, the country plans to diversify its energy sources and reduce its dependence on fossil fuels. Through the Philippine Energy Plan (PEP) 2023-2050, the Philippine government sets a target of achieving a 35 percent share of renewable energy in its power 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 PEP 2023-2050 demands significant investments in RE projects, infrastructure development, policy support and overcoming technical, regulatory, and financial barriers to accelerate energy transition.

### Project Overview

The **Philippine Energy Transition Dialogue 2025 (PH-ETD)**, which will be hosted by the Institute for Climate and Sustainable Cities (ICSC) as part of the Clean, Affordable, and Secure Energy (CASE) for Southeast Asia project, serves as a platform for energy and non-energy stakeholders to convene and exchange insights and best practices on how to take actions 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, enhancing energy security, promoting good governance, and encouraging 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.

The PH-ETD will be guided by the theme “**Towards an Inclusive and Sustainable Energy Future: Navigating Policies and Shaping Developments in the Philippines.**” It aims to bring together energy stakeholders and practitioners 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.

Approximately 150-200 participants are expected to attend the PH-ETD, who will come from national and local government agencies, energy experts and professionals, distribution utilities and electric cooperatives, RE developers, 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.

In line with this, ICSC will be hiring an **Event Organizer** who will help us in the implementation of PH-ETD, which is scheduled on **July 2025**.

## **Deliverables**

The event organizer must be able to provide the following deliverables:

1. A comprehensive implementation plan for PH-ETD;
2. Event-specific coordination between organizers, vendors/suppliers, and participants, covering invitations, promotional initiatives, event preparations, event proper, and feedback;
3. Event documentation in written, photo, and video format;
4. Post-event assessment report, including database of participants, event and session summaries, and event evaluation; and
5. Accounting/financial report documenting utilization of funds for the whole event.

## **Scope of Work**

In detail, the event organizer should be able to:

1. Develop a project implementation plan covering pre-, during-, and post-event tasks and deliverables;
2. Develop the program and logistics support plan for PH-ETD;
3. 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;
4. Create the branding of the event and improve the concept of PH-ETD through ideation and refining of key messages;

5. Produce event collaterals, such as merchandise and posters, to further enhance the PH-ETD experience of guests and participants;
6. Ensure attendance of expected participants from various stakeholder groups;
7. Ensure efficient execution and management of the exhibits showcased during the event; and
8. Coordinate media coverage of the event, by at least three major newspapers and two TV channels.

## Qualifications

Applicants for event organizer should possess the following qualifications:

1. Has a proven track record in planning and executing successful events of various scales and types for at least five (5) years;
2. Has an expertise in crafting event branding and key messages that resonate with the expected participants to convey the intended objectives and messaging of the event;
3. Has proficiency in developing comprehensive event strategies aligned with the event's objectives;
4. Has the ability to conceptualize innovative event themes, layouts, and experiences that captivate attendees and align with the event's objectives;
5. Has the knowledge of effective event marketing strategies, including digital and traditional channels, to drive attendance and engagement;
6. Has the skill in coordinating all logistical aspects of the event, including venue selection, transportation, accommodations, catering, and technical setup;
7. Has a well-established network of reliable vendors, suppliers, and partners to source services and materials necessary for the event's success; and
8. Has the capacity in conducting thorough post-event evaluations, collecting feedback, analyzing data, and deriving actionable insights to continuously improve future events.

## Project duration

The project duration is **three (3) months and fifteen (15) days**, from May 5 to August 20, 2025.

## Inclusion

The event organizer should provide a detailed financial proposal, all-inclusive of the production price for the required deliverables, incidental expenses, and other factors related to the project. The developer must provide the gross and net costs in the financial proposal.

**The financial proposal should be outlined in tranches based on the following service provisions:**

1. Initial costs of project development (downpayment) - 25% of total costs;
2. Submission of logistics support plan and production plan for event collaterals - 15% of total costs;
3. Conduct of PH-ETD event proper on July 29-31, 2025 - 35% of total costs; and
4. Project conclusion, triggered by submission of post-event assessment and financial reports - 25% of total costs.

## **Application requirements**

To apply for this project, the developer must submit the following requirements to [jobs@icsc.ngo](mailto:jobs@icsc.ngo) (cc [communications@icsc.ngo](mailto:communications@icsc.ngo)). Deadline of submissions is extended until **April 30, 2025**.

- Detailed project plan and proposal based on the terms indicated;
- Formal quotation/financial proposal subject to ICSC's approval;
- Identification documents and curriculum vitae of project point persons;
- Letter of intent addressed to **ICSC's Director for Energy Policy, Romil Hernandez**;
- Certified copies of valid business registration documents (BIR, DTI, etc.); and
- Portfolio/sample works related to the project.