

Request for Proposals: Design and Implement a Climate Finance Professional Development Program (June – December 2024)

April 2024

ABOUT THE NDC Partnership

The NDC Partnership brings together more than 200 members, including more than 120 developed and developing countries and more than 80 institutions, to create and deliver on ambitious climate action that helps achieve the Paris Agreement and the Sustainable Development Goals (SDGs). Governments identify their NDC implementation priorities and the support needed to translate them into actionable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development.

INTRODUCTION AND BACKGROUND

Climate finance is the most relevant area of work at the NDC Partnership, with more than one-third of requests falling under this category. Moreover, more than 80 countries have submitted requests for support on finance-related categories. In response, the NDC Partnership launched the [NDC Partnership Finance Strategy](#) in 2022 to advance the work of the Partnership in supporting countries to use their nationally determined contributions (NDCs) to mobilize finance and drive transformational investments that contribute to both sustainable development and the climate goals of the Paris Agreement. The Partnership supports developing countries in multiple ways to increase access to finance, a summary of which can be found in the Partnership in Action Report and Insight Brief. The Finance Strategy addresses gaps in climate finance that can be met through strengthening the Partnership's cooperation model.

Building on the extensive expertise of NDC Partnership's members and the experience supporting more than 90 developing countries, the Support Unit developed the [Climate Investment Planning and Mobilization Framework](#) jointly with the Green Climate Fund (GCF). The Framework provides a common reference point and language for countries and climate finance providers to navigate the progressive steps involved in moving from planning for implementing NDC/NAP/LT-LEDSS to identifying and mobilizing finance for investment needs. It also serves as the NDC Partnership's operational blueprint, consolidating the service offering from the NDC Partnership Finance Strategy. The Framework also serves as an instrument to translate its structure (pillars, stages, and components) into a concrete support offer to members.

Given the increasing demand for climate finance-related topics, the NDC Partnership Support Unit decided to circulate the "Questionnaire for High-Level Assessment of Capacity Development Needs on Climate Finance" among its staff, in-country facilitators, and economic/climate finance advisors to understand their needs in terms of professional development around climate finance, to be able to address the increasing demand for support on the matter. Several questions in this survey are anchored on the engagement with

countries to understand their needs, the level of equipment, and ways in which the NDC Partnership could improve its capacities to deliver the Finance Strategy.

SCOPE AND OBJECTIVES

Scope of Work

The NDC Partnership is seeking services from a vendor to develop and implement an online climate finance professional development program in English for Support Unit Staff, in-country facilitators, and economic/climate finance advisors. The professional development program should build upon the survey results and provide the target audiences with an understanding of climate finance landscape concepts and their linkages with the NDC Partnership's work. In developing the climate finance professional development program, the vendor should ensure alignment with resources such as the [Climate Investment Planning and Mobilization Framework](#), the Insight Brief [Finance at the NDC Partnership](#), the [Country Engagement Strategy](#), the [Knowledge and Learning Strategy](#) and the [NDC Partnership Finance Strategy](#). The climate finance professional development program is expected to utilize different delivery mechanisms, such as presentations/webinars and self-paced learning. The vendor is expected to prepare the training materials following NDC Partnership branding guidelines. Ultimately, the climate finance professional development program should equip participants to carry out their related work within the NDC Partnership. In this context, the main objective of this assignment is to:

- Develop and implement a climate finance professional development program to provide SU staff, in-country facilitators, and economic/climate finance advisors with a general understanding of the climate finance landscape and its linkages with the work carried out by the NDC Partnership. The program should incorporate the results from the 'Questionnaire for High-Level Assessment of Capacity Development Needs on Climate Finance,' utilize the Climate Investment Planning and Mobilization Framework stages as the structure for the modules, and draw upon available knowledge and learning resources from the NDC Partnership to inform its content.

Target Group

The program will be designed for Support Unit staff, In-Country Facilitators, and Economic/Climate Finance Advisors.

Activities

In close coordination and collaboration with the Climate Finance and Knowledge and Learning team, the vendor should carry out the following activities.

- 1) Determine priority climate finance topics to be included in the professional development program based on the results from the "Questionnaire for High-Level Assessment of Capacity Development Needs on Climate Finance."
- 2) Map the current open climate finance training within and beyond the NDC Partnership to avoid overlap between curriculums.
- 3) Define delivery mechanisms for the professional development program, including self-paced learning, webinars, and tests.

- 4) Define an evaluation and grading mechanism for the professional development program.
- 5) Develop climate finance professional development modules contemplating the priority topics and linking them to the NDC Partnership Finance Strategy and related knowledge and learning materials from the NDC Partnership. Four modules are suggested, drawing upon the Climate Investment Planning and Mobilization Framework and grouping the potential content of the professional development program.
- 6) Update the NDC Partnership Climate Finance Integrated Training Package.
- 7) Develop training materials for the implementation of the professional development program. These materials could include slide decks, videos, and online learning modules, among others. The materials should follow the NDC Partnership branding guidelines.
- 8) Implement the professional development program within a four-month timeframe. The program should be completed by December 2024.
- 9) Develop a final report outlining the main results of the professional development program and provide recommendations on the way forward.

Deliverables

The vendor will develop and submit the following deliverables:

- 1) **Inception report:** The vendor must outline the objectives, workplan, and methodology for developing and implementing the climate finance professional development program. The work plan should include realistic timelines for the different deliverables, and the methodology should include the initial considerations of the delivery mechanisms and topics covered.
- 2) **Mapping of open climate finance training:** The mapping should include those training opportunities offered by the NDC Partnership and beyond, covering the prioritized questionnaire topics and specifying potential added value from the climate finance professional development program.
- 3) **Integrated Training Package Update:** Including the training modules concept note and implementation plan. The Integrated Training Package should specify the topics covered and the delivery mechanisms in each of the four modules as specified in the inception report.
- 4) **Training materials and moderation plan:** Including slide decks, videos, and online learning modules, among others, for each of the four modules. The moderation plan should specify the structure or strategy to roll out the four training modules.
- 5) **Final report:** Climate Finance professional development program final summary report with recommendations and findings.

Table 1. Deliverables timeline

Deliverable	Description	Timeline
1	Inception report	15 June 2024
2	Mapping of open climate finance training	15 July 2024
3	Integrated Training Package Update	15 July 2024
4	Module 1: Training materials and moderation plan	30 July 2024
5	Module 2: Training materials and moderation plan	30 August 2024
6	Module 3: Training materials and moderation plan	30 September 2024

Deliverable	Description	Timeline
7	Module 4: Training materials and moderation plan	30 October 2024
8	Final report	30 November 2024

Payment

Individual invoices should be submitted for Deliverables 1, 4, 5, 6, 7, and 8. One single invoice should be submitted consolidating Deliverables 2 and 3.

REQUIREMENTS

The vendor will have the profile below:

- a) Significant experience working on climate finance, climate finance mobilization for adaptation, and adaptation financial instruments and mechanisms, demonstrating professional competence and mastery of the program subject matter.
- b) Significant international experience related to developing concepts and training modules on climate finance.
- c) Strong experience facilitating multi-stakeholder workshops and working with international organizations to deliver capacity-building services.
- d) Experience working in the regions where the NDC Partnership operates.
- e) Strong interpersonal skills and the ability to work and communicate effectively with teams from different countries.
- f) Strong computer skills, including the ability to conduct online training sessions.
- g) Excellent writing, editing, and oral communication skills in English.

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;
- Completeness & quality of the proposal in addressing all required elements described in the Request for Proposal;
- Experience with similar projects.
- The vendor's technical expertise is relevant to the stated requirements of the RFP.
- 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, 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 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. Contracts will not be awarded to vendors debarred by the US government or named on restricted parties lists.

SUBMITTING PROPOSALS

To submit expressions of interest and proposal documents, please send relevant materials to:

- Laura Zartarian, Program Coordinator at Laura.Zartarian@ndcpartnership.org

All proposals must be received by **5:00pm EST on Friday, 3 May 2024** in electronic format to the contacts listed above.