REQUEST FOR PROPOSALS (RFP #CAEP03)

Climate Action Enhancement Package: Technical Assistance for Sao Tome and Principe

SUMMARY OF PROCUREMENT
The NDC Partnership Support Unit is searching for a consultant, vendor or organization (herein referred to as vendor) to provide technical assistance to Sao Tome and Principe as part of the NDC Partnership’s Climate Action Enhancement Package (CAEP). This will include the delivery of a pipeline of national flagship projects that contribute to the implementation of the country’s NDCs. These activities should be delivered by December 2020. Proposals, along with all requirements, should be submitted by February 24th by 00:00 CET. The contract will be Fixed Price.

About the NDC Partnership
The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through 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. The NDC Partnership Support Unit is jointly hosted by the World Resources Institute (WRI) and the UN Climate Change Secretariat. For this project, the vendor would be contracted directly through WRI.

About the World Resources Institute
Founded in 1982, the World Resources Institute (WRI) is a global environmental think tank that goes beyond research to put ideas into action, by working with governments, companies, and civil society to build solutions to urgent environmental challenges. WRI’s transformative ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

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 work described in this RFP reflects the request for support submitted by the country through the CAEP process.
SCOPE OF WORK AND ACTIVITIES

In Sao Tome and Principe, the Partnership has coordinated with the Government to elaborate the specific work activities and deliverables that pertain to priority CAEP requests. The RFP objective is to develop at least 5 detailed project documents (additional information below) that will serve to mobilize financial support to advance NDC Implementation in the country. Sao Tome and Principe has developed a comprehensive multi-sector NDC Implementation Plan (Partnership Plan) identifying priority sectors and areas of intervention to advance on mitigation and adaptation actions. This plan compiles initiatives supported by several development partners and outlines areas where additional support is needed. In this context and based on the National priorities and consultations at the technical and political level, the objective of this intervention is to prepare a pipeline of NDC-related projects that will serve to engage several potential financiers (public and private) and mobilize funds for increased climate action and increased ambition in the country.

The original CAEP request is provided below, in addition to the elaborated work activities and deliverables expected. The deliverable deadlines are also included, related to specific activities. Maximum available budget for this work is USD 150,000.

<table>
<thead>
<tr>
<th>CAEP Original Request</th>
<th>RFP Activities</th>
<th>Deliverables</th>
<th>Deadline (after signing of contract)</th>
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<tbody>
<tr>
<td>Prepartion of financial strategy development for NDCs</td>
<td>Desk research on National and sectoral plans, consultations with stakeholders, interaction with high-level decision makers in the Government and assessment of funding opportunities at national and international levels to identify priority projects that contribute to NDC implementation.</td>
<td>Report approved by the Government summarizing the projects identified and justifying the rationale and prioritization of projects.</td>
<td>2 months</td>
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<tr>
<td>Prioritization of projects based on methodology approved by the Government</td>
<td>Preparation of at least 5 detailed Project Documents to be submitted to potential financiers (public and private).</td>
<td>At least 5 Project Documents including: detailed project description and justification, theory of change and logical framework, technical feasibility assessment, costing, preliminary economic assessment, chronogram, management arrangement, and potential financing structure (including identification of specific funding sources and preliminary financial structuring).</td>
<td>9 months</td>
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<tr>
<td>Preparation of 2-pager Project Information Summary (PIS) for each project.</td>
<td>The development of projects should be done in a way to increase national capacities in developing projects and</td>
<td>Hands-on training on project development of at 10 Government officials and</td>
<td>9 months</td>
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provide hands-on training for stakeholders selected by the Government. national stakeholders indicated by the Government, including assessment of capacities after the training.

**TIMELINE**

The vendor procurement for this RFP will follow the below timeline (all dates are considered by 11:59 pm (EST)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP issued</td>
<td>January 24th, 2020</td>
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<tr>
<td>Expression of interest and RFP questions</td>
<td>February 17th, 2020</td>
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<tr>
<td>Deadline for submission of detailed technical and financial proposals</td>
<td>February 24th, 2020</td>
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<tr>
<td>Selection of vendor and signing of contract</td>
<td>March 10th, 2020</td>
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<tr>
<td>Start of contract</td>
<td>March 13th, 2020</td>
</tr>
<tr>
<td>All activities finalized</td>
<td>December 31st, 2020</td>
</tr>
</tbody>
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All questions to the RFP should be sent directly to: caep@ndcpartnership.org. Answers to RFP questions will be shared will all parties who have asked questions or otherwise expressed interest in submitting a proposal.

**PROPOSAL GUIDELINES**

**Requirements**

The selected vendor must demonstrate capacity in similar work, particularly:

- Proven experience in the development of successful climate-related bankable projects;
- In-depth understanding of climate finance architecture and experience in mobilization funds for climate-related projects;
- Fluency in Portuguese and English;
- Technical expertise working with Nationally Determined Contributions (NDCs), particularly in mitigation or adaptation measures and policies;
- Developing the capacity of governments related to the implementation of NDCs, utilizing local expertise;
- Working under the leadership and guidance of governments;
- Experience with a partnership-based approach where different organizations work jointly to deliver work in country;
- Expertise in successfully engaging key government ministries and other relevant stakeholders;
- Applying gender principles to approach the assignment, and wherever possible, produce sex-disaggregated data and gender-responsive actions;
- A consortium of vendors will be considered if it contributes to the technical requirements and delivery of activities. Sub-contracting will also be permitted.

**Content**

Prospective vendors should submit:

- A statement of interest describing the composition, responsibilities, and time allocation of the proposed team and how it meets the above requirements;
- CVs of team members;
- Examples and references with contacts (name organization and email) of similar previous work as described in the requirements;
- Proposed methodology and workplan to deliver on the above-mentioned deliverables, including time allocation to in-country work for data collection and project development;
- An account of how the work and/or vendor is environmentally sustainable;
- A Gantt chart of work activities to deliverable dates; and
- A detailed budget. (Bidders are strongly encouraged to use the CAEP RFP Budget Template, available for download here.)

**EVALUATION AND SELECTION**

**Evaluation Criteria**
The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP.

- Completeness of all required elements;
- 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; and
- Overall cost of the vendor’s proposal and best value for money.

**Selection Process**
No proposal development costs shall be charged to WRI; all related 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, choose to discontinue this RFP without obligation to such prospective vendors, or make multiple awards under this RFP.

**Proposal Submission**
All proposals must be submitted by February 24th, 2020 to caep@ndcpartnership.org. Please use the following format for the email subject line: CAEP_Sao Tome and Principe. RFP_VENDOR NAME. All proposals must be submitted in electronic format.