REGIONAL TRADE FOR DEVELOPMENT

REQUEST FOR PROPOSAL/TERMS OF REFERENCE FOR

Event Organisation and Management for on-Site Regional Workshop and Business Matching on Strengthening MSME Capacity for Food Supply Chain Integration in Indonesia

(West Java, April and May/June 2026)

I.   Summary

Title	Event Organisation and Management for on-Site Regional Workshop and Business Matching on Strengthening MSME Capacity for Food Supply Chain Integration in Indonesia
Start Date	March/April 2026
Completion Date	March/April 2026
Reports to:	**RT4D Manager:** Ahmad Tirmiko Indra, Regional Manager
Interacts With:	a. **RT4D Facility:** Program Performance and Quality Lead, Monitoring Evaluation and Learning (MEL) Manager, Program Officer b. **Project Proponent: Deputy Minister for Micro Enterprises, Ministry of Micro, Small, and Medium Enterprises (MoMSMEs)**
Requires Approval from:	**RT4D Facility:** RT4D Facility via Regional Manager **Project Proponent:** Deputy Minister for Micro Enterprises, Ministry of Micro, Small, and Medium Enterprises (MoMSMEs)
Timetable for Issuing Request for Proposal	**Request for Proposal: 11/02/2026** **Closing Date for Queries: 20/02/2026** **Closing Date for Proposal:07/03/2026**
Submission Instructions	The provider should submit Technical and Financial submissions in alignment with templates provided in Annex A and Annex B. Submissions should be sent to RISP@regionaltrade4dev.org **by Saturday, 7 March 2026.**

Scope of Work Summary:

The project *"Strengthening MSME Capacity for Food Supply Chain Integration in Indonesia"* is an RCEP[1] Implementation Support Program (RISP) Project in close collaboration with the RT4D Facility and the Ministry of MSMEs Indonesia as project proponent, supporting Indonesia's national priority to improve children's nutrition and reduce stunting, while also enhancing the local economy by strengthening the role of Micro, Small, and Medium Enterprises (MSMEs) in the food supply chain, particularly through the *Makan Bergizi Gratis* (Free Nutritious Meals – MBG) program of the National Nutrition Agency (BGN)[2].

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[1] Regional Comprehensive Economic Partnership

[2] BGN: Badan Gizi Nasional/ National Nutrition Agency, is the agency responsible for organizing the provision of national nutrition and responsible for "Makan Bergizi Gratis (MBG) – Free Nutritious Meals" program, https://www.bgn.go.id

The project focuses on strengthening both upstream and downstream segments of the supply chain. At the upstream level, it engages agricultural and food producers and suppliers, while at the downstream level, Nutritional Fulfilment Service Units (SPPG) deliver MBG and Waste Management Organizations convert waste into high-value products. Across these streams, MSMEs benefit from improved access to markets and trade, finance, business formalization, certification, enterprise development, product processing, and opportunities for partnerships, business matching, or supply chain collaboration. These activities will be tailored to the specific needs of each MSMEs. The project also prioritizes women-owned enterprises, persons with disabilities (PWDs), and other marginalized groups, guided by the principles of gender equality, disability, and social inclusion (GEDSI)[3].

The workshop will serve as a platform to present findings and discuss challenges, opportunities and best practices to equip MSMEs across upstream, downstream, and cross-cutting areas with practical knowledge, skills, and exposure to strengthen business performance and readiness for integration into the MBG supply chain.

Through this ToR, the RT4D Facility is seeking an Event Organiser based in Jakarta, or preferably West Java, Indonesia to support practical event organisation and logistics arrangements for the delivery of on-site regional workshop.

II.   Objectives and Beneficiaries

The RT4D Facility is looking to contract an Event Organiser (EO) to head the logistical planning and delivery of a 2-day on-Site Regional Workshop, and a 1-day Business Matching event on Strengthening MSME Capacity for Food Supply Chain Integration in Indonesia. The workshop will be held in week 2 or 3 of April 2026 (TBC) in Jatinangor, Sumedang, Indonesia, while the Business Matching event will be held in May/June in Jakarta/Bandung (TBC)[4]. Most participants will join in-person. However, the EO will also need to accommodate virtual participation for those unable to join physically.

The overall objective of the activity is the successful planning and delivery of both events. Technical and subject matters (including workshop agenda, content and structure) will be the main responsibility of the RT4D Facility, relevant technical experts, or workshop facilitator. The technical consultant, namely Kalimajari Foundation, will facilitate the workshop.

The specific objective pertaining to the EO is the successful management and delivery of all logistics, event management and organisational matters in the run-up, during and post-event.

The primary beneficiaries of these activities include the:

-    Selected MSMEs
-    Members of the Ministry of Micro Enterprises, Ministry of Micro, Small, and Medium Enterprises (MoMSMEs)

III.   Scope of Services & Outputs

The selected Event Organiser (EO) will manage event and logistical arrangements for a 2-day in-person workshop in Jatinangor, Sumedang, and a 1-day in-person Business Matching event (date and location to be confirmed) in line with the scope of services and outputs outlined below.

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[3] GEDSI (Gender Equality, Disability, and Social Inclusion): An inclusive development principle that ensures women, persons with disabilities, and vulnerable groups have equal access to economic, social, and developmental opportunities.

[4] Exact date of both events will be confirmed and communicated to the selected EO at later stage.

A. Overview of the Workshop

A summarised version of the preliminary agenda of day 1 and 2 of both workshop is provided below, please note that this is still tentative and will be re-formulated especially on the content, and timing allocation. More details and the latest version will be provided by the technical consultant team (Kalimajari Foundation) as a separate document at later stage.

Time	Program Item	Speaker / Resource
Day 1 – Venue TBD[5] 9.00 am – 16.30 pm		
08:30 am	Registration[6]	RT4D / Event Organiser (EO)
09.00 am	Welcoming address	Technical Consultant team / Workshop Facilitator
	Opening remarks	MoMSME
	Group Photo	RT4D / Event Organiser
09:30 am	**Session 1 – Training session**	Technical Consultant team / Workshop Facilitator
10:30 am	Q&A	Technical Consultant team / Workshop Facilitator
10.45 am	Coffee Break	Event Organiser (EO)
11.00 am	**Session 2 – Training session cont.**	Technical Consultant team / Workshop Facilitator
11.45 am	Q&A	Technical Consultant team / Workshop Facilitator
12:00 am	Lunch break	Event Organiser (EO)
13:30 pm	**Session 3 – Training session cont.**	Technical Consultant team / Workshop Facilitator
14.30 pm	Q&A	Technical Consultant team / Workshop Facilitator
14:45 pm	Coffee break	Event Organiser (EO)
15:00 pm	**Session 4 – Training session cont.**	
16:00 pm	Q&A, wrap-up and closing of Day 1	Technical Consultant team / Workshop Facilitator
16.30 pm	End of Day 1	
Day 2 – Venue TBD		

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[5] This is tentative agenda of 2-day in-person workshop, whereas agenda for 1-day in-person Business matching session will be similar to Day 1 of the workshop, RT4D will provide more information on the agenda of business matching event once available at later stage.

[6] Only pre-registered participants can join the workshop. RT4D will provide online registration platform for the workshop.

09.00 AM – 16.30 PM		
Time	**Program Item**	**Speaker/Resource**
09.00 am	**Session 1 - Site Visit to selected SPPG** Coffee break, and Lunch break will be delivered at the SPPG Location (TBC)	RT4D / Event Organiser (EO)
12.00 pm	Lunch Break	Event Organiser (EO)
13:00 pm	Return to workshop venue (Hotel)	Technical Consultant team / Workshop Facilitator
14.30 pm	**Session 2 – Mentoring session**	Technical Consultant team / Workshop Facilitator
15.30 pm	Q&A	Technical Consultant team / Workshop Facilitator
15:45 pm	**Session 2 – Mentoring session cont.**	Technical Consultant team / Workshop Facilitator
16.30 pm	Q&A	Technical Consultant team / Workshop Facilitator
16.45 pm	Session Conclusion and Closing Remarks	MoMSME
17.00 pm	End of Day 2	

B. Scope of Work and Outputs

The selected EO will support the planning and delivery of the 2-day workshop, and 1-day business matching event by providing the services outlined in the table below.

Component	Description of Services
1. Manage Pre-Workshop Venue and Travel Arrangements	
1.1 Coordination with Hotel Venue	RT4D will lead on identifying and booking a hotel venue suitable for the delivery of the two-day workshop, the selected EO will help in coordinating with the selected Hotel. This will include supporting RT4D in line with the following requirements: • Ensure hotel package includes accommodations for RT4D funded participants. The hotel package may also include preferential rates that participants not funded by RT4D can use. • Ensure hotel package includes breakfast and option for dinner package/dinner vouchers for RT4D funded participants. • Ensure meeting package includes room equipped with everything needed to facilitate the workshop. This includes ensuring that the facility is accessible to people with disabilities (i.e., installing ramps if necessary) and that the right equipment is in place for online speakers. • Ensure meeting package includes 2 coffee breaks and 1 lunch for the two days of the workshop. • Ensure package includes option for full board (includes breakfast, lunch, and dinner).

	The total cost of the hotel/venue will be settled directly by the RT4D Facility. The Event Organiser will be required to coordinate closely with the selected hotel/venue, especially on the rooming list (checking-in, and checking-out of all funded participants).
1.2 Travel Arrangements for Participants[7]	• Arrange travel tickets (land transport/trains/buses), or airfare only if required. This is to be confirmed with RT4D at later stage. • Make sure that RT4D funded participants get the most direct, and most cost-effective return flights/ trains/busses etc. • Where required, arrange travel reimbursement to RT4D funded participants, noting final delegate list may only be available a few days before the workshop. The EO will consult RT4D to provide ceiling amount of return transport i.e. trains/busses/shuttle travel reimbursement to funded participants. • Make sure to liaise with the hotel on the airport pick up arriving and departing the hotel. If the hotel does not provide such service, ensure service provider is engaged for airport transport at arrival and departure.
1.3 Preparation of the Meeting Venue.	• Coordinate closely with the RT4D team in allocating, managing and coordinating seating arrangements. • Ensure all meeting equipment is properly installed at the venue including: (i) sound system adequate for participants and online speakers (including microphones for speakers and participants) (ii) screens/TVs to show presentation (including large main screen and if needed mid-size screens/TVs in the middle/corner).
1.4 Preparation of Workshop Materials	• To coordinate printing of lanyards and a physical banner for the workshop. RT4D will provide the designs for the lanyard, virtual banner and physical banner in line with RT4D branding guidelines. • Compiling soft copy workshop materials (content provided by Kalimajari Foundation) and provide printed versions of materials for event as agreed.
2. Provide Event Management Support During the Workshop	
2.1 Participant Assistance	• Provide staff support that ensures RT4D funded participants have access to benefits included within the hotel package (i.e., airport transfers, breakfast, dinners).
2.2 Room Preparation	• Provide necessary resources and tools for each table (i.e., pen, paper, pencil, etc.). • Provide necessary sanitary measures (i.e., hand sanitizer, etc.). • Organise tea, coffee and snacks. • Clear guidance on emergency exits and toilets.
2.3 Online Meeting Platform Preparation	• Ensure the necessary resources and tools are available for online speakers (i.e., joining instructions, etc.).
2.4 Registrations	• Registered name of participants will be shared by RT4D at least three days before day 1 of the event. • Support registration at the physical workshop venue by making sure participants put signatures in the attendance sheet for each day. Lanyard to be circulated during the 1st day at the registration desk. • Support online registration by making sure participants identify themselves and register their attendance.

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[7] The Event organiser will only arrange for travel (return transport ticket, includes busses, shuttle travel, trains, and flights, if required) of RT4D funded participants, and experts. Self-funded participants and local participants will arrange travel on their own. The event organiser shall liaise with the selected hotel on transport pick-up of all participants arriving and departing the hotel (the workshop venue).

2.5 Troubleshooting and delegate support	• Support participants and delegates with any logistics questions and issues that may arise during the event, including resolving any problems and difficulties.
2.6 On-site visit	• If applicable, provide support as discussed and agreed on the onsite visit to the selected SPPG such as transportation, and refreshment's delivery from the hotel to the location.
3. Post Workshop Support	
3.1 Coordination with hotel	• Ensure and verify accommodation charges of RT4D funded participants are correctly reflected in the hotel bill. • Ensure and verify number of meeting packages are correctly reflected in the hotel bill of each day. • Liaise with the hotel on airport transfer for all participants. • Prepare event logistic report

C. Activities and Tasks for Event Management Company

The Selected EO will be expected to deliver the outlined services in line with the table below for 2-day in-person workshop event.

Component	Activities	Approval	Timeline[8]
Inception Matters	• Meeting the RT4D Facility, and Kalimajari Foundation if required to clarify questions for EO requirements. • Agree on an Event Support Plan outlining support to be provided and timelines for delivery.	RT4D	Week of 9 March 2026
Pre-Workshop Arrangements	• Selection and confirmation of hotel and meeting venue.[9]	RT4D, EO	TBC by RT4D
	• Travel arrangements for RT4D supported participants. Start as soon as receiving registered list from RT4D.	EO with support from RT4D	Start from early/mid-March 2026
	• Preparation of Workshop Materials (compiling soft copy materials, and provide printed materials, if needed)	EO with support from Kalimajari /RT4D	Mid-March 2026
	• Preparation of Meeting Venue	EO with support from RT4D	One week before the workshop date
Support During Workshop	• Provide assistance to RT4D funded participants. • Preparation and management of physical meeting venue. • Preparation and management of online platform for online participants (if applicable). • Manage offline and online registrations. • Troubleshoot and resolve any event management and logistics issues that may arise during the workshop.	EO with support from RT4D	2nd – 4th week of March 2026

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[8] Indicative; to be finalised and included in the Event Support Plan.

[9] Selected EO will be expected to liaise with the hotel and relevant hotel cost will be settled by RT4D through the EO.

Component	Activities	Approval	Timeline[8]
Post-Workshop Support	• Coordination with hotel for settlement of hotel bills and airport transfers. • Coordination with hotel for settlement of meeting bills. • Coordination with RT4D on per diem disbursement for all funded participants. RT4D will provide reimbursement to the EO for per diem disbursement to each eligible funded participant. And RT4D will provide the exact number/calculation for each eligible funded participant. • Prepare event logistic report	EO	April 2026

And to deliver the outlined services in line with the table below for <u>1-day in-person Business Matching event</u>.

Component	Activities	Approval	Timeline[10]
Inception Matters	• Meeting the RT4D Facility, and Kalimajari Foundation if required to clarify questions for EO requirements. • Agree on an Event Support Plan outlining support to be provided and timelines for delivery.	RT4D	3rd, or 4th Week of April 2026
Pre-Event Arrangements	• Selection and confirmation of hotel and meeting venue.[11]	RT4D, EO	TBC by RT4D
	• Travel arrangements for RT4D supported participants. Start as soon as receiving registered list from RT4D.	EO with support from RT4D	Start from mid-April 2026
	• Preparation of relevant Materials (compiling soft copy materials, and provide printed materials, if needed)	EO with support from Kalimajari /RT4D	Early-April 2026
	• Preparation of Meeting Venue	EO with support from RT4D	One, or two weeks before the event date
Support During Business Matching Event	• Provide assistance to RT4D funded participants. • Preparation and management of physical meeting venue. • Preparation and management of online platform for online participants (if applicable). • Manage offline and online registrations. • Troubleshoot and resolve any event management and logistics issues that may arise during the workshop.	EO with support from RT4D	May/June 2026

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[10] Indicative; to be finalised and included in the Event Support Plan.

[11] Selected EO will be expected to liaise with the hotel and relevant hotel cost will be settled by RT4D through the EO.

Component	Activities	Approval	Timeline[10]
Post-Event Support	• Coordination with hotel for settlement of hotel bills and airport transfers. • Coordination with hotel for settlement of meeting bills. • Coordination with RT4D on per diem disbursement for all funded participants. RT4D will provide reimbursement to the EO for per diem disbursement to each eligible funded participant. And RT4D will provide the exact number/calculation for each eligible funded participant. • Prepare event logistic report	EO	June/July 2026

IV. Monitoring & Evaluation

The EO will support the Technical Consultant team and RT4D Facility in meeting key MEL requirements and data collection during the delivery of the Project. This will include providing support, as needed, with the following:

1. Participant registration form (online)
2. Participant sign-in sheet and attendee tracking (online or paper form) for both virtual attendance (if applicable), and in-person workshop.
3. Workshop feedback form (online)

The EO will be expected to use sign in/attendance sheets, workshop registration and feedback forms in the development of Workshop Report.

V. Gender Equality, Disability and Social Inclusion (GEDSI)

The EO should ensure that all project deliverables align with GEDSI outcomes as far as possible. Whilst this Project is noted to have GEDSI impact and focus, the Consultant should ensure that stakeholders representing GEDSI interests have, where possible, representation and input. This includes ensuring that the regional workshop will be organized in adherence to RT4Ds inclusive and accessible event principles.

VI. Communications and Media

The EO will support the RT4D Facility in meeting any Communications and Media objectives through the course of the Project. All reports and materials should be produced to a high quality in line with RT4D Branding Guidelines.

The EO is expected to adhere to following RT4D guidelines as required:

i. RT4D Branding guidelines shared and invitation templates (if it is invitation only)
ii. RT4D logo to be included on all materials sent out or prepared (PPT slides)
iii. Collecting images of the workshop for website and social media promotion.
iv. RT4D Banner and RT4D brand on physical materials shared.

Whilst the external Communications and Media component of this Project is limited, the EO will respond to any reasonable requests and inputs from the RT4D Communications Manager and Technical Team, which may include but will not be limited to project updates and requested written inputs.

VII. Risk Management

The EO will support the RT4D Facility in the management and mitigation of project risks as outlined in the table below.

Risk	Likelihood	Impact	Mitigation Plan
Inadequate participation in workshop and policy discussions	Low	Medium	The project will work closely with AANZFTA Parties to schedule workshop and discussions at convenient times and locations. The project will also provide clear communication about the importance of these events and the value of participation.
Failure to get the right agency-level representatives involved	Medium	Medium	Ensure clear communication channels between CTG representatives and domestic implementing agencies (National Statistics Office, and Customs Authority besides the CTG reps from each AMS)

VIII. Privacy and Confidentiality

The RT4D Facility is committed to ensuring and maintaining the security and confidentiality of all documents and information produced by its development programs and by its partners and clients. This includes ensuring the security and confidentiality of all information and documents produced by the ASEAN Secretariat and by AANZFTA Joint Committee and their Subsidiary Bodies that are shared with RT4D's AANZFTA Implementation Support Program (AISP). RT4D security and confidentiality measures and protocols are underpinned by Tetra Tech (the managing contractor) systems.

All files/outputs associated with the delivery of outputs set in this TOR will be stored on a secure file-sharing platform (Egnyte). Access to Egnyte is controlled and will only be granted to non-RT4D users on a needs basis and as agreed with ASEC and or Subsidiary Bodies.

All RT4D sub-contractors and consultants will sign a Code of Conduct, a Deed of Confidentiality, and a Conflict-of-Interest Declaration before starting their tenure/assignment. These documents specify acceptable behaviours on confidentiality, handling of sensitive information, and information security. Training on these topics is also provided on regular basis to ensure compliance.

All personnel engaged by RT4D for the delivery of outputs set in this Scope of Services are expected to sign these documents before the implementation of this activity.

IX. Selection Criteria

A. Technical Soundness Considerations

Interested EOs should put forth support personnel that can support the RT4D Team in the management and delivery of the two-day workshop. Proposed personnel should be able to work flexibly to support the Facility in the preparation and delivery of this workshop.

To ensure the above can be effectively managed and completed in alignment with this TOR, it is recommended that interested organisations have:

- Demonstrated experience in managing large scale regional events of similar scope and requirements, experienced facilitating and delivering online and on-site consultations and workshop that effectively engage a diverse government audience.
- Strong organisation and time management skills including the ability to manage competing tasks in a timely manner.
- Demonstrated experience in managing events at a high-profile level involving country representatives and senior stakeholders. Experience in engaging with ASEAN Secretariat and/or ASEAN Member States (AMS) is a distinct advantage. The organisation must be comfortable with ASEAN stakeholders and following ways of working (or comparable governance arrangements).

- Experience working independently and within cross-functional teams in a collaborative, professional environment, and demonstrable capacity and resources to design and deliver the activities in line with robust Monitoring and Evaluation (M&E), Gender Equality Disability and Social Inclusion (GEDSI) & Communications and Business Engagement requirements outlined in the above sections of the ToR.

B. Value for Money Considerations

Proposals to deliver this activity should adhere to RT4D's Value for Money Principles, outlined below.

Achieving value for money is a critical consideration for the achievement of DFAT's strategic objectives. It is a requirement under the Public Governance, Performance and Accountability Act (2013) and the Commonwealth Procurement Rules. Building on these requirements DFAT has developed eight Value for Money Principles to guide decision making and maximise the impact of its investments. We expect all our delivery partners to give effect to the principles and value for money performance is measured in our Aid Performance Framework. DFAT's website includes a detailed description of these.

Economy	Efficiency	Effectiveness	Ethics
1. Cost consciousness 2. Encouraging competition	3. Evidence based decision making 4. Proportionality	5. Performance and Risk Management 6. Results Focus 7. Experimentation and innovation	8. Accountability and transparency

X. Annexes

Annex A - Response from Tenderers and Evaluation Criteria

Interested bidders should submit a Technical and Financial proposals (please refer to the financial template in excel form shared separately) that respond to the selection criteria outlined in the table below. As part of their Technical Proposal submission, organisational bidders should also provide their information as outlined in Annex B.

If a bidder finds any discrepancy, error or omission in the ToR or wishes to make any enquiry concerning the ToR, the bidder is to notify risp@regionaltrade4dev.org, in writing by the last queries date indicated in the ToR summary. All answers to any such notices or questions will be provided to all registered tenderers in the form of addenda.

Response from Tenderers and Evaluation Criteria

Component	Score
Part A – Response to Technical Component	
A.1 Project Plan and Risk Management – Please provide the following: • A project plan that specifies outputs, tasks and timelines in line with section III.C of the ToR. • Identify your approach to mitigating the project risks outlined in Section VII of this ToR. • Indicate the level of support that will be required from the RT4D Facility to complete the project.	**20**
A.2 Organisational Capabilities and Experience – Please specify the following: • Outline general organisational capability that is likely to affect performance of project in line with ToR requirements (Experience in managing large scale regional events, etc.). • Experience in managing events at a high-profile level involving country representatives and senior stakeholders. And engaging with ASEAN Member States, ASEAN Secretariat and/or AMS is a distinct advantage. • Strong organisation and time management skills including the ability to manage competing tasks in a timely manner. • Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors.	**30**
A.3 Project Team and Resourcing – Describe approach to staffing including details of all proposed experts and their role in the delivery of the required services. This should include: • Key members of the project team, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project. • Roles, responsibilities, and level of participation of the project team members. • An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project.	**30**
TOTAL – Technical Proposal	**80**
Part B – Response to Financial Component	

Component	Score
Using template provided, complete a Financial Proposal for the delivery of the scope of services in alignment with RT4D Value for Money Principles and using the financial proposal; template shared along with this TOR. The Financial Proposal should specify all direct and indirect costs for undertaking the project, including: • Participants expenses, which includes: i) hotel accommodation[12], ii) airport transfer allowance, and iii) Airfare. • Event organisation expense, which includes: i) Event organisation fee (Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels and any other associated project management cost), ii) Equipment rental, iii) meeting package for both events, iv) production of RT4D branded stationeries, if applicable, and v) other fees. • Applicable taxes such as VAT, GST, PPN.	**20**
TOTAL – Financial Proposal	**20**
GRAND TOTAL – Evaluation Criteria	**100**

Annex B - Bidder Information

Consultant's / EO general information – to be submitted together in the Technical Proposal

Name of Assignment	
Tenderer's Organisation or Person	
Address	
Contact Person and Title/Position	
E-Mail	
Telephone / Mobile Phone	
Business Name Registration (if applicable)	
Tax Registration Number (if applicable)	
Indicative number of years involved in similar business/work	
Date	

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[12] Please note that RT4D may directly arrange for hotel accommodation, this will be confirmed later to the selected EO. Please put relevant cost as required in the financial template.