

REQUEST FOR PROPOSALS: NDC PARTNERSHIP NDC ENHANCEMENT ANALYSIS AND COMMUNICATIONS

30 March 2020

SUMMARY OF PROCUREMENT

The NDC Partnership, through World Resources Institute (WRI), intends to award a fixed cost contract to provide analytical and communications support to the Partnership's work in supporting NDC enhancement and raising ambition.

Deliverables will be completed on a monthly basis, with some specific projects requiring ongoing work. Work is expected to begin on 1 May 2020, with phased deliverables due throughout 2020 and into the first quarter of 2021.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through our Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. Hosted by WRI and the UNFCCC Secretariat, the NDC Partnership [has members in all regions of the world](#), with staff in Washington DC and Bonn, Germany. For this project, the vendor would engage directly with staff located in the Washington DC office.

About the Climate Action Enhancement Package (CAEP)

The Climate Action Enhancement Package (CAEP) is a new offering of the NDC Partnership. It is designed as a targeted, demand-driven and fast-track initiative to deliver support for the development and implementation of enhanced and more ambitious NDCs. It allows countries to address the challenges of the first generation of NDCs by providing support for the development and implementation of evidence based, high-quality NDCs with broad ownership from society and government. The CAEP is designed to catalyze transformational change towards resilient, sustainable and low emission development, supporting the objectives of the Paris Agreement. It does this through two main objectives:

- Objective 1: Enhance NDCs, including by raising ambition, as part of the Paris Agreement's NDC update process;
- Objective 2: Fast-track implementation of NDCs, including by providing in-country technical expertise and capacity building.

Through CAEP, developing country members of the NDC Partnership applied for assistance for specific activities under either objective. The following specific activities to enhance NDCs and raise

ambition are supported, through an inclusive and participatory process, covering both mitigation and adaptation. For example:

- Increased mitigation contributions through a strengthened GHG target, sectoral non-GHG target(s), a broadened NDC scope (e.g. additional sectors/gases), and/or additional policies and measures;
- Strengthened adaptation contributions by including information on vulnerabilities, national long-term goals/visions, gaps and barriers, and current and near-term planning and action;
- Greater detail on implementation plans, including outcomes, policies, costing, financing, governance, data and other relevant information.
- Alignment with mid-century low greenhouse gas emission and resilient development strategies.

Bringing together member countries and partners, CAEP is creating collective impact through bold, collaborative efforts. To date, 65 countries are set to receive support from 40 implementing partners, delivering NDC enhancement support in 2020 through the common framework of CAEP. Support is delivered through a combination of partners' own resources and the NDC Partnership's Technical Assistance Fund (TAF).

SCOPE OF WORK

The NDC Partnership supports countries to mainstream climate action across national systems, prepare projects for climate finance, and help align international support to efficiently respond to climate and development goals. The Partnership works together with countries to enhance the ambition of and fast-track the implementation of their NDCs.

CAEP support will set countries up with the technical and financial resources to submit enhanced NDCs by the end of 2020, moreover, it will enable them to lay the groundwork to fast-track their implementation. CAEP's success will be measured in two ways:

- 1) Countries receiving CAEP support submit enhanced NDCs in 2020, and
- 2) CAEP support leads to measurable NDC enhancements and raised ambition.

The purpose of this RFP is to develop and implement a methodology to detail what kind of activities CAEP has supported, what NDC enhancement means for countries, identify criteria to measure NDC enhancement and analyze, through the application of criteria, the specific enhancements resulting from CAEP support. All work should start with the agreed descriptions of NDC enhancement found in the [Implementation Note](#). This will include:

- I. Map the role of the NDC Partnership in relation to other major platforms relevant to NDC implementation and enhancement, including but not limited to the 2050 Pathways Platform, the Coalition of Finance Ministers for Climate Action, the Global Commission on Adaptation, the NAP Global Network, the New Climate Economy, Partnering for Green Growth and the Global Goals 2030 (P4G), Sustainable Energy for All, as well as key funding vehicles such as the Dutch Fund for Climate and Development. Identify opportunities to strengthen cooperation across these platforms.
- II. Propose and validate a taxonomy of actions supported by CAEP and graph the support given through each of the rounds;
- III. Map existing efforts, tools and methodologies to define, quantify and track NDC enhancement;

- IV. Identify an appropriate analytical framework to qualify and assess NDC enhancement (comparing first and second NDCs for each country), drawing where possible on the work of members;
- V. Develop indicators (and sub-indicators) to capture the specific enhancement efforts countries are carrying out with CAEP support (e.g. addition of new sectors, addition of new gases, shortening of timelines, more robust data, addition of adaptation actions, costing of NDCs);
- VI. Carry out analysis of NDC enhancement (compared to existing NDCs) in CAEP-supported countries based on the analytical framework above;
- VII. Develop an internal database that can be used to conduct national, regional and sectoral analysis and to track impact of CAEP based on the indicators developed above.
- VIII. Develop communication and knowledge products to share lessons learned and best practices around NDC enhancement as well as key outcomes from CAEP. Knowledge products will include 2 insight briefs on enhancement-related topics to be agreed with the Support Unit, infographics, presentation, social media and other outreach material.

Scope of Work and Outputs/Deliverables

Deliverables and timelines will be outlined in the following phases:

RFP Activities	Deliverables	Deadline (after signing contract)
Platform mapping	Report mapping major platforms relevant to NDC enhancement and implementation and their links to the NDC Partnership and opportunities to engage	3 weeks
Definitions and Methodology Mapping	Report compiling the analysis and results of the NDC enhancement tracking methodology mapping; including relevant stakeholders, definitions, and recommended next steps for the development of NDC Partnership's NDC enhancement tracking framework. This will include a review of key ways enhancement can be measured and assessed through CAEP support.	4 weeks
Data Analysis & Development, Pilot	Based on the results from the methodology mapping,	6 weeks

Testing of the Analytical Framework	develop an analytical framework and define NDC Partnership's methodology to track NDC Enhancement for CAEP countries.	
Develop and Track Indicators (CAEP data)	Develop and track impact-measurement indicators for CAEP countries based on analysis of CAEP TOR and reporting data.	8 weeks
Develop and Track Indicators (NDC data)	Develop and track impact-measurement indicators for CAEP countries based on analysis of newly submitted NDCs.	Ongoing as NDCs are submitted
Results Database	A database or datasets developed that can be used to conduct national, regional and sectoral analysis and to track impact based on other NDC classifications.	10 weeks

Timing

The NDC Partnership will begin work with the new vendor by 1 April 2020. Kick-off in April will include an overview from the Support Unit of all CAEP data and discussions on project priorities and expected timelines. Delivery of vendor outputs will begin by 1 May 2020.

28 March 2020	Release RFP, gather responses, reply to any inquiries or questions
5 April 2020	Deadline of expressions of interest and any questions on the RFP
7 April 2020	Answers to questions received circulated to all interested vendors
20 April 2020	Deadline for proposals
1 May 2020	Finalize contracting process with selected vendor
May 2020	Work to begin

Budget

Maximum available budget for this work is USD 150,000.

Guidelines for Proposal Submission

Requirements

The selected vendor will be able to demonstrate capacity in similar work, particularly:

- Prior work on UNFCCC and climate ambition questions;
- Deep knowledge of key stakeholders and initiatives in the climate change space;
- Experience in developing analytical frameworks, methodologies and indicators, both quantitative and qualitative;
- Knowledge and experience in development of indices;
- Experience in developing knowledge products for policy audiences, including for instance, infographics, social media, presentations, written products.

Evaluation and Selection Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP:

- Experience with similar projects;
- Vendor's technical expertise relevant to the stated requirements of the RFP;
- Vendor's ability to complete the activities within the set timelines;
- Overall cost of the vendor's proposal and best value for money.

Prospective vendors should submit the below materials, limiting their submissions to a maximum of 20 pages.

- A 10-page max overview describing the proposed team and how it meets the above requirements, as well as a description of how you would deliver the scope of work, including proposed methodology and workplan, as well as timeline;
- Description of process for regular exchange with the NDC Partnership Support Unit (e.g. weekly check-ins, in-person meetings, etc.)
- Brief bio of team members with information on what makes them a good fit for this project;
- Examples of and references for similar previous work;
- An account of how the work and/or organization is environmentally sustainable;
- A detailed budget with a breakdown of costs.

The bidder offering the best overall value will be selected. For this procurement, non-price aspects are of equal importance.

Selected vendors will be invited to present their proposals to the NDC Partnership team virtually.

Expression of Interest, Deadline for Questions, and Proposal

All expressions of interest and questions about this RFP must be received via email to the contact below by **5:00pm EST on 20 April 2020**. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

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