



**CALL FOR PROPOSAL
FOR EVENT ORGANISER TO CO-ORGANISE
ASEAN METHANE ENERGY HIGH-LEVEL POLICY DIALOGUE**

Background

The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States' (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations and joint and collective energy activities. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. Hosted by the Ministry of Energy and Mineral Resources of Indonesia, ACE head office is located in Jakarta.

As part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE conducts joint studies, policy dialogues and capacity buildings for AMS to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025. APAEC is the regional blueprint for enhancing energy connectivity and market integration in ASEAN to achieve energy security, accessibility, affordability, and sustainability for all AMS. One of the seven (7) Programme Areas under the APAEC Phase II: 2021-2025 is Regional Energy Policy and Planning (REPP), where one of the aims is to advance energy policy and planning to accelerate the region's energy transition and resilience, with relation to energy-climate nexus.

Methane has recently gained global attention, especially considering that it has a warming effect of 28 times that of carbon dioxide, over a 100-year time scale. In 2023, ASEAN emitted 0.32 million tonnes of methane from the energy sector. As projected under the 8th ASEAN Energy Outlook, energy demand in the region is projected to triple that of 2020 levels, reaching approximately 1,107.9 Mtoe in 2050 and will be dominated by oil, gas and coal. Energy-related GHG emissions are therefore projected to reach 5,127 MtCO₂e by 2050, with methane accounting up to 1,100 MtCO₂e from 2020 levels.

While there is growing political appetite and awareness, tangible action remains insufficient. Currently, no ASEAN government has set specific methane reduction targets and/or policies for the oil/gas/coal sector. Six (6) countries are part of the Global Methane Pledge, yet the Pledge is non-binding and not sector-specific. The oil and gas sector shows more progress through some ASEAN oil and gas companies being members to the OGMP 2.0 Reporting Scheme and signatories to the COP28 Oil Decarbonization Charter, while coal sector awareness remains low, reflected by underreported coal mine methane emissions. Nevertheless, both sectors are not moving at a quick enough pace to meet the Paris Agreement target.

An underlying issue of limited progress can be attributed to the four main challenges: (i) lack of policy and stakeholder engagement, (ii) lack of regional capacity and research, (iii) limited financing, and (iv) lack of data availability and transparency.

To tackle these challenges, ACE, supported by the Global Methane Hub (GMH) under the



HORIZONS project will conduct the first regional conference on methane, “**ASEAN Methane Energy High-Level Policy Dialogue**” aimed at gathering all relevant stakeholders to raise awareness, catalyse dialogue and support for ASEAN’s methane emissions reduction in the energy sector. Therefore, ACE seeks **event organisers** (hereinafter referred to as “consultant”) to support the project and deliver a part of the project’s output, as laid down below.

About the ASEAN Methane Energy High-Level Policy Dialogue (HLPD)

ASEAN Methane HLPD’s two-day event is the first regional conference on methane aimed at gathering all relevant stakeholders to raise awareness, catalyse dialogue and support for ASEAN’s methane emissions reduction in the energy sector, and the HORIZONS Hub development. Day 1 will feature a lecture session, sharing all important and emerging methane-related issues by series of panel discussions. Day 2 will be an interactive session, featuring a series of exercises and roundtable dialogue to be attended by the public and private sector.

Date of the Event	: 3 – 4 June 2025
Location	: <i>To be confirmed (TBC)</i> , Jakarta, Indonesia
Arrangement	: Physical Event (possible hybrid arrangement may be considered)

Objectives:

- To map out the relevant stakeholders (i.e. government ministries, energy operators, technology providers, etc.) involved in methane emissions abatement efforts in ASEAN’s energy sector
- To raise awareness and catalyse multi-stakeholder dialogue on the importance, existing best practices, and strategies to abate methane emissions in the energy sector
- To gather inputs and actionable recommendations for HORIZONS project output(s), in accordance with respective ASEAN countries interests and priorities

Targeted Participants:

- Policymakers from ASEAN Member States including ministry of energy, environment, trade and industry, etc.
- Oil, gas, and coal companies operating within ASEAN
- Representatives from regional and international organisations
- Industry leaders and technology providers specialising in methane emissions reduction
- Experts from financial institutions and multilateral development banks
- Experts from legal practitioners, researchers, and academia with expertise in energy transition

Agenda:

- Day 1: Open to public conference with limited reservation (250 pax estimation) and Gala Dinner by invitation only (50 pax estimation)
- Day 2: Closed conference by invitation only (100 pax estimation)



General Scope of Works

The appointed event organiser is expected to support ACE in the following expected responsibilities:

1. Pre-Event

- a. In close coordination with ACE, assisting in preparing and collecting registration details
- b. Supporting ACE in preparing necessary logistics including but not limited to decoration, name tag, booklet, hybrid arrangement (if any), and LED installation as screen backdrop (for Day 1 only), based on the following specification: height 2.5 meters, width 12–14 meters (aspect ratio 1:5, ultra-wide). This format is ideal for stage backdrops, presentations, or panoramic content. A visual reference of the desired LED screen setup is included below for clarity:



- c. Together with ACE to prepare and develop a set of communication and promotional materials such as video trailers.

2. D-day

- a. Under the supervision of ACE, responsible for the comprehensive management of the conference, including the organisation of the event, registration, visitor information services, event catalogues, contractors (e.g. security, cleaning, operator, etc.), staff, directional and table signage, protocol and social functions, post-event dismantling, and recycling or reuse of conference components (including arrangements for an online platform and its mechanism, if necessary).
- b. Provide support to ACE in managing public participation, including consolidating registration data, preparing and facilitating on-site registration forms, distributing conference materials (e.g. name tags, booklets), and ushering guests.
- c. Supporting ACE in arranging the Gala Dinner on Day 1, including overseeing table arrangements, decorations, entertainment, MC, and overall coordination.
- d. Coordinate with ACE and assume responsibility for on-site management and organisation of B2B meetings (if requested by delegates).
- e. Supporting ACE for on-site documentation through hiring photographers and videographers.
- f. Provide support to ACE in developing and circulating feedback survey

3. Post – Event and Others

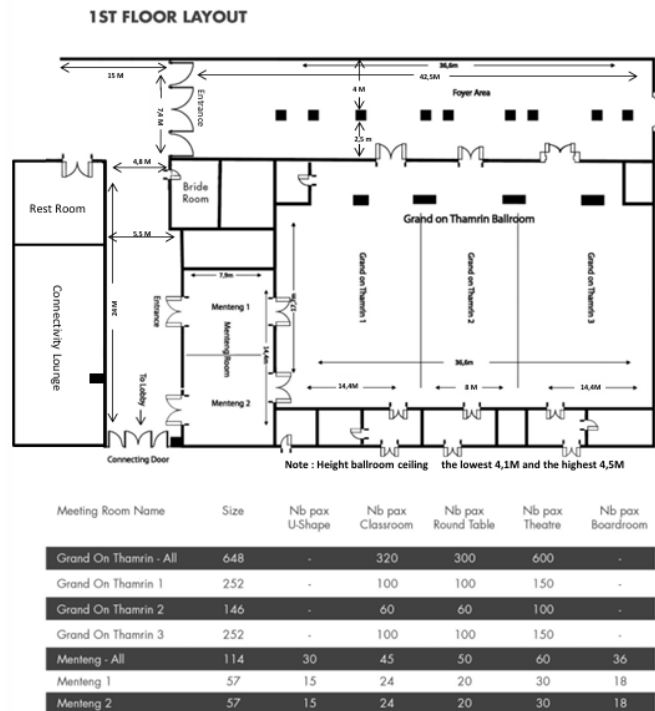
- a. Provide documentation of the whole event (professional photos and videography, including recording).
- b. Provide post-event reports, including the list of attendance, and proceedings
- c. Provide financial report



- d. Together with ACE to prepare and develop after movie.

Hotel Floor Plan Reference

Please refer to the image below for the spatial arrangement and reference of the venue layout:



Budget

ACE prepares the budget for organising the event between USD 5,000 – 9,500, including management/service fee for the EO, for conducting all the scope of works. The budget excludes the cost for venue and meeting package. ACE will coordinate directly with the venue.

Terms of payment shall be made in the following phases:

- 90% upon signing the contract.
- 10% one (1) month after the event, upon submission and approval of the post-event.

Submission of Proposal

Interested event organisers are requested to submit a comprehensive proposal, consisting of these following components:

1. Technical Proposal, to include:
 - a. Understanding of the assignment
 - b. Summary of the strategy for delivering the assignment
 - c. Information of the proponents, including the company profile, relevant experiences, manpower capability, financial capability, or other relevant information.
2. Financial Proposal, to include:
 - d. Expected expenses or budget to organise the event

The proposal should be submitted to procurement@aseanenergy.org and fom@aseanenergy.org on or before **5 May 2025**.



Only shortlisted candidates will be contacted to do the presentation and interview session.

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