Request for Proposal:
Expert Finance Advisory for PIN Preparation
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 by supporting the preparation of four Project Information Notes (PINs) in up to four countries. Proposals, along with all requirements, should be submitted by c.o.b., 10 November 2023. The duration of the assignment is 6 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 PIN, the initiative for which the NDC Partnership is calling a Consultancy, following with the specific scope of the Consultancy.

Background of the Project Information Note (PIN)

The Project Information Note (PIN) is an initiative of the Partnership to give more exposure and promote climate change projects that are in line with the country’s development priorities. Its main purpose is to attract support and financing for the NDC projects from the Partnership's members, partners, and beyond. In addition, it contributes to avoiding duplication of efforts and bringing efficiency to the system.

The PIN provides potentially interested institutions, both public and private, national and international, with the necessary content so they can further consider support for the projects. Its format is inspired by “teasers” - commonly used for transactions in the financial world - and it should be considered as a discussion starter, rather than a deal closure tool. The PIN is prepared with the support of the NDC Partnership Support Unit (“Support Unit”) or other partners.

The PIN Fact Sheet provides additional information on the PIN. PIN examples: PIN Cote d'Ivoire and Renewable Generation Expansion San Cristobal Island.
The PINs are prepared in a summary format, using standard terminology and concepts of the industry to make them more accessible to the potential target institutions, therefore increasing the chances of being considered by them for further evaluation.

The typical PIN is a four to five-page document with the following sections:

- Overview
- Project description
- Strategic fit
- Project implementation plan
- Project status
- Project cost
- Revenue and business model
- Initial financial options
- Potential risks and mitigation
- Incentives for private sector investment
- Overall objective
- Specific objectives
- Rationale
- Gender responsiveness
- Potential environmental and social impact
- Stakeholders

**SCOPE OF WORK AND DELIVERABLES**

**Scope of Work**

Finance is the most requested area for Partnership support. The Partnership is contributing to enhancing access to climate finance by providing support to countries to translate NDCs into strong national investment strategies and proposals, engage with relevant stakeholders to mobilize support, and to identify and share potential investment opportunities in developing member countries. The proposed assignment will contribute to the efforts of sharing project opportunities to financial institutions and mechanisms through the preparation of four PINs.

The Consultancy will report to the Country Engagement Finance Specialist. Short term travel is expected to the country of the project. 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 ndcpartnership.org/ information, **NDC Investment Planning Guide**, the Project Status Checklist Concept Note, Project Status Checklist Template, and **PIN Fact Sheet.pdf** to understand the NDC Partnership model and its finance platforms in the context of the NDC Partnership Finance Strategy and Country Engagement work.

**Activity 2.**

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1 Detailing the project components.
2 Indicating current project status.
This activity will be performed individually for each of the four PINs.

2.1 Review the project material to have a clear understanding of the project and its context in the country’s development goals and NDCs. Obtain and review any additional material and information that is necessary to prepare the PIN. If necessary, organize, prepare, participate, and consolidate results of meetings with project stakeholders to collect additional information and discuss any relevant matter.

2.2 Prepare the PIN. The PIN should include all the sections indicated in the template and cover as much as possible all the topics mentioned in each section. It should use concise, direct, and clear language. It should reflect the relevant information for potential financial institutions, mechanisms, PPF, etc. to decide whether to pursue the project. Four to five pages using the NDC Partnership PIN template. The PIN should be prepared in English. For countries where French, Spanish or Portuguese is the country’s language, the PIN should be prepared in one of the three languages and translated into English, in which case there will be a version of the PIN in English and in the other language.

2.3. Map and provide the names of institutions and, ideally, the indication of the unit/department in the institution, and contact person, that should be contacted during the promotion of the PIN. Present the rational for the selection of the institutions to be targeted as part of the PIN promotion.

**Activity 3.** Prepare a 3-4 pages document with recommendation on i) how to upgrade the overall work of the NDC Partnership in providing support to countries in engaging with relevant stakeholders to mobilize support and ii) on the PIN initiative, template, preparation, and promotion to make it more effective in attracting support for the projects.

### Deliverable Table

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>NDC Partnership material and information relevant for the PIN preparation was reviewed.</td>
<td>By December 8, 2023</td>
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<tr>
<td><strong>Deliverables per PIN</strong></td>
<td></td>
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<tr>
<td>Project information and any other additional information was reviewed for a clear understanding of the project and its context in the country development goals and NDCs and for the PIN preparation. Participated in meetings when necessary.</td>
<td>Dec. 2023 – Feb. 2024</td>
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<tr>
<td>Draft PIN completed.</td>
<td>Jan. 2024 – Apr. 2024</td>
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<tr>
<td>PIN completed.</td>
<td>Jan. 2024 – May. 2024</td>
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<tr>
<td>Spreadsheet with the names of institutions and, ideally, the indication of the unit/department in the institution, and contact person, that should be contacted during the promotion of the PIN. Present the rational for the selection of the institutions to be targeted as part of the PIN promotion.</td>
<td>Jan. 2024 – May. 2024</td>
</tr>
<tr>
<td><strong>General Deliverables</strong></td>
<td></td>
</tr>
<tr>
<td>3-4 pages report with recommendation on i) how to upgrade the overall work of the NDC Partnership in providing support to countries in engaging with relevant stakeholders to mobilize support and ii) recommendation on the PIN initiative, template, preparation, and promotion to make it more effective in attracting support for the projects.</td>
<td>Jan. 2024 – Jun. 2024</td>
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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.
- 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 (max 5 pages).
- A Gantt chart including activities and deliverable dates, including start date of global and in-country work.
- 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.
- 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>
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<tbody>
<tr>
<td>Deadline for submission of detailed technical and financial proposals</td>
<td>November 10th, 2023</td>
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<tr>
<td>Selection of vendor and signing of contract</td>
<td>November 10-20th, 2023</td>
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<tr>
<td>Start of contract</td>
<td>November 20th, 2023</td>
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<tr>
<td>All activities finalized</td>
<td>May 20th, 2024</td>
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All questions to the RFP should be sent directly to david.levy@ndcpartnership.org and joaquim.leite@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 SUBMISSION

All proposals must be submitted by c.o.b., 10 November 20th, 2023, to: David Levy (david.levy@ndcpartnership.org) and 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.