

Request for Proposals: NDC Update and Enhancement Advisory Support to Inform the NDC Partnership Thematic Call

February 2024

SUMMARY OF PROCUREMENT

The 2023 COP 28 Global Stocktake calls for countries to submit more ambitious and improved Nationally Determined Contributions (NDCs) ahead of COP 30 in 2025, with a timeframe until 2035 according to the Common Timeframes agreed upon at COP 26.

The NDC Partnership provided support to countries to submit new or revised NDCs in 2019-2021 ahead of COP 26 through the [Climate Action Enhancement Package \(CAEP\)](#). Building on this initiative, the NDC Partnership launched the [Thematic Call on LT-LEDS and NDC Alignment, Update and Enhancement in 2022](#).

To strengthen the technical support provided to countries through this Thematic Call, the NDC Partnership Support Unit is seeking support for i) countries in the development of robust requests for support relating to NDC formulation, update and ambition raising, ii) advise developing country members on NDC revision and ambition enhancement, iii) build the capacity of Support Unit staff and in-country facilitators on NDC update and ambition enhancement. This support will utilize, among other tools and guidance, the NDC Update Toolkit currently under development by the NDC Partnership Support Unit, in close collaboration with the UNFCCC Secretariat, UNDP, and the World Resources Institute.

The NDC Partnership Support Unit intends to award a reimbursable-based contract to provide reviewing and advisory support. This support will be provided, as needed, on a country-by-country basis. Once a contract has been established payments will be made on a monthly basis reimbursing for the work completed in that period.

This contract will run until 31 December 2024, with the possibility of extension.

BACKGROUND

The NDC Partnership

The NDC Partnership is a global coalition that works with national governments, international institutions, and civil society, to fast-track climate and development action. To date, the Partnership's membership brings together 127 countries—developed and developing—56 institutional members, and 40 associate members (as of February 2024). Through the Partnership, members leverage their

resources and expertise to provide countries with the tools they need to implement their NDCs to combat climate change and build a better future.

In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. These historic accords presented countries with an unprecedented opportunity to align the climate and sustainable development agendas to spur economic growth and improve the livelihoods of all people. Nations signal their commitments to the Paris Agreement through Nationally Determined Contributions (or NDCs) - each country's strategy to cut its own greenhouse gas emissions and build resiliency against the negative effects of a changing climate. One of the unique value propositions that the NDC Partnership brings through its in-country work is leveraging the support from a consortium of partners towards a common objective set by the government.

The Partnership, through its Country Engagement process, engages directly with ministries and other stakeholders to assess climate-related needs and identify opportunities for collaboration around these needs—across sectors, regions, and international partners. Through targeted and coordinated technical assistance, members of the Partnership support countries with, for example, policy and strategy formulation for NDC mainstreaming, development of NDC implementation plans and resource mobilization, NDC and LT-LEDS revision and enhancement, or green economic recovery post-pandemic.

The NDC Partnership is hosted by the World Resources Institute (WRI) in Washington DC, US; UNFCCC in Bonn, Germany; and UNOPS. This contract will be awarded through WRI.

PURPOSE AND OBJECTIVE

Purpose

According to the [United Nations Framework Convention on Climate Change \(UNFCCC\) secretariat](#):

- *The Paris Agreement recognizes that the long-term goals specified in its Articles 2 and 4.1 will be achieved through time and, therefore, builds on a ratcheting up of aggregate and individual ambition over time.*
- *NDCs are submitted every five years to the UNFCCC secretariat. In order to enhance the ambition over time the Paris Agreement provides that successive NDCs will represent a progression compared to the previous NDC and reflect its highest possible ambition.*
- *Parties are requested to submit the next round of NDCs (new NDCs or updated NDCs) by 2020 and every five years thereafter (e.g. by 2020, 2025, 2030), regardless of their respective implementation time frames.*
- *Moreover, Parties may at any time adjust their existing nationally determined contribution with a view to enhancing its level of ambition (Article 4, paragraph 11).*

The Paris Agreement also calls parties “to formulate and communicate long-term low greenhouse gas emission development strategies, mindful of Article 2 taking into account their common but differentiated responsibilities and respective capabilities, in the light of different national circumstances” (Article 4, paragraph 19). Moreover, Article 40 of the COP 28 Global Stocktake also notes “the importance of aligning nationally determined contributions with long-term low greenhouse gas emission development strategies, and encourages Parties to align their next nationally determined contributions with long-term low greenhouse gas emission development strategies”.

To support member countries in formulating new or revised NDCs with more ambitious targets, the NDC Partnership launched the Thematic Call on LT-LEDS and NDC Alignment, Update, and Enhancement at COP 27. The initiative builds on the work of the NDC Partnership and its Country Engagement Strategy to support countries in developing requests for support and leveraging support from its implementing and development partners.

This effort builds on previous work from 2019 to 2021 on the [Climate Action Enhancement Enhancement Package \(CAEP\)](#), and the ongoing development of an [NDC Update Toolkit](#). This RFP only covers the NDC and LT-LEDS-NDC Alignment component of the Thematic Call; the 2050 Pathways Platform provides similar support for requests relating to LT-LEDS.

Objectives

The key objectives of this consultancy are to:

1. **Support NDC Partnership developing country members to develop requests for support to formulate new NDCs.** In line with country priorities and best practices available, provide technical assistance to developing country members to draft robust requests relating to NDC revision according to the Support Unit templates. The NDC Partnership Support Unit Country Engagement will coordinate exchanges between government focal points and the consultancy.
2. **Advise countries during the process of NDC development.** This may include reviewing workplans, including through country-specific Joint Workplans which guide the work under the Thematic Call, advising on the sequencing of activities, meeting [information necessary for clarity, transparency and understanding \(ICTU\)](#) requirements.
3. **Deliver on-demand training and advisory to Support Unit staff and in-country facilitators** as they work with country members in crafting requests for support for NDC update and enhancement and NDC revision and ambition raising approaches and requirements.

SCOPE OF WORK AND ANTICIPATED DELIVERABLES

Through this RFP and building on the NDC toolkit under development the Support Unit is seeking a vendor able to provide technical assistance to member countries to prepare clear requests that address various priorities related to NDC development, including but not limited to:

- Methodological approaches for countries to submit new or revised NDCs ahead of COP 30, including approaches for tacking-stock of current NDC implementation efforts ahead of a revision, amid individual country circumstances, and the approaches for target-setting.
- Recommendations for new and more ambitious and implementable NDCs stemming from COP decisions since COP 21, using an NDC update Toolkit under development by the NDC Partnership and UNFCCC, to inform the development of requests to the NDC Partnership.
- Compatibility of NDC content and indicators with the Enhanced Transparency Framework and coherence with Biannual Transparency Reports and Adaptation Communications.
- Recommendations for institutional arrangements of NDC revision.
- Approaches for securing high-level and whole-of-government interest and ownership, including working with Country Engagement Specialists to support Ministries of Finance and Economic Planning to understand the rationale and added value for their engagement in NDC/LT-LEDS and provide specialized advice to assist these ministries in articulating requests for support to the NDC Partnership (e.g. on costing and modeling methodologies and approaches, economic and finance-relate studies and analysis, etc.) contributing to the development and financing of ambitious and realistic NDC and LT-LEDS that take the perspective of these ministries.
- Approaches for whole-of-society stakeholder engagement, including vulnerable and minority groups.
- Coherence with Long-term low greenhouse gas emissions development strategies (LT-LEDS), and other national development plans and strategies.
- Training and advice on NDC development for Support Unit staff and in-country facilitators to inform engagement with countries and partners on NDC update and ambition raising.

The vendor, through the Support Unit, will receive assignments in response to requests for targeted advisory from NDC Partnership Focal Points (FPs) in member developing countries' ministries of environment and finance/planning. Once a request is received, the vendor will coordinate with the country Focal Points, the in-country facilitator and/or other relevant embedded advisors (where applicable), and the Partnership's Support Unit to ensure the final product meets the Government's needs.

Anticipated Deliverables

Deliverable Number	Deliverable Description	Illustrative timeframe and expected time to complete	Number
1	Support to the development of request for support and detailed review of requests to ensure they are specific, measurable, actional, relevant and time bound.	Within 1 week, 4 FTE hours	TBD

2	Assessment of the context of the request against existing data availability and other strategic documents (e.g., LT-LEDS, NC, AC, BUR/BTR, National Development Plan).	Within 2 weeks, 8 FTE hours	TBD
3	Guidance to national focal points on any subject relevant to NDC revision, such as listed in the section above.	Within 2 weeks, 4 FTE hours	TBD
4	Detailed review of activity plans, Joint Workplans, and other planned actions to ensure they are coherent with the expected output.	Within 1 week, 4 FTE hours	TBD
5	Training sessions with NDC Partnership Support Unit staff.	Within 2 weeks, 8 FTE hours	

Timing

The NDC Partnership aims to have a contract awarded by early April 2024.

Budget

The maximum budget for this contract is set at \$300,000. Allowable costs include consultant salaries, and research expenses. In preparing a budget, the vendor should include a table outlining the anticipated cost and expected number of FTE hours to produce each of the deliverable examples referenced above. Vendors are welcome to include ranges to reflect the varying complexity of deliverables (e.g., Deliverable 1 would range from two weeks to six weeks, at a cost of \$1,000 to \$10,000).

SUBMISSION OF PROPOSALS

Requirements

The selected team would be expected to jointly fulfil the following requirements:

Experience

- Proven track record in supporting developing countries in the design of climate change strategies, plans, and analytical work to inform mitigation, adaptation, and cross-cutting actions.

- Proven track record in working on access to climate finance, including support to Ministries of Finance on topics such as public financial management, modeling and analysis to inform climate policies, and national economic planning.
- Demonstrated experience in the assessments/methodologies requested.
- Experience working with developing country governments in Latin America and the Caribbean, Africa, Asia, the Pacific, and Eastern Europe as a strong asset.
- Experience working with international organizations (bilateral donors, multilateral development banks, multilateral organizations, etc.).
- Experience with multi-stakeholder engagement.
- A good understanding of the political, economic, and social context in developing country members of the NDC Partnership.
- Broad sectoral expertise is required; and
- Excellent computer literacy and skills in MS Word, Excel, and PowerPoint, database systems, relevant analytical software, and overall report writing.

Language

- Team member(s) fluent in spoken and written English, French, and Spanish required, Arabic, Portuguese, and Russian are assets.

Proposal Content

Prospective consultants should submit a proposal of max 15 pages, including:

- a. A statement of interest providing a brief narrative proposal for delivering the scope of work, including a proposed methodology and work plan.
- b. A description of the project team, including a dedicated roster of experts (CVs can be added as an annex), a description of how these experts meet the requirements, and an explanation of how they will be assigned to the implementation of tasks described above.
- c. An example of a similar project or deliverable for each of the analysis types enumerated under the Scope of Work section, including references.
- d. A proposed payment structure for billable hours/days for each type of service that will be rendered.
- e. A proposed budget with a breakdown of costs.

Submission Deadline and Selection Process

All expressions of interest and questions about this RFP must be received via email to Julianne Baker-Gallegos (julianne.baker-gallegos@ndcpartnership.org) and Caroline Carr (caroline.carr@ndcpartnership.org) by 30 April 2024.

WORK ORDER AND PAYMENT PROCESS

What will be the process for agreeing a price for each deliverable for each work order? Will the contracted firm be permitted to discuss scope and expectations of the country prior to finalising the budget for each activity?

The firm will be able to have a coordination call(s) with the Partnership's Support Unit, government focal points, the Partnership's in-country facilitator (if applicable), and/or relevant embedded advisor(s) to discuss the scope of work prior to finalizing the budget. The agreed budget should be in line with the budget range proposed in the firm's proposal to this RFP.

What is the lead time between receiving the details of the request and starting implementation of the activity? Once a request is received, how much time will the vendor have to coordinate with the country Focal Points, the in-country facilitator and/or other relevant embedded advisors (where applicable), and the Partnership's Support Unit to agree the scope of work and price for an individual work order?

The firm should aim to start work in response to a country's request within a month of receiving the initial request, although it may take longer to coordinate, prepare work orders, and organize any in-country work regarding certain, more complex requests.

Will the outline ranges of anticipated costs and number of weeks to produce each type of deliverable provided in a winning vendor's proposal limit the final price that can be agreed for any work order?

The time and budget ranges provided in the RFP are intended to guide interested vendors when drawing up proposed budgets. Individual work orders may depart slightly from those illustrative ranges if adequately justified by their content.

How many work orders is it envisaged that the vendor will need to deliver in parallel? Can the contracted firm say no to specific country requests due to capacity constraints during some months?

Although the NDC Partnership Support Unit has not set a cap for the number of contemporaneous work orders that can be issued given variations in complexity between different analytical products, the contracted firm can refuse to respond to a country's request or suggest a postponed delivery timeline based on capacity constraints.

What proof of payment is needed during the project implementation phase? Will payment be deliverable/milestone based or require timesheet submission?

Payment will be deliverable based and will not require timesheet submission. Government approval of the deliverable may be required for payment; this will be decided on a case-by-case basis.

TRAVEL AND NATIONAL EXPERTS

Is there an expectation that the country requests may include or require travel, in-person consultations, and/or workshops? Are international experts expected to travel or will they have the option to work remotely with national experts in country?

Producing certain analytical products will require in-person consultations/workshops, but international experts can work remotely through national experts in-country.

How should travel be categorised in the budget? i.e., including catering, venue, printing etc.

For deliverable 1 in the RFP, travel and workshops should be presented in the budget as a separate table. For all other deliverables, travel and other costs should be included in the unit cost per deliverable. Item name, unit cost, number of unit/total cost/currency per item are required (e.g., two round trip flights (DC <-> Kingston) / max. USD 2,000 / 2 round trips / total USD 4,000).

Is there an approved DSA rate for this RfP?

Per diem will be determined by the Support Unit depending on destination. Per diem and expenses will only be reimbursed after each mission.

EXPERT FEES AND ROSTERS

A proposed payment structure for billable hours/days for each type of service that will be rendered can include details relating to international experts but, as the identity of countries that may make requests is not detailed in the RfP, can an estimated sum for national experts at a standard rate be included?

Yes, the proposed payment structure can include an estimated sum for national experts at a standard rate.

Regarding the budget, not all thematic and geographic experts have the same fees. Do you advise establishing a standard fee for all experts in order to be able to calculate the budget ranges per type of deliverable?

Please adopt the approach that best suits your internal operations in order to provide as accurate a budget as possible.

The CVs provided in the roster must be kept throughout the whole assignment, or given the vast regions and topics to be covered, is it possible to provide in the proposal a pool of experts that can be called/further complemented for each specific deliverable during project implementation?

The latter approach is correct: the CVs included can represent a roster of available experts, not all of whom must be engaged throughout the assignment.

PROPOSAL CONTENT

The maximum 15 pages for the proposal shall include elements from a. to e. within the ToR's page 6, or could some of these elements besides the CVs be included as an annex?

Please keep all required components of the proposal within the 15-page limit. You can refer to annexed items within those 15 pages (e.g., CVs, detailed budgets, references), explaining how they support the key elements of the proposal.

Should the technical and financial proposal be presented together in the same document?

Yes, please present all elements of the proposal in one document.