



INVITATION TO SUBMIT AN OFFER

The German Embassy Canberra is procuring services for project coordination and conference management for up to four Climate Talks with Germany in 2026.

The main services to be provided are:

- **Strategic Planning:** Draft events proposals for Climate Talks in coordination with the Client including suitable topics, formats, venues and target audiences;
- **Event Planning:** Identify and request quotes from suitable venues, caterers and suppliers; coordinate these services on behalf of the Client once the Client has contracted them;
- **Speaker Management:** Identify and support suitable speakers, communicate and coordinate with the selected speakers before, during and after the Climate Talks;
- **Guest Management:** Draft and send out invitations to guests; provide an online registration system; maintain communication with guests;
- **Marketing:** Develop a marketing campaign, design event poster and promotional materials; produce social media tiles and a press release for each event;
- **Onsite-Management:** Provide logistical support before, during and after the Climate Talks.

The service provider (company or individual) should possess the following qualifications:

- Previous experience with event management and social media content creation;
- Previous experience with climate policy and diplomacy considered an asset;
- Own event venues and livestream technology are considered an asset;
- Willingness to sign self-declarations on eco-management and ILO labour standards;

The offers will be evaluated based on the following criteria:

1. 50% Negotiated price per Climate Talk
2. 20% Experience in event management and social media
3. 15% Experience with climate policy and diplomacy
4. 15% Provision of own venues and livestream technology

Please express your interest by email to receive a draft contract and cost sheet. Your offer should contain a summary of your vision and qualifications and the completed cost sheet.

**Please send your offer by 30 January 2026
to klima-1@canb.auswaertiges-amt.de.**

These special services will be procured in a negotiated tender with interested bidders (§49 UVgO in conjunction with § 8 Abs. 4 Nr. 17 UVgO).

Information about the German Embassy can be found here: www.australia.diplo.de

Information on data protection according to Article 13 of the EU Data Protection Regulation (DSGVO) can be found here: <https://australien.diplo.de/au-en/datenschutz>