

REQUEST FOR TENDER

Tender:	Thailand and Australia co-hosted roundtable on ASEAN Power Grid
Required:	Event management through strategic planning, coordination and communication support for Partnerships for Infrastructure
Duration:	August 2024; Event Day: August 2024
Location:	Bangkok, Thailand
Reports to:	Activity Lead
Closing Date:	3 July 2024

Background

Partnerships for Infrastructure (P4I)

Partnerships for Infrastructure (P4I) is an Australian Government initiative partnering with Southeast Asia to drive sustainable, inclusive, and resilient growth through quality infrastructure. P4I partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN).

P4I works with partners to strengthen infrastructure decision-making and practice across the transport, energy, utilities and telecommunications sectors. P4I's focus is on the early stages of the infrastructure lifecycle, including planning and prioritisation, financing strategy, and procurement.

The four main services offered by P4I are linkages with Australian government agencies and other institutions, technical and policy advice, infrastructure project advice and knowledge-sharing and learning.

As the foundation of quality infrastructure, P4I also integrates gender equality, disability, and social inclusion, and disaster risk reduction and climate change considerations into all activities. Delivered through a single team, P4I is led by the [Australian Department of Foreign Affairs and Trade](#) (DFAT) in collaboration with [Ernst & Young](#), [Adam Smith International](#), [The Asia Foundation](#) and [Ninti One](#).

P4I has a head office in Bangkok, with other staff located around the region. More information about P4I is available at www.partnershipsforinfrastructure.org.

Cross-border electricity trade and the ASEAN Power Grid

Energy demand in Southeast Asia will more than double by 2040 and the sector continues to be dominated by fossil fuels due to growing population, urbanisation, income levels and industrialisation. Southeast Asia is one of the world's most vulnerable regions to climate and disaster risk and is already seeing the number and intensity of extreme weather events increase dramatically with severe economic and social impacts. Climate mitigation efforts including through cross-border energy infrastructure and trading, are vital for ASEAN.

Given this, the ASEAN Power Grid (APG) is a key priority of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016 – 2025, supports efforts to enhance energy connectivity and market integration, complementing ASEAN Strategy for Carbon Neutrality.

By enhancing the region's ability to integrate different sources of renewable energy with complementary supply profiles, the APG can be a key initiative to support the decarbonisation of power systems and achievement of climate commitments across ASEAN.

ASEAN Power Grid Roundtable

To support the region's cross-border electricity trading and APG initiatives, Thailand and Australia intend to co-host a one-day **ASEAN Roundtable on integrating renewable energy and digital technologies into the APG**. The Roundtable would be held in Bangkok in around August 2024 for around 75 participants across ASEAN member states.



Scope of Work

Objectives

P4I is seeking an experienced and qualified consultant (individual or partner organisation) in energy sector across Southeast Asia region. The consultant will support P4I activity lead to work with the Australian Government, through DFAT and P4I, and the Government of Thailand, through the Ministry of Energy of Thailand (MOEN), with the strategic planning, organisation and delivery of the Roundtable that can give effect to the following objectives.

Thailand and Australia are seeking to use the Roundtable to:

- support ASEAN's efforts to increase understanding and capacity of the enablers and opportunities of cross-border electricity trading within the region towards the APG;
- demonstrate our regional leadership on climate and energy transition by contributing to efforts to advance a key APAEC initiative, including by maximising public diplomacy and strategic communications opportunities;
- help understand potential implications and opportunities for both Thailand and Australia of increased cross-border electricity trading and the APG, which may relate to economic, geostrategic, climate and disaster resilience, and gender and social inclusion;
- identify potential further opportunities for Thailand and Australia to cooperate bilaterally on renewable energy, low-emissions technologies and climate change under our Strategic Partnership, including to expand economic cooperation in line with Australia's Southeast Asia Economic Strategy to 2040.

The Roundtable will be held over one day with a dinner event in the evening. P4I welcomes the consultant's input and support to the P4I activity lead on a balance of innovative components (e.g. technology showcases, interactive sessions, networking) to complement more traditional sessions (e.g. presentations, keynote speeches).

Budget

The consultant will work within the agreed budget to support and coordinate with the P4I activity lead in delivering the services outlined below.

Responsibilities of the consultant

No.	Component	Indicative requirements
1.	Strategic planning	<p>Assist P4I activity lead in planning and designing of the Roundtable, which includes, but not limited to:</p> <ul style="list-style-type: none"> a) Participation in relevant planning and coordination meetings with P4I (including consulting with P4I personnel related to: disaster risk reduction and climate change; gender equality, disability and social inclusion; and communications and knowledge), DFAT, MOEN and other ASEAN counterparts b) Develop key outcomes, topics and agenda for the roundtable to help achieve desired intended objectives. c) Identify and finalise speakers and presenters, including providing appropriate briefings and preparing biographies. d) Assist speakers in finalising presentation content. e) Identify possible outcomes from the Roundtable that can support Australia engagement in Thailand and ASEAN.
2.	Organisation	<p>Coordinate with P4I activity lead in organising of activities in the lead-up to the APG Roundtable which includes, but not limited to:</p> <ul style="list-style-type: none"> a) Coordinate overall strategic planning and event logistic management, including tracking key tasks and milestones, identifying risks to P4I and DFAT, and providing relevant progress updates. b) For continuous coordination share and update event preparation documentation, lists and information to relevant event planning committee (e.g. P4I, MOEN) c) Manage registration and participant lists d) In collaboration with DFAT and MOEN, distribute invitations to the participants and record RSPVs.



No.	Component	Indicative requirements
		e) Arrange venue hire, IT / audio infrastructure, translation and other logistics requirements f) Develop and finalise all physical materials to be circulated during the Roundtable, including factsheets and handouts g) Prepare and distribute post – event survey/feedback form to the participants. h) Lead necessary rehearsals and dry runs before the roundtable to test and adjust according to the strategic planning and designing of the roundtable.
3.	Delivery and Reporting	Support and assist P4I activity lead in delivering of the Roundtable event on the day and post-event reporting which includes, but not limited to: a) Support DFAT, P4I and MOEN teams in overseeing overall event execution b) Address any unforeseen issues or last-minute changes in coordination. c) Be the point of contact for specific event related inquiries as designated by the Forum Program Lead d) Distribute public outreach through social media, media release etc. on the achievements and outcomes of the roundtable e) Compile participants' comments and/or feedback from the Roundtable f) Prepare a report on the event's achievements with way forward for P4I in energy space across the region i) Prepare a run sheet for the event team to manage event timings and logistics on the day j) For participants, provide a final agenda or program on the day of the event k) Assign note takers to collect discussion points.

Applications Instructions

When applying for this consultancy, the consultant with energy sector knowledge and experience should respond to this request for tender (RFT) with a four-part proposal, please provide the following information:

Part 1 will be a written statement of no more than four pages, addressing the following selection criteria:

- Demonstrated experience, capabilities and qualifications relevant to the RFT, including:
 - Deep understanding of key issues in Thailand and ASEAN's energy sector;
 - Strong existing network of relationships in Thailand, ASEAN and Australia relevant to the Roundtable;
 - Understanding of how Australian experience and expertise can contribute to, and be showcased at, the Roundtable to maximise opportunities for Australia;
- The supplier's indicative agenda for a one-day Roundtable in Bangkok, demonstrating how it gives effect to the proposed objectives outlined above. *Note: while the Roundtable agenda will be agreed with the Government of Thailand, P4I requests a proposed agenda to help assess the supplier's understanding of the objectives.*

Part 2 will provide organisation name or individual details, with CV of relevant works (2-pages maximum). For organisations, please include organisation name, the names of specialists being nominated with CVs.

Part 3 will be a portfolio, or examples related to the scope of work.

Part 4 will be a detailed budget (in AUD), comprising fee rates for all key staff members, the number of days allocated to specific tasks, and any anticipated reimbursable expenses.



Submission

Please submit applications and queries about the tender via email to the P4I Procurement Manager at tenders@partnershipsforinfrastructure.org.

Applications must be submitted by **11:59pm (Bangkok time) on 3 July 2024**.

Due to the high volume of applications for P4I positions, only short-listed companies will be contacted.

This tender will be managed through Adam Smith International (ASI). Suppliers located in P4I's partner countries are strongly encouraged to apply. We also seek suppliers who can work remotely from Australia and other countries, particularly those identifying as Aboriginal and Torres Strait Islanders. P4I is committed to promoting and empowering local and marginalised groups within the region and strongly encourages suppliers identifying as such to apply. Suppliers with strong governance initiatives to engage such groups should also apply.