Request for Proposal:
Expert Consultancy Support for the NDC Partnership Project Status Checklist Pilot Phase
October 2023

SUMMARY OF PROCUREMENT

The NDC Partnership Support Unit is calling for an international finance consultancy firm (the “Consultancy”) to contribute to the NDC Partnership (the “Partnership”) finance work through the pilot phase of the Project Status Checklist (“Checklist”) initiative in six countries (to be determined). Proposals, along with all requirements, should be submitted by c.o.b., 10 November 2023. The duration of the assignment is 12 months.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. Nations signal their commitments to the Paris Agreement through Nationally Determined Contributions (NDCs) - each country’s strategy to cut its own greenhouse gas emissions and build resilience against the negative effects of a changing climate. The Partnership advances the goals of the Paris Agreement by bringing together more than 200 countries and institutions in new ways to accelerate NDC implementation and enhance ambition over time. The Partnership’s work through 120 partners supporting almost 90 countries. The Partnership is governed by a Steering Committee, co-chaired by two country representatives. The Partnership’s work is facilitated by a Support Unit based at World Resources Institute in Washington DC and the UNFCCC Secretariat in Bonn, Germany. UNOPS supports the NDC Partnership and its Support Unit through the Water, Environment and Energy Cluster (WEC) Structure of the Terms of Reference. This Terms of Reference (ToR) presents first the Checklist and its implementation, the initiative for which the NDC Partnership is calling a Consultancy, following with the specific scope of the Consultancy.

Background of the Project Status Checklist

Finance is the most frequently requested area of support among the NDC Partnership with 85% of developing country members having submitted at least one request for support related to finance. The latest deep dive on finance requests shows that preparing bankable projects and pipelines is the finance category with the highest need for support and lowest response rate. A barrier to enabling more responses from partners is the limited information and details of projects, their development stage, and the specific support being requested through the Partnership. Available project information is often limited, increasing the complexity for effective matchmaking with members’ expertise and resources. To fill this gap, the Partnership is piloting the Project Status Checklist, a tool developed in broad consultation with members and non-members. This effort will complement the Partnership’s programmatic support to develop NDC Implementation Frameworks (PPs) and Investment Plans.
Objective and Rationale

The objective of the Checklist is to collect climate project information in a systematic way to be used by the government, NDC Partnership members and other stakeholders involved in the project (e.g., companies, project proponent/developer) to identify appropriate sources of finance (e.g., public, private, domestic, international) and effective ways to mobilize support for NDC-aligned projects from NDC Partnership members and beyond. The Checklist will allow the parties to understand the status of project development and identify both the existing gaps in the project (“what is missing”) and the required support to address them, so that the project can better seek financing. It will also allow governments to understand what information is needed to engage with financiers and show what a “complete project” would require in terms of information.

Furthermore, the Checklist will be available to potential investors and financiers looking for climate investment opportunities in NDC Partnership developing member countries to facilitate their ability to fund climate projects.

The project data collected through the Checklist will provide a wealth of information that, when aggregated, analyzed, and interpreted, could help enhance the conditions and factors favorable to the increase in project support and financing.

The Checklist is a tool to support the execution of the NDC Partnership Finance Strategy, especially related to “Identifying Projects and Matching with Finance Providers”.

The Checklist is positioned within countries’ investment planning efforts. As proposed in the NDC Investment Planning Guide, investment planning can be broken into 3 stages: investment planning capacity, investment needs identification and prioritization, and investment mobilization. The Checklist is particularly relevant for Identifying NDC Investment Needs (Stage 2) and Matching Sources of Financing (Stage 3), as it presents information on specific projects that contribute to implementing the NDC, including their characteristics, status, and the gaps to be addressed for effective resource mobilization.

The Project Status Checklist roll out will abide by the main principles of the NDC Partnership Finance Strategy.

The Partnership’s model consists of a country-driven approach.

1. The Partnership exists to make its members more effective by facilitating collaboration. The Support Unit role on finance is rooted in its core competencies of matchmaking and facilitating cooperation among members. The Checklist will complement and add value to members’ activities.
2. The Partnership acts through its members. The role of the Support Unit is one of facilitation and communication, not as an implementing partner.

Project Definition and Checklist Structure

For purposes of the Checklist, a project is a physical investment that aims to generate specific mitigation and/or adaptation benefits, as well as development benefits in alignment with a country’s NDC and development plan(s) (economy-wide or sector specific). Examples include renewable energy power plants, smart grids, reforestation and agroforestry systems, coastal protection infrastructure, resilient infrastructure (i.e., roads, buildings, electricity grids, etc.), water infrastructure (i.e., dams, irrigation), among others.

The Checklist is divided into seven sections: 1) Key Project Information, 2) Project Impact, 3) Project Status, 4) Project Structure, 5) Project Cost and Sources of Financing, 6) Barriers/Risks and Return, and 7) Project Needs. It is anticipated that complete information will not be available in many of the sections for many projects in the early stage of project development. The checklist will be an opportunity to assess the gaps in information, and support countries to mobilize support to fill them.
The Checklist information will be stored in a database to be managed by the NDC Partnership Support Unit (not scope of this consultancy).

Data Collection

The Checklist will be submitted by NDC Partnership Focal Points in member countries. It can also be submitted by any party (e.g., project proponents/developers) with the acknowledgment and approval of the Focal Points.

Project Support Mobilization

The project's characteristics (e.g., sector, size, requirements, impact), its status, key missing data points, and the completeness of the information included in the Checklist will be used to identify effective ways to mobilize support from NDC Partnership members and beyond. Activities associated with the identification of support include categorization of projects, identification of gaps, suggestion of group of potential investors for project types, and elaboration of the outreach plan to promote the projects with NDC Partnership members and beyond.

Options to mobilize support include:

- Circulation of Request for Support Letter (RSL) to seek support for the development of early-stage projects.
- Preparation of Project Information Notes (PINs) for projects that are more advanced and meet the PIN requirements.
- Targeted engagement with Partnership members and potential investors.
- Inclusion in existing funding opportunities, programming, and initiatives from Partnership members.
- If possible, bundling small projects to make the package more attractive.

Roll-out Process

The roll-out of the Project Status Checklist will be done in a consultative, participatory approach to allow the NDC Partnership Support Unit to capture inputs from members and other key partners and improve its process and systems based on lessons learned identified early in the process. It will have a pilot phase described below. Figure 1 outlines the roll-out process for the Checklist.

![Figure 1 – Roll-out Process for Checklist](image-url)
At the end of the pilot phase, there will be a revision of the initiative based on inputs collected and lessons learned. This will inform the planning and deployment of the scaling-up phase.

**Pilot Phase**

The purpose of the pilot phase will be to test and evaluate the Checklist use in general and how to advance with it. The pilot phase will include a robust process to increase the likelihood of having countries presenting projects with higher probability of success (e.g., financial viability, projects in more advanced stages, more complete information, more support from critical stakeholders, etc.).

The pilot phase will include the application of the Checklist in six selected countries (to be determined by the Partnership). Elements used to select the pilot countries include:

- Good traction and engagement of FP(s) and with Ministries of Finance, project preparation units, national development banks, and/or public and private sector developers (the closer the engagement with stakeholders directly involved and with knowledge on investment projects, the better).
- Request/interest from the member country to work on projects with the Partnership and/or existing efforts to identify NDC projects (e.g.: a Partnership member is supporting the country in this area and could use the checklist to collect information).
- Presence of Climate Finance Advisors, experienced facilitators, and, ideally, ongoing work on investment planning and project pipeline identification for NDC implementation.
- Priority countries for key initiatives.
- Countries with PPs or other NDC implementation frameworks, so that the projects are not one-off but tied to a broader framework.

**Kick-off of the Pilot Phase**

The kick-off of the Pilot Phase will include the components presented below with the purpose of increasing chances of accessing good projects and connecting them with support from the Partnership and beyond.

1. **Mapping of key stakeholders developing projects in the country:** (project developers, project preparation units in the government, national and regional development banks and other mechanisms and institutions that support project development and financing, key private sector players, etc.). The purpose of the mapping is to identify stakeholders that can maximize the chances of identifying solid NDC-related projects in the country.
2. **Mapping of key stakeholders on the supply side:** This would be a deliberate mapping of financiers and other institutions that can provide support for the project (e.g.: PPF) but also a testing of the use of this tool with them. This will also make the countries and project promoters more confident regarding potential support as they see the involvement of the supply side early in the process.
3. **National workshop:** to present the initiative to key stakeholders and invite the submission of Project Status Checklists.
4. **Data collection and backstopping to be provided to the project proponents:** the Consultancy will provide backstopping to the project proponents.
5. **In-country workshop:** to give visibility to the results and projects: after the Checklists are submitted and analyzed, there will be a workshop for the presentation by the stakeholders developing the projects to the institutions for matchmaking.
<table>
<thead>
<tr>
<th>Step</th>
<th>Timeline</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-Country Kick-Off</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. Mapping of key stakeholders preparing climate-related projects in the pilot countries.  
2. Mapping of key stakeholders on the supply side in the pilot countries.  
3. National workshops in pilot countries to present the initiative and invite the submission of Project Status Checklists. | Dec. 2023 - Mar. 2024 | 1. Consultancy  
2. Consultancy  
3. Consultancy in close coordination with the Support Unit, NDC Partnership Focal Points (FPs), and government. |
| **Checklist Implementation (as described earlier).** | | |
| Data collection process.  
FPs or developers/proponents to prepare and share Checklist. | Jan. 2024 - May 2024 | FPs and project proponents (The consultancy will provide backstopping) |
| Compilation and outreach plan  
1. Compilation and categorization of projects.  
2. Consultancy |
| Engagement and promotion  
1. Engagement with NDC Partnership members and beyond to promote the projects and identify support for them.  
2. In-country workshop to give visibility to the results and projects.  
2. Collect feedback on projects and on the Checklist (initiative and template). | Continuing process starting in Apr. 2024 | 1. NDC Partnership Support Unit  
2. Consultancy in close coordination with the Support Unit, NDC Partnership Focal Points (FPs), and government  
3. Consultancy |
| **Revision of the Initiative** | | |
| Revision of the process based on feedback and design of improvements for full implementation phase. | Jul./Sep. 2024 | The consultancy will provide inputs to the NDC Partnership Support Unit |
SCOPe OF WoRk ANd DeliVerAbLes

Scope of Work

The Consultancy will support the pilot phase of the checklist in six countries, and will cover the following activities:

**During the in-country kick-off phase:**
- Mapping of key stakeholders preparing climate-related projects in the country
- Mapping of key stakeholders on the supply side, and
- Organization of national workshops to present the initiative and request the submission of Checklists.

**During the Checklist implementation phase:**
- Backstopping to the project proponents
- Provide recommendation for the matching of projects presented in the Checklist to the institutions in the supply side mapping, and
- Organization of in-country workshop to give visibility to the projects and do the matchmaking.

In addition, it will provide recommendations for the Checklist implementation and for the launching of the Checklist in other countries.

The Consultancy will report to the Country Engagement Finance Specialist and the Head of Climate Finance. The Consultancy will deliver the following activities and any other activities that may be assigned as need arises.

Activities and Deliverables

**Activity 1.**
Review the Checklist material, including the Project Status Checklist Concept Note and Project Status Checklist Template, and the material referred in the documents to have a clear understanding of the Checklist and its context in the NDC Partnership Finance Strategy and Country Engagement work. Obtain and review any additional material and information that is necessary to perform the required activities. Engage with relevant stakeholders to collect additional information and discuss any relevant matter.

**Activity 2.**
This activity will be performed individually for each of the six pilot countries. It will consist of six components.

2.1 **Map of key stakeholders preparing climate-related projects in the country:** the Consultancy will map project developers, project preparation units in the government, national and regional development banks and other mechanisms and institutions that support project development and financing, key private sector players, etc. to identify stakeholders that can maximize the chances of accessing projects that have good potential to succeed. The Consultancy will strive to engage with the largest number possible of stakeholders for the execution of the mapping.

2.2 **Map key stakeholders on the supply side:** the Consultancy will map financiers and other institutions that may provide project support (e.g.: PPF) to engage them in an early stage of the process. This will make the countries and project promoters more confident regarding potential support, as they see the involvement of the supply side in the process. The financier and other institutions that provide support for projects should be present at the
national workshop. The Consultancy will strive to engage with the largest number possible of institutions for the execution of the mapping.

2.3. Organize a national in-person workshop: based on the inputs of the mappings, the Consultancy will organize a national workshop to present the Checklist initiative to the stakeholders mapped above (project developers, project preparation units in the government, national and regional development banks and other mechanisms and institutions that support project development and financing, key private sector players, potential investors). The Consultancy will support the government and the Support Unit with all preparations involved, including covering the costs of the workshop. The organization of the national workshop will be in close coordination with the NDC Partnership Support Unit, NDC Partnership Focal Points and other entities to be determined by the NDC Partnership Support Unit and the country’s government. The Consultancy will strive to attract the largest number possible of stakeholders to the event.

2.4 Support the backstopping to be provided to the project proponents: the Consultancy will provide backstopping to the project proponents. The backstopping will focus on clarifying questions regarding the process to prepare and submit Projects, not going into the content of individual projects. It is anticipated that in the pilot phase the backstopping will consist of virtual sessions with proponents and periodic Q&A sessions. A FAQ sheet will be prepared to be used in the backstopping and will be updated after the pilot, to reflect common questions from proponents.

2.5 Provide recommendation for the matching of projects presented in the Checklist to the institutions in the supply side mapping: the Consultancy will prepare a list of the projects presented in the Checklist with the recommendation of institutions that could be good candidates to support the projects based on the projects’ needs. The recommendation should be made for each project individually. The list should include the main reasons that the institutions are considered a good match for the project.

2.6. Organization of in-country workshop to give visibility to the results and projects: after the Checklists are submitted, the Consultancy will prepare a workshop for the presentation by the stakeholders developing the projects to the institutions for the matchmaking.

Activity 3.

This is a cross-cutting activity related to the Consultancy’s work in all six countries. It will consist of four components.

3.1 To inform the overall work of the NDC Partnership: The Consultancy will assess and analyze the main aspects of the pilot phase of the Checklist to inform the overall work of the NDC Partnership in providing support to countries in engaging with relevant stakeholders to mobilize support and to identify and share potential investment opportunities in developing member countries.

3.2 To provide recommendations for the Checklist implementation: based on Checklist pilot, the Consultancy will provide recommendations for the Checklist implementation based on the steps previously presented. This is particularly relevant for the step “Engagement and Promotion”, where the NDC Partnership will engage with NDC Partnership members and beyond to promote the projects and identify support for them, including an in-country event to give visibility to the results and projects (second in-country event). Considering that the launching of the checklist in the six countries is critical for the success of the overall initiative, it should be used to inform and, if necessary, to adjust the Checklist implementation.

3.3 To provide recommendations for the launch of the Checklist in other countries, for the SU Backstopping, and for the matchmaking of projects to supply side institutions: the Consultancy will assess and analyze the main aspects of the launch of the Checklist so that it can inform the launching of the Checklist in other countries. In
addition, it will assess and analyze the main aspects of the backstopping and the matchmaking so that it can inform these activities for other countries.

3.4 **Prepare summary material and presentation of the Checklist:** the Consultancy will prepare material to be used in NDC Partnership and other events to inform about the Checklist.

### Deliverable Table

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report and detailed workplan</td>
<td>By December 18\textsuperscript{th}, 2023</td>
</tr>
<tr>
<td><strong>Deliverables per Country</strong></td>
<td></td>
</tr>
<tr>
<td>Mapping of stakeholders preparing climate-related in the country that can maximize the chances of accessing projects that have good potential to succeed.</td>
<td>Dec. 2023 – Feb. 2024</td>
</tr>
<tr>
<td>Mapping of key stakeholders in the country on the supply side (financiers and other institutions that provide support for projects). Supply side stakeholders were invited and participated in the in-presence workshop.</td>
<td>Dec. 2023 – Feb. 2024</td>
</tr>
<tr>
<td>Successful organization of national in-person workshop to present the Checklist initiative to national stakeholders (mapped above) to promote the submission of project Checklists. Stakeholders were invited and participated in the in-person workshop. Stakeholders invited to submit Checklists.</td>
<td>Jan. 2024 – Mar. 2024</td>
</tr>
<tr>
<td>Successful backstopping provided to the project proponents in virtual Q&amp;A weekly sessions for a period of up to 2-3 months with multiple proponents. FAQ sheet(s) prepared.</td>
<td>Jan. 2024 – May 2024</td>
</tr>
<tr>
<td>Compilation and outreach plan</td>
<td></td>
</tr>
<tr>
<td>1. Compilation, analysis, and categorization of projects (general and per country).</td>
<td></td>
</tr>
<tr>
<td>2. List with recommendation for the matching of projects presented in the Checklist to the institutions in the supply side mapping.</td>
<td>Feb. 2024 – Jun. 2024</td>
</tr>
<tr>
<td>Successful organization of in country event to give visibility to the results and projects, and matchmaking</td>
<td>Apr. 2024 – Jul. 2024</td>
</tr>
<tr>
<td><strong>General Deliverables</strong></td>
<td></td>
</tr>
<tr>
<td>Consolidated report, including:</td>
<td>Jan. 2023 – Oct. 2024</td>
</tr>
<tr>
<td>• Recommendations to upgrade the overall work of the NDC Partnership in providing support to countries in engaging with relevant stakeholders to mobilize support and to identify and share potential investment opportunities in developing member countries.</td>
<td></td>
</tr>
<tr>
<td>• Recommendations for the Checklist implementation in other countries.</td>
<td></td>
</tr>
<tr>
<td>• Recommendations for the SU backstopping and the matchmaking of projects to supply side institutions.</td>
<td></td>
</tr>
<tr>
<td>• Material and presentation of the launching of the Checklist to be used in NDC Partnership and other events about the Checklist. A preliminary version of the material will be prepared for the events that will occur before the end of the launch.</td>
<td></td>
</tr>
</tbody>
</table>
PROPOSAL GUIDELINES

Requirements

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

- Proven experience in engaging with institutions such as project developers, project preparation units in the government, national and regional development banks and other mechanisms and institutions that support project development and financing, key private sector players, potential investors, etc.
- Proven experience in engaging with national, bilateral, multilateral financial institutions, mechanisms, programs and funds, impact investors, philanthropies, Project Preparation Facilities (PPF), etc. That can effectively support the projects with financing and/or project development, as needed.
- Proven experience working with developing countries on similar assignments.
- Experience in successfully organizing events in coordination with multiple stakeholders in a compressed time. This experience should be reflected in, among other things, attracting relevant speakers and audience, efficient logistics of the event, and adherence to the budget.
- Experience in extracting relevant lessons learned from activities to inform subsequent stages of the same activities and other activities and to build up the knowledge and capacity of the institution. Ability to communicate the lessons clearly so that they can be easily absorbed. Ability to prepare and deliver presentations to different audiences.
- 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.
- Technical expertise working with Nationally Determined Contributions (NDCs) and climate change.
- The consultancy team should be able to work in English, French, and Spanish. Arabic and Portuguese as assets.
- Working under the leadership and guidance of governments and other stakeholders.
- Expertise in successfully engaging key government ministries and other relevant stakeholders.

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;
- A Gantt chart including activities and deliverable dates, including start date of global and in-country work; and
- A detailed budget.
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 the bidder offering best value without discussion. 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.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for submission of detailed</td>
<td>November 9th, 2023</td>
</tr>
<tr>
<td>technical and financial proposals</td>
<td></td>
</tr>
<tr>
<td>Selection of vendor and signing of contract</td>
<td>November 9-20th, 2023</td>
</tr>
<tr>
<td>Start of contract</td>
<td>November 20th, 2023</td>
</tr>
<tr>
<td>All activities finalized</td>
<td>November 20th, 2024</td>
</tr>
</tbody>
</table>

All questions to the RFP should be sent directly to

- Mr. David Levy (david.levy@ndcpartnership.org) and
- Mr. Joaquim Leite (Joaquim.leite@ndcpartnership.org)

Answers to RFP questions will be shared with all parties who have asked questions or otherwise expressed interest in submitting a proposal.

Proposal Submission

All proposals must be submitted by c.o.b. **November 9, 2023**, to: Mr. David Levy (david.levy@ndcpartnership.org) and Mr. Joaquim Leite (joaquim.leite@ndcpartnership.org)

Please use the following format for the email subject line: Expert Consultancy Support for the NDC Partnership Project Status Checklist Pilot Phase RFP_VENDOR NAME. All proposals must be submitted in electronic format.