

## **REQUEST FOR PROPOSALS: Facilitation for the NDC Partnership's Kick-off and Partnership Planning Workshops**

### **SUMMARY OF PROCUREMENT**

WRI intends to award a two-year open contract to a consulting company for the facilitation of planning workshops, the training of attendees to develop results-based frameworks for NDC implementation and assessments of lessons learned from group planning exercises. Work orders will be issued for each workshop.

### **About the NDC Partnership**

The NDC Partnership is a coalition of countries and institutions working together to mobilize support and achieve ambitious climate goals while enhancing sustainable development by delivering support through unified processes and systems on the ground. Assistance may range from supporting policy and strategy formulation and implementation of nationally determined contributions (NDCs), to mobilizing resources and designing monitoring and evaluation frameworks. The NDC Partnership engages directly with government ministries and other stakeholders to assess needs and identify opportunities for collaboration across sectors, regions, and international partners. Leveraging the skills and resources of multiple partners towards a common objective, set by the government, is a unique value proposition that the Partnership brings to its in-country work. Through the Partnership, members provide targeted and coordinated technical assistance so that nations can effectively develop and implement robust climate and development plans.

The NDC Partnership is hosted within WRI in Washington, DC, and within UNFCCC in Bonn, Germany.

### **SCOPE OF WORK AND OUTPUTS/DELIVERABLES**

The NDC Partnership relies on a minimum of two workshops per country through which it applies its Country Engagement Strategy. These workshops serve two purposes: to identify and clarify government objectives and needs for achieving NDC targets, and to align development partner projects and programs with the needs identified by member country governments.

The NDC Partnership's Country Engagement Strategy is designed on a results-based framework that includes several levels of impacts that are designed be achieved from achievement of results at lower level outputs. Applying this model to the engagement process in country requires deep familiarity with the Partnership's design, objectives and intended results. These results are largely achieved through country engagement workshops, which are more effective, and result in stronger outcomes, if outside facilitators lead the process and remove the Support Unit staff from sensitive discussion topics or from as the appearance of guiding and influencing organic conversations amongst workshop participants. A successful facilitator will facilitate the Partnership Plan workshop by providing quality control and assurance for workshop outputs, and assess lessons learned and key takeaways from workshop results for country- and global-level information sharing. The workshops can be one or two days, depending on the country needs.

You can find the Country Engagement strategy in this link: <http://ndcpartnership.org/country-engagement>

Criteria for facilitators who can effectively deliver Partnership workshops include:

- Familiarity with the Partnership's Country Engagement Strategy, objectives and internal operating processes
- Ability to navigate conversations involving many different actors and points of view
- Awareness of cultural nuances and opportunities to integrate gender differences and considerations into group exercises and large stakeholder conversations
- Knowledge of climate planning and international climate policy
- Technical expertise in Managing for Development Results and results-based frameworks.

An effective workshop facilitator will need to be able to guide large group conversations, quickly train participants to develop results-based frameworks and encourage joint decision making amongst diverse meeting participants. This type of workshop will enable the NDC Partnership to maintain speed in responding to country requests by planning and matching demand for support to development partner supply of services.

To sustain consistency within country and across the Partnership's membership, the Partnership seeks one facilitator to be able to retain and strengthen familiarity and apply lessons learned between country engagement events. Maintaining an open contract with one company that can provide facilitation services will enable the Partnership to apply level processes and standards across countries. This type of engagement will allow the Partnership to more effectively develop and evolve its workshop models over time, across regions and with countries.

## **TIMING**

WRI aims to have a contract awarded by March 23, 2018, in time for facilitation of the first workshop at the end of March 2018. After the initial workshop, the Country Engagement workshops will occur periodically, usually once a month. The open contract will extend through March 23, 2020, at which point it may be extended or re-competed.

## **BUDGET**

The facilitator/s must charge for the personnel services for preparation, facilitation and reporting on a daily rate. The facilitator daily rate must not exceed \$1,200 USD. Travel can be procured by WRI or vendor, and can be decided on a case-by-case basis, as appropriate. Having more than one facilitator can be considered on a case-by-case basis, as appropriate.

## **GUIDELINES FOR PROPOSAL SUBMISSION**

### **Requirements**

The selected facilitator will be able to demonstrate capacity in the following areas:

- Environmental and development knowledge
- Results Based Management expertise
- Experience working with multicultural groups and high-level environments
- The contractors will be expected to prepare standard workshop package in 3 languages (this is not expected to take more than 15 days of work)
- Each workshop facilitation should involve:
  - i. Two days of preparation
  - ii. Two days of delivery
  - iii. One day of workshop outcome reporting, including lessons learned
  - iv. Two days of quality assurance work of the Partnership Plan
  - v. All workshop materials will follow NDGP branding guidelines

## **Proposal content**

Prospective facilitators should submit:

- A statement of interest describing the proposed team and how it meets the above requirements;
- CVs of English, Spanish, and French speaking facilitators;
- Individual facilitators proposed must have at least 7 years of experience working with international and development organizations
- Examples of and references for similar previous work;
- A proposed outline of how they would guide an NDC Partnership workshop;
- A proposed budget with a breakdown of costs and rates

## **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 **12:00 PM, March 1, 2018 (Washington, DC)**. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

Brenda Huerta  
Country Engagement Coordinator  
brendahuerta@ndcpartnership.org

All proposals must be sent by **12:00 PM, March 9, 2018 (Washington, DC)** in electronic format to the same contact listed above.

## **EVALUATION AND SELECTION**

### **Evaluation Criteria**

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

- Completion of all required elements;
- The extent to which the facilitator's proposal fulfills WRI's stated requirements as set out in the RFP;
- Experience with similar projects
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work.
- Overall cost of the facilitator's proposal;

**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 facilitators, choose to discontinue this RFP without obligation to such prospective facilitators.