

Request for Proposals:

NDC PARTNERSHIP NDC WEBINAR SERIES SERVICES

1 April 2020

SUMMARY OF PROCUREMENT

The NDC Partnership, through World Resources Institute (WRI), intends to award a flexible contract for webinar consulting and hosting services to contribute to the Partnership's Knowledge and Learning work in supporting the acceleration of NDC implementation, NDC enhancement, and raising ambition through knowledge exchange. Webinar topics will tentatively cover Adaptation, Gender, Finance, NDC Enhancement, Nature-Based Solutions, Private Sector Involvement, Mainstreaming, Just Transitions and Inclusive Growth as these topics relate to NDCs.

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.

SCOPE OF WORK AND OUTPUTS/DELIVERABLES

Scope of Work

The NDC Partnership seeks a vendor for webinar services that can provide access and promotion to regional target audiences based on the thematic areas of the NDC Partnership's work and webinar series topics. The NDC Partnership will work with the vendor and provide contacts for panelists and/or case studies to present in each webinar along with the information necessary for distribution. Below are the sought activities to be carried out by the vendor:

Webinar Logistics and Administration

The Partnership brings countries and institutions together to directly learn from one another and shares country lessons to inspire broader learning. The webinar series will contribute to this work in sharing insights and lessons learned to contribute to climate action and sustainable development. The vendor will be responsible for webinar logistics including managing the webinar platform, webinar hosting, coordinating with panelists, and collecting data analytics on webinar registration/attendance

and engagement. The NDC Partnership seeks candidates who will be able to distribute and promote the webinar to a relevant audience. The vendor will be responsible for capturing lessons learned from each webinar and distributing them to the target audience.

Timing

1 April 2020	Release RFP, gather responses, reply to any inquiries or questions
10 April 2020	Deadline for proposals
April 2020	Finalize contracting process with selected vendor
April 2020	Begin process of planning Webinar series, for first 6 webinars.
May – October 2020	Carry out initial webinar series (6)
October 2020	Plan additional webinars, as needed

Budget

Vendors are requested to submit a proposal outlining their webinar package and associated rate, a series of such webinars will be held over the period of one year from the start of contract signing with the selected vendor.

GUIDELINES FOR PROPOSAL SUBMISSION

All proposals must be sent by **5:00 pm EDT on 10 April** in electronic format to the contact listed below:

Jamie Bindon (Ms.)
 Project Coordinator, Knowledge and Learning
jamie.bindon@ndcpartnership.org

EVALUATION AND SELECTION

Requirements

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

- Cost reasonableness
- Previous experience hosting webinars
- Experience in digital outreach and webinar hosting to engage target audiences in different geographical regions where the NDC Partnership is engaged

Prospective vendors/organizations/consultants should submit

- A statement of interest describing the proposed team and how it meets the above requirements;
- Examples of and references for similar previous work;
- An outline of the proposed methodology and workplan;
- An account of how the work and/or organization is sustainable

- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements.

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

Selection Process

No proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussions. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective vendors / organizations / consultants, etc., choose to discontinue this RFP without obligation to such prospective vendors / organizations / consultants, etc. or make multiple awards under this RFP.