Staff Retreat Facilitator

SUMMARY OF PROCUREMENT

The NDC Partnership Support Unit (SU) intends to award a Fixed Price type contract for a facilitator for the NDC Partnership Staff Retreat taking place from 18 to 20 June 2024 in Mechelen, Belgium. The performance period is 15 April 2024 to 15 July 2024, with the deadline for proposals on 1 April 2024.

ABOUT THE NDC PARTNERSHIP

The NDC Partnership is a global initiative that brings together over 220 members, including 126 countries, developed and developing, and more than 80 institutions to create and achieve their ambitious national climate commitments and ensure financial and technical assistance is delivered as efficiently as possible as adopted at the United Nations Climate Change Conference COP21 in Paris, France (2015).

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. We work 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.

SCOPE OF WORK AND OUTPUTS/DELIVERABLES

The Support Unit, the secretariat of the NDC Partnership, is a team of nearly 80 people based primarily in Washington DC and Bonn, Germany with remote staff positioned around the world. The Support Unit convenes in person for a dedicated retreat every other year.

The 2024 Staff Retreat aims to ensure team members meet in person or reconnect, to reaffirm our culture, strengthen our teamwork and collaborate on programmatic work in depth. We are now preparing for a 2.5 day facilitated retreat. The NDC Partnership is now mid-way through the implementation of its 2021-2025 Work Program. Our programmatic discussions will focus on the final stage of our current work program and preparation for the forthcoming, multi-year work program.
The facilitator will be responsible for designing, developing, and facilitating the SU’s 2024 Staff Retreat. Primary areas of work are:

### Activities

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<tr>
<th>1. <strong>Align &amp; Plan (Pre-retreat Facilitation)</strong></th>
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<td>• Organize kick-off and planning meetings;</td>
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<td>• Organize ongoing planning and coordinating meetings with the core planning team;</td>
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<td>• Review of past materials including psychological safety and organizational development assessments;</td>
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<td>• Co-develop pre-retreat survey and related data analysis;</td>
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<td>• Delivery of survey outcomes document with retreat implications;</td>
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<td>• Design of final retreat agenda and facilitation details, incl. knowledge management tools (such as virtual white boards etc.)</td>
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<td>• Support for those responsible for facilitating distinct sessions.</td>
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**Deliverables by 10 June 2024**
- Survey outcomes documents including retreat implications/recommendations;
- Final retreat agenda.

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<th>2. <strong>Retreat Facilitation</strong></th>
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<td>• Facilitation support at the 2.5-day staff retreat, incl. leading all relevant sessions dedicated to planning, team dynamics, and initiatives;</td>
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<td>• Facilitate documentation of retreat sessions’ outputs;</td>
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<td>• Support for those facilitating at the retreat.</td>
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**Deliverables by 20 June 2024 (last day of the retreat)**
- Completed retreat facilitation and documentation.

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<th>3. <strong>Debrief (Post-retreat Facilitation)</strong></th>
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<td>• Compilation of all retreat notes and outputs, including capturing static images of flip charts and virtual whiteboards;</td>
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<td>• Support as needed on follow-up communications or distribution of post-retreat evaluation;</td>
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<td>• Final capstone session with management team to discuss any next steps or follow-up.</td>
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**Deliverables by 15 July 2024**
- Compilation of all retreat notes in the form of a brief summary document and/or slide deck;
- Completed capstone session.

### TIMING

The 2.5-day Staff Retreat will be held from 18 to 20 June 2024. The kick-off date for facilitation is 15 April 2024, with 3 milestones as outlined above:

- **Align & Plan (Pre-retreat Facilitation)** – by 10 June 2024
- **Retreat Facilitation** – by 20 June 2024
- **Debrief (Post-retreat Facilitation)** – by 15 July 2024

### BUDGET
The budget ceiling for the NDC Partnership Staff Retreat facilitator is USD 30,000.

Please note that WRI is an IRS-registered 501(c)3, tax-exempt organization. WRI is not VAT exempt. All prices or quotes should include VAT and tax, as applicable.

**GUIDELINES FOR PROPOSAL SUBMISSION**

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

- Technical expertise in
  - Facilitation
  - Organizational Development
  - Monitoring and Evaluation
- Fluency in global environmental discourse and knowledge of climate change
- Experience in multistakeholder collaboration (specifically membership / coalition structures) and with international teams under matrix management structures

**Proposal content**
Prospective vendors should submit:

- A statement of interest describing the proposed team/person and how it meets the above requirements;
- CVs of team members/candidate;
- Examples of and references for similar previous work;
- An outline of the proposed methodology and work plan;
- 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. If proposing for a Fixed Price contract, please also include a competitive payment schedule associating amounts with work milestones.

**Expression of Interest, Deadline for Questions, and Proposal**
All expressions of interest and questions about this RFP must be received via email to the contacts below by **6 March 2024, 09:00 (AM) ET (Washington, DC)**. Answers to the questions will be shared will all parties who have asked questions or otherwise expressed interest.

NDC Partnership Support Unit
supportunit@ndcpartnership.org

All proposals must be sent by **11 March 2024, 17:30 (5:30 PM) (Washington, DC)** in electronic format to:

Gerwin De Roy
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 vendor’s proposal fulfills WRI’s stated requirements as set out in the RFP;
- Experience with similar projects;
- Overall cost of the vendor’s proposal;
- Debarment and sanctions – WRI will not consider proposals from vendors that are presently debarred by the U.S. government or named on any restricted parties lists;
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work.

The bidder offering the best overall value will be selected. For this procurement, non-price aspects are more important.

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 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/organizations/consultants, etc., choose to discontinue this RFP without obligation to such prospective vendors/organizations/consultants, etc. or make multiple awards under this RFP. Contracts will not be awarded to vendors/organizations/consultants, etc. debarred by the US government or named on restricted parties lists.