

The Annual Roundtable Conference (RT) on Sustainable Palm Oil

Phase 1 - Event Brief for the Appointment of RSPO Roundtable Conference (RT) Event Agency

Phase 1 - Event Brief Summary:

1. *Phase 1 - Event Brief for the Appointment of RSPO RT (RT) Event Agency* details the requirements for interested event agencies to submit their Expression of Interest and high level preliminary proposals for the RSPO RT.
2. Phase 1 Shortlisted Event Agencies will be given further information during Phase 2.
3. RSPO will evaluate the detailed proposals under Phase 2, and will select a suitable Event Agency as the official *Appointed Event Agency* for RT for three (3) years, from 2023 until 2025.

**RSPO reserves the right to terminate the contract if it establishes that the Appointed Event Agency has failed to provide satisfactory services as agreed upon.*

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1. Background

1.1. About

RSPO is a global, not-for-profit organisation that focuses on developing and implementing global standards for sustainable palm oil. The RSPO operates through consensus, ensuring that members and stakeholders, especially those from the seven (7) key sectors of the palm oil industry: oil palm producers (growers), processors or traders (mills), consumer goods manufacturers, retailers, banks and investors, environmental and nature conservation Non-Governmental Organisations (NGOs), and social development NGOs, work together towards protecting these standards. The RSPO Theory of Change (ToC) is a framework anchored by strong guiding principles that shows how RSPO intends to achieve its goals and visions towards delivering positive change in accordance with these standards.

The Roundtable Conference (RT) is an annual conference hosted by RSPO in Asia. The RT brings together RSPO members and stakeholders to discuss and keep abreast of the current palm oil industry trends, initiatives, and innovations, as well as to identify common challenges faced by palm oil and similar industries and explore solutions.

In 2022, RT took place in Shangri-La Hotel Kuala Lumpur, Malaysia with over 800 attendees. Due to pandemic-related travel restrictions, RT 2021 was a fully virtual conference, while the 2020 edition did not take place. The 2019 and 2018 editions of RT took place at the Marriott Marquis Queen's Park in Bangkok, Thailand, and Magellan Sutera Resort Kota Kinabalu, Malaysia respectively, each seeing over 800 attendees.

Kindly visit the RT website here for more information on previous RTs: <https://rt.rspo.org/>

1.2. Event Details

- Event: Roundtable Conference (RT)
- Event Date: Yearly in November. For 2023, event will take place between 19 - 24 November 2023
- Event Location: Asia. For 2023, event will take place in Indonesia (Bali, or Jakarta)
- Event no. of pax: 800 (up to 1000)

The sequence of events may change, but consists of the following:

Day 1: Side meetings for approximately 10 - 30 pax in various setups.

Day 2 - 4: Registration, Welcome Reception / Dinner and RSPO Excellence Awards (EA) Night, Opening Ceremony, Keynote Presentation, Plenary sessions, smaller breakout sessions, Closing Session, Exhibition

Day 5: The RSPO General Assembly (GA) - The GA is for RSPO Ordinary members to participate in and to have the opportunity to influence key decisions and policies of the RSPO. This is done through live e-voting during the GA. Historically, about 60% - 70% of the total conference attendees will attend the GA.

Side meetings for approximately 10 - 30 pax in various setups.

Day 6: *Board of Governors (BoG) meeting for approximately 30 pax, Side meetings for approximately 10 - 30 pax in various setups.*

**Note: Side meetings are organised by members/stakeholders, with RSPO acting as the liaison for these side meeting bookings between members/stakeholders and the venue.*

2. Objectives

The RT conference aims to build and foster connections with delegates towards developing tangible impacts for Prosperity, People and Planet as highlighted in the RSPO 2022 Impact Report, which showcases the sustainability efforts made by the palm oil industry.

For the upcoming RT, RSPO aims to dive deeper into pressing industry topics, increase memberships to drive RSPO policies and work towards producing and promoting sustainable palm oil, as well as to foster ties with key industry players who are pivotal in driving home RSPO's vision to "Make Sustainable Palm Oil the Norm".

3. Event Agency Scope

The Appointed Event Agency is expected to present ideas that are creative and fresh for RT.

The below listed items are meant as a guide, and agencies are free to propose alternatives to showcase a different approach in organising this year's conference.

The Event Agency Scope for RT include but are not limited to:

- 3.1. Overall Venue Management
- 3.2. Overall Branding and Conceptualisation
- 3.3. Overall planning, management and execution of Conference Collateral including design and development of all printed and digital collateral
- 3.4. Overall management of ingoing and outgoing emails to/from RT email address
- 3.5. Overall end-to-end management of Registration
- 3.6. Overall conference Website Development and maintenance
- 3.7. Overall conference Virtual Platform and Mobile Application development and maintenance
- 3.8. Overall planning, management and execution of effective Marketing and Promotions
- 3.9. Overall proposal, procurement, management and distribution of Conference Goodie Bags
- 3.10. Supporting the Overall Management of Sponsorships
- 3.11. Supporting the Overall VIP and Protocol management
- 3.12. Supporting the Overall Media Management

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- 3.13. Overall planning, management and execution of Welcome Reception / Dinner and Excellence Awards
- 3.14. Overall planning, management and execution of Opening Ceremony
- 3.15. Overall planning, management and execution of Independent Smallholder Certification (ISH) Ceremony
- 3.16. Overall planning, management and execution of Keynote Presentation
- 3.17. Overall planning, management and execution of Conference Sessions
- 3.18. Overall planning, management and execution of Closing Session
- 3.19. Overall planning, management and execution of Side Meetings
- 3.20. Overall planning, management and execution of General Assembly (GA)
- 3.21. Overall planning, management and development of On-site Digital Content
- 3.22. Overall proposal and fabrication of all Build-Up
- 3.23. Overall proposal, design, planning, management and execution of Exhibition
- 3.24. Overall proposal, design, planning, management and execution of Display Panels
- 3.25. Overall proposal, design, planning, management and execution of RSPO Booth
- 3.26. Overall planning, management, procurement and execution of Systems and Technical Requirements including sound, lighting, video and Simultaneous Interpretation System
- 3.27. Overall procurement and management SIS Interpreters
- 3.28. Overall planning, management, procurement and execution of Dedicated Internet
- 3.29. Overall planning, management, procurement and execution of IT requirements
- 3.30. Overall planning, management, procurement and execution of Conference Photography
- 3.31. Overall planning, management, procurement and execution of Conference Videography
- 3.32. Overall planning, management, procurement and execution of Live Streaming for virtual speakers and delegates
- 3.33. Overall planning, procurement and management of Conference MC(s)
- 3.34. Overall planning, management and execution of Logistics, Visa and Transportation
- 3.35. Overall planning, management and procurement of all necessary Permits, Licences and Insurance
- 3.36. Development of full Post-Conference Summary Report and Event Coverage

**The above list of requirements is non-exhaustive and the Appointed Event Agency should be able to adapt to ad-hoc requirements that may only be determined during the planning and development phase of the conference.*

***The Appointed Event Agency should have a good working relationship with local vendors and where possible, equipment, supplies, systems, manpower, etc should be obtained from local vendors in the country in which RT takes place.*

Phase 1 shortlisted Event Agencies will be given the full list of requirements and specifications during Phase 2.

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4. Costing

Kindly provide *forecasted / indicative* costing for Management / Agency Fees only, for three (3) years.

All items quoted must indicate and include all relevant applicable taxes.

Phase 1 shortlisted Event Agencies will be given further costing details during Phase 2.

5. Submission and Evaluation - Phase 1

Interested Event Agencies **MUST** inform RSPO in writing of their *expression of interest* by **Monday, 6 February 2023** and submit their Preliminary Proposal before or on **Wednesday, 15 February 2023** to tender@rspo.org and copy (CC) roseanne.clarice@rspo.org.

Interested Event Agencies must submit their preliminary proposal in four (4) parts:

- 5.1. Technical Proposal which includes a **high level** conceptual creative deck and should include explanation, methodology, case studies, and visuals for executing all items listed under [Section 3](#) above, with a focus on creativity, innovation and expertise.

Please limit your proposal to **20 slides only**. Additional slides will not be evaluated.

**Please name the proposal according to the following:*

[AGENCY NAME]_RSPO RT_TECHNICAL PROPOSAL

- 5.2. Commercial Proposal

- 5.2.1. Kindly provide *forecasted / indicative* costing for Management / Agency Fees for three (3) years

All items quoted must indicate and include all relevant applicable taxes

**Please name the proposal according to the following:*

[AGENCY NAME]_RSPO RT_COMMERCIAL PROPOSAL

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- 5.3. Latest company profile which includes:
- 5.3.1. An exhaustive list of similar-scaled events with clearly demonstrated KPIs achieved
 - 5.3.2. An exhaustive list of clientele
 - 5.3.3. Details and photos of at least two (2) similar-scaled events
 - 5.3.4. Details and photos of at least one (1) similar-scaled event organised in another country apart from where the Event Agency is based, if available
 - 5.3.5. Details and photos of tried and tested technological creativity and integrated event solutions in previous events
 - 5.3.6. Last three (3) years Financial Statements
 - 5.3.7. Proof that Event Agency has been registered for at least five (5) years, including company registration details (SSM or equivalent)

**Please name the document according to the following:*

[AGENCY NAME]_RSPO RT_COMPANY PROFILE

- 5.4. Curriculum Vitae (CV) of core working team only:
- 5.4.1. One (1) main liaison / project manager and expected responsibilities for RT
 - 5.4.2. Core working team members and expected responsibilities for RT

**Please compile all CVs in one (1) document only and name the document according to the following:*

[AGENCY NAME]_RSPO RT_CV COMPILATION

Please compile **all** the required documents into one (1) zipped folder and name the folder “**AGENCY NAME_RSPO RT_PHASE 1_EVENT BRIEF SUBMISSION**”

If the files are too large to be submitted via email, please upload the zipped folder onto Google Drive and email the link to the above email addresses.

RSPO **may** invite Event Agencies for a clarification meeting and/or presentation at the RSPO office in KL or via a video conference call.

RSPO reserves the right to accept or reject the Proposal in its entirety or part thereof.

The Appointed Event Agency will be contracted for three (3) years, from 2023 until 2025. However, RSPO reserves the right to terminate the contract if it establishes that the Appointed Event Agency has failed to provide satisfactory services as agreed upon.

6. Enquiries

Please email any questions with regard to this Event Brief by **Friday, 10 February 2023** to: roseanne.clarice@rspo.org and copy (CC) tender@rspo.org. RSPO will endeavour to respond to questions by **Tuesday, 14 February 2023**.

Any enquiries received after the above-mentioned date will not be entertained.

7. Summary of Timeline

- RSPO to release Phase 1 - Event Brief to Event Agencies: **Monday, 30 January 2023**
- Expression of Interest by Event Agencies: **Monday, 6 February 2023**
- Enquiries by Event Agencies: **no later than Friday, 10 February 2023**
- RSPO to revert to enquiries: **Tuesday, 14 February 2023**
- Phase 1 Preliminary Proposal by Event Agencies: **Wednesday, 15 February 2023**
- RSPO to contact Event Agencies for clarifications on proposals, if required: **16 - 24 February 2023**
- RSPO to inform Phase 1 Shortlisted Event Agencies and email Phase 2 Terms of Reference, Service Agreement and other required documents: **Monday, 27 February 2023**
- Phase 2 Full submission by shortlisted Event Agencies: **Friday, 17 March 2023**
- RSPO to inform Phase 2 shortlisted Event Agencies, discussions, clarifications, presentations: **20 - 30 March 2023**
- RSPO Tender Committee Review: **3 - 21 April 2023**
- Appointment of RT Event Agency: **End April 2023**

RSPO reserves the right to amend the dates listed above should the need arise, and will endeavour to inform all Event Agencies who have submitted an Expression of Interest.