Description of services of a Managing Coordinator for an international climate conference (CEC21)

1.1 Background

The idea of deliberately intervening in the global climate system in response to climate change is increasingly being discussed in contemporary climate change research and politics. By organizing the CEC conference series, the IASS strives to encourage critical global discussions by bringing together the research, policy, and civic communities to discuss the highly complex and interlinked ethical, social and technical issues related to large-scale interventions into global systems as a response to climate change. In addition to providing a thorough and timely update on the latest developments in the field, we seek to facilitate discussions about the future development of all approaches historically aggregated under the term “climate engineering”, among other interventions into global systems in response to climate change including mitigation, adaptation, de-growth, rewilding and ecological restoration. CECs thereby serve as an opportunity for a diverse audience of academic, policy, civil society or public spheres to critically engage with the ethical, cultural, political, economic and scientific implications of such climate interventions. Building on the success of the previous two transdisciplinary Climate Engineering Conferences in 2014 (CEC14) and 2017 (CEC17), the IASS again plans to provide a platform for critical global discussions by bringing together representatives of the research, policy and civic communities to discuss the highly complex and interlinked ethical, social and technical issues related to climate engineering at the Climate Engineering in Context 2021 (CEC21) conference. CEC21 will take place as virtually for the first time from October 4 – 8, 2021.

As with the previous two events, the objectives of CEC21 are:

- Bringing together diverse stakeholders – academics as well as representatives from the policy and civil society communities.
- Providing a forum to (1) present and discuss research findings, (2) review the state of the debate, and (3) scope key future questions and challenges for academia and society.
- Providing a platform for co-creation, networking, collaboration and exchange across disciplines, sectors, countries, continents, and generations.

1.2 Services sought

We are looking for a freelance Managing Conference Coordinator to help with the virtual conference planning, facilitation and documentation. The assignment is from 1st July 2021 to 31st October 2021. The key responsibilities for this assignment include, but are not limited to:

- Coordinating the development and implementation of the transdisciplinary/virtual conference concept in collaboration with the Conference Steering Committee
- Coordinating logistics during the virtual conference in collaboration with the IASS Events Management team and online technical service providers
- Coordinating responses to media enquiries and planning media opportunities in cooperation with the IASS Press & Communications team
- Documenting the conference planning, execution, and follow-up processes
- Coordinating the conference evaluation process, including through pre- and post-conference surveys
1.3 Eligibility criteria

You are eligible for the assignment if you meet all of the following prerequisites (please document this in a letter of motivation, see “1.6 Your offer” below):

- Prior experience with event/project management (at least 1 comparable event/project in the last 3 years)
- Prior experience with online meeting platforms (i.e. having helped organise at least 1 Zoom meeting with +50 people in the last year)
- Excellent written and spoken English skills (native speaker, GER level C or comparable)
- Excellent data management skills
- Self-motivation and independent work ethic
- Cross-cultural communication experience
- Annual income not only through this assignment/this Principal

1.4 Selection criteria

The following criteria will be used for selecting the most suitable service provider:

- Competitive price (50%)
  The most favorable offer receives 50 evaluation points (EP). The other offers are evaluated using the three-ratio method, i.e. the offers are subjected to the following ratio analysis: The evaluation of the respective other offers results from the fact that it is set in relation to the best offer (price best offer / price offer N = x; x * 45 = EP offer N).
- A short concept note outlining what you see as the major challenges of organising an international conference virtually, and how you would contribute to dealing with them (max 1 page) (50%).

Up to 50 EP are awarded according to these sub-criteria:

  a) thoughts on how to make a virtual conference an appealing experience;
  b) clear understanding of the 'spirit' of the CEC, and commitment to its implementation;
  c) clear understanding of the planning challenges of organizing an international virtual conference in COVID times, and suggestions for how to approach these challenges; and
  d) sensitivity for the challenges of working in transdisciplinary & intercultural contexts.

in the following gradation:

- 0-10 EP: Poor/insufficient concept
- 11-20 EP: Sufficient concept
- 21-30 EP: Satisfactory concept
- 31-40 EP: Good concept
- 41-50 EP: Very good concept

1.5 Details about the assignment

The assignment will be settled in a written agreement upon the contract being awarded. By submitting an offer, you accept the contractual terms and conditions (see attached draft) in a legally binding manner.
1.6 Your offer

If you are interested in taking on this assignment, please send your offer combined in a single PDF file no larger than 5 MB, to Cordula Granderath (cordula.granderath@iass-potsdam.de). Your offer should include the following documents:

- Concept note (max 1 page)
- A financial quote (based on an hourly rate, taxes if applicable)
- Letter of motivation, including documentation of meeting the eligibility criteria (see above)

Deadline for submissions: July 9th, 2021

1.7 Information on Data Protection

The tender documents may only be used for the preparation of the tenders. Any publication (including excerpts), reproduction, distribution or exhibition is not permitted.

Each tenderer must maintain secrecy about the matters of the contracting authority that have become known to him during the award procedure, even after the end of the award procedure. He must also oblige the employees involved in the preparation of the tender to do so.

The bidder must destroy the documents and any copies made of the documents transmitted in electronic form without being requested to do so and without delay after the end of the award procedure.

During an award procedure, contact data (e.g. names, addresses, telephone numbers, e-mail addresses) or other personal data (e.g. from references, proof of qualifications and CVs) are processed within the meaning of Art. 6 para. 1 f) DSGVO. The contracting authority shall use this data exclusively for the purpose of carrying out this award procedure.

By submitting the tender, the tenderer declares that persons mentioned in the tender have been informed in accordance with Art. 13 of the GDPR of the intention to transfer personal data to a tendering body in the context of an award procedure. The tender documents will be erased or destroyed in accordance with Section 8 (4) VgV and in accordance with the deadlines for tax audits, in principle 10 years after the award of the contract.

Contact details of the controller: Institute for Advanced Sustainability Studies e.V. (IASS), Berliner Strasse 130, D-14467 Potsdam, Cordula Granderath, email: Cordula.Granderath@iass-potsdam.de

Contact details of the data protection officer: Eva Grübel-Hoffmann, ITM Ges. für IT-Management mbH, Bürgerstraße 81, D-01127 Dresden, email: datenschutz@itm-dl.de

You have the right of access to your personal data (Art. 15 GDPR). You may also request the rectification (Art. 16 GDPR), erasure (Art. 17 GDPR) and transfer (Art. 20 GDPR) of your personal data.

You are entitled to object to the processing of your personal data (Art. 21 DSGVO) or to request the restriction of processing (Art. 18 DSGVO).

If you have given us consent to process your personal data, you may withdraw this consent at any time with effect for the future.

To exercise the above rights, please contact the controller using the contact details above. You also have the right to lodge a complaint with a supervisory authority.

Bidders must clearly mark those parts of the bid that contain a trade secret on each relevant page. If this is not done, the Procurement Chamber may assume consent to inspection by other parties to the proceedings (such as other bidders) in the event of review proceedings (cf. Section 165 (3) GWB).