

## 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](mailto: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](http://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>