

Request for Proposals: Support the NDC Partnership in Developing Member Countries' NDC Implementation Through Implementation Plans (Partnership Plans)

April 2024

SUMMARY OF PROCUREMENT

The NDC Partnership Support Unit intends to award a deliverable-based contract to provide technical and analytical support to inform the development of NDC Implementation Plans, also known as Partnership Plans or NDC frameworks for the NDC Partnership three developing country members. This support will be provided, on a country-by-country basis. This contract will run until 31 December 2024.

BACKGROUND

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 developed and developing 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 (Secretariat) hosted at the World Resources Institute in Washington, DC and the UNFCCC Secretariat in Bonn, Germany and UNOPS through the Water, Environment and Energy Cluster (WEC).

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 (Partnership Plans) and resource mobilization, NDC revision and enhancement.

NDC Implementation Plans (also known as Partnership Plans or NDC Implementation Frameworks)

The NDC Partnership helps countries turn NDCs into results-based, national implementation and investment plans built on existing climate and development policies, action plans and strategies. Countries refer to these plans with different denominations, such as NDC implementation Plans, NDC implementation Frameworks or Partnership Plans (PPs).

These plans serve as resource mobilization tools, but their primary function is to ease planning, national coordination, resource mobilization and tracking the progress of NDC implementation and support, following a whole-of society approach. Under Government leadership, the PP can support the engagement of relevant stakeholders, including different sectors, donors and implementing partners, to jointly advance NDC implementation.

The plan [template](#) offered by the Partnership is designed with a 3 to 5 years' timeframe and includes a standard set of fields (e.g. outcomes, outputs, KPIs, timeframes, funding needs/source and responsibilities, etc.), as well as several optional fields, providing ideas on the types of extra information governments might want to add. Governments can also remove or include additional columns into the template to capture anything that falls outside of the scope of the existing fields.

The [design of a Plan](#) is an iterative participatory process that should be defined through wide stakeholder consultations, engaging different sectors, ministries and actors involved in the NDC implementation. The work planning exercise – workshops, bilateral meeting(s) and other mechanisms, as decided by the Government – is led by the NDC Partnership Focal Points in the government (often at the Ministry of Environment and Ministry of Finance or Planning), with support from the Partnership In-Country Facilitator and the NDC Partnership Support Unit.

The NDC Partnership also developed an online tool – [the Online Partnership Plan Tool \(OPPT\)](#) as an online platform to help improve the Partnership's support to member countries by providing an improved interface for users to visualize, edit and report on data of Partnership Plans including implementation and funding gaps.

Against this background, the Partnership focal points, selected government representatives and facilitators require training on the OPPT and how to utilize the tool to manage the NDC Implementation Plan to best serve the country's climate actions. The training seeks to build capacity of country administrators on how to use the tool as a framework through which climate-development priority needs of the country are matched to the coordinated support of the NDC Partnership's members.

Key Reference Documents:

- [Design of the NDC Implementation/ Partnership Plans](#)
- [NDC Implementation/ Partnership Plan Guide](#)
- [NDC Implementation/ Partnership Plan Template.](#)
- [Guide for the Partnership Plan Template with the Online Tool](#)
- [NDC Partnership Plan Narrative Report](#)

- [Project Mapping Guidance Form](#)

SUPPORT OUTCOMES

The Partnership’s Support Unit is seeking a firm to support a set of member countries in the development of their NDC Implementation Plans/PPs. The key outcomes of this consultancy are to:

- Support the NDC Partnership developing country members to develop their NDC implementation Plans/Partnership Plans and associated narrative documents.
- Build confidence among in-country stakeholders that their governments are following clear methodologies to determine the most effective way to achieve their NDCs.
- Enhance the country's ownership of the NDC implementation while adopting a whole of society approach.
- Assist developing country members in clearly articulating priorities and needs to implement the NDC, thereby making the case for technical and/or financial support to implementing and development partners (IP/DPs), and other potential sources of expertise or financing (national and international).

SCOPE OF WORK AND DELIVERABLES

The scope of work is defined by the activities and deliverables listed below. The expected deliverables per country are detailed in the next section.

| Phase | Activities | Deliverable(s) |
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| 1. Inception phase/ Methodological approach per country | <ol style="list-style-type: none"> 1. Inception online meeting with the government representatives (Partnership focal points) and the Partnership Support Unit and In-Country Facilitator. The meeting should aim to i) reconfirm the government objectives for the NDC Implementation Plan: plan, coordinate, mobilize support and track progress, ii) clearly articulate the roles and expectations with the government and identify the contact points to drive the process. 2. Develop a methodological approach of the support in consultation with the Partnership focal points, the In-Country Facilitator and the Support Unit to identify the implementation approach, the stakeholders to be involved, the timeline, and other methodological elements to be agreed with country focal points. 3. Present and submit the draft approach for approval by the Partnership focal points. | <ol style="list-style-type: none"> 1. Final version of the methodological approach in a report format. Report must include: <ul style="list-style-type: none"> - Implementation approach - Stakeholders' identification - Activities and deliverables timeline and associated milestones. |

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| <p>2. Situational Assessment / in-country mission</p> | <p>4. Organize a national inception workshop to present the methodological approach and mobilize and raise awareness of the national stakeholders including partners and donors on the plan objectives and opportunities.</p> <p>5. During the in-country mission, conduct in-person consultations with key stakeholders (public, private, CSOs) on the supply (ongoing support/initiatives) and demand (needs and gaps) sides to support the NDC implementation (data collection). Discussions should cover cross-cutting issues and sectors specific needs (mitigation and adaptation) anchored in existing national plan and strategies. Key stakeholders list is to be identified with the in-country focal points and facilitator.</p> <p>6. Assess the existing national and sub-national climate and development policies and plans against the NDC implementation needs. Assessment criteria should be agreed with the focal points.</p> <p>7. Mapping of partners and donor's projects to be integrated in the NDC Implementation Plan (on-going and planned projects/programs). This activity can be supported by the Partnership In-Country Facilitator (Projects Mapping template).</p> <p>The situational assessment report should be reviewed by the focal points and shared with the national stakeholders.</p> | <p>1. Completion of the national inception workshop</p> <p>2. Final situational assessment report to include:</p> <ul style="list-style-type: none"> - Stakeholders' consultation results - Key stakeholders list - Assessment of national policies and plan results - Mapping of partners and donors' projects. - Other in-country mission results. |
| <p>3. Structure and draft the NDC Implementation Plan</p> | <p>8. Define the implementation plan structure considering a Results Based Management (RBM) framework and seeking alignment with the country NDC MRV system (if existing) or enhanced transparency framework (ETF) requirements. The Plan structure (inspired by the Partnership Guide) should be approved with the NDC Partnership focal points and the NDC sectors to confirm which fields are useful in the national context and that can be OPPT compatible.</p> <p>9. Based on the situational assessment results (phase 2) and above activity 8, draft the plan following the structure approved by the country to fill in fields related to e.g., outcome, outputs, KPIs, timeframes, responsibilities, etc. for:</p> <ul style="list-style-type: none"> - cross-cutting needs to enable national conditions for the NDC implementation: e.g., governance, policy and regulatory frameworks, capacity building, access to finance, MRV and transparency, alignments with national development strategies, gender inclusion, sub-national engagement, private sector engagement, just transition. The cross-cutting needs categories are to be refined with the countries. - Sector specific NDC activities and needs (mitigation and adaptation) also to be defined with the countries. | <p>1. Completion of at least 8 sectoral discussions and /or thematic groups to review the plan content.</p> <p>2. Approved NDC Implementation Plan structure that is OPPT-compatible.</p> <p>3. Final NDC implementation Plan.</p> |

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| | 10. Organize sectoral discussions and / or thematic working groups to validate the relevance of the priorities and overall information identified in the plan. Work with government focal points to engage with Implementing and Development partners aligning their projects against the plan structure. | |
| 4. Costing of the Implementation Plans | 11. Accurately cost the NDC Implementation Plan: <ul style="list-style-type: none"> - Costing of the plan's RBM framework at the KPI level (demand side). - Mapping of existing funding/support (supply side) available aligned at the KPI level with the funding needs. - Assessment of funding gaps. - Confirm and approve the costing results with the national stakeholders as part of activity 10. Ensure these final costing results are OPPT compatible for inclusion in the plan upload (activity 14). | 1. Final NDC implementation plan including its costing and the results of the funding gaps assessments. |
| 5. NDC Implementation Plan Narrative document | 12. Develop the implementation plan narrative following the NDC Partnership narrative template in English and in the country official language if relevant (not more than 10 pages). 13. Incorporate comments from the SU and the in-country focal points and the In-Country Facilitator into a final, ready for publication Narrative Report | 2. Final NDC implementation Plan Narrative Report. |
| 6. Inclusion/ Uploading of the Plan in the Partnership Online Partnership Plans tool (OPPT) | 14. Upload the plan into the OPPT in coordination with the SU OPPT specialist (Guide for the Partnership Plan Template with the Online Tool): <ul style="list-style-type: none"> • Populate the plan template to enable upload into the OPPT along with the estimated cost of the RBM framework at the KPI level. • Add existing project/funding details following the data requirements to the OPPT. • Map project/funding to the KPIs in the Plan in the OPPT 15. Identify the government stakeholders that need to be trained and ensure they are trained and able to use the OPPT. 16. Work with the government focal points and the In-Country Facilitator to promote and present the OPPT to the Implementing and Development partners (can be coupled with activity 18). | 1. NDC implementation Plan uploaded to the OPPT. 2. Completion of at least 2 virtual training sessions for the government stakeholders. |
| 7. Create ownership of the NDC Implementation Plan | 17. Present the support results at a national launch event to be organized by the country in collaboration with the Support Unit. 18. Develop a brief PowerPoint presentation of the Implementation Plan for the launch and for the country internal and external communication purposes (in English and in the country language). 19. Specific to Cuba: Develop eight communication materials covering mitigation and adaptation. The format will be determined in collaboration with the focal points | 1. Presentation of the support final results at a national launch event. 2. Final presentation of the plan in PowerPoint format. |

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| | and the facilitator. Potential formats are social media graphics, infographics, or brochures (in English and Spanish). | 3. Completion of 8 final communication materials for Cuba. |
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The support will require in-person consultations and workshops. International experts can work remotely in collaboration with national experts to be mobilized in the country. For the Plans' development, at least 2 National Experts (Senior and Junior) should be mobilized at the country-level to coordinate and facilitate the activities implementation and validation of deliverables.

EXPECTED DELIVERABLES PER COUNTRY

This indicative list of countries might be subject to change, based on countries' evolving needs and engagement. The support to the following 3 countries should be conducted in parallel:

| Country | Expected phase/Deliverables | Working Language | Specific note |
|---------------|---|------------------|--|
| Côte d'Ivoire | All above listed (except activity 19 specific to Cuba) | French, English | The country submitted its NDC mid-2022 and is developing an LT-LEDS vision. An NDC Action Plan was elaborated in 2020 but remained in the draft stage. |
| Cuba | All above phases listed | Spanish, English | The country updated and submitted its first NDC in 2020. |
| Mauritania | Phase 1, 4, 5 and 7 (except activity 19 specific to Cuba) | French, English | The country is finalizing an NDC action Plan and seeks to translate it into a result-based framework with quantified and measurable cross-cutting and sectoral objectives. |

In the case of Cuba, work limitations related to hiring and remuneration of national consultants can arise. It is advised to identify the contracting requirements of national experts at the proposal development stage. Vendors who are not allowed to work in Cuba, are encouraged to submit their proposals to support the remaining countries on the list.

PROJECT'S GOVERNANCE:

The vendor will coordinate and work closely with the Partnership in-country Focal Points, the In-Country Facilitator and the Partnership's Support Unit to ensure the final product meets the Government's needs.

| Stakeholder | Role (s) |
|------------------------------|---|
| NDC Partnership Focal Points | <ul style="list-style-type: none"> • Guide and co-lead the activities • Convening of stakeholders |

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| | <ul style="list-style-type: none"> • Review and approval of deliverables |
| NDC Partnership In-Country Facilitator | <ul style="list-style-type: none"> • Support with identification of key national stakeholders • Facilitation of communication with the national stakeholders and the in-country focal points • Advisory support on the methodological approach |
| National stakeholders and IP/DPs | <ul style="list-style-type: none"> • Contribute to the consultations and provide the necessary data and inputs to develop the deliverables. • Review and approve the deliverables where needed. |
| NDC Partnership Support Unit/ Country Engagement (CE) Team | <ul style="list-style-type: none"> • Provide guidance to steer the activities and mitigate delays. • Help establish contact with the country focal points and facilitators. • Tracking and follow up on progress. • Review and comment on the deliverables. |

CONTRACT TERMS

- Estimated start date: 13 May 2024
- Estimated end date: 30 December 2024

PROPOSAL 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;
- Demonstrated experience in the assessments/methodologies requested;
- Experience working with developing country governments in Latin America and the Caribbean and North and West Africa is a pre-requisite;
- 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 on 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 are required.

Technical 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.
- b. A proposed methodology describing the approach to produce above-mentioned deliverables and a work plan defining the timeline and timeframe of support per country and proposed activities.
- c. A description of the project team, including a dedicated roster of experts (CVs can be added as an Annex (in addition to the 15 pages)), 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;
- d. An example of a similar project or deliverable for each of the analysis types enumerated under the Scope of Work section, including references.

Financial Proposal Content

- a. A proposed budget with a breakdown of costs per activity per country (Cote d'Ivoire, Mauritania and Cuba) with a proposed payment structure. The budget should include a breakdown of staff, staff rates, billable hours/days, travel, and logistics (if applicable)
- b. A separate proposed budget range breakdown of costs per activity pertaining to the activities in general that could be used as a reference of pricing for future countries under this general activity scope, but that are not yet determined. Please note that future work is not guaranteed and that this request should not be taken as a commitment from NDCCP to award future work.

Please note:

- a. Allowable costs include consultant salaries (international and estimated national daily rates), workshops expenses, communication expenses and travel expenses. In preparing a budget, the vendor should include a table outlining the anticipated cost and expected number of days/weeks to produce each of the deliverable examples referenced above.
- b. An estimate of the number of days required to carry out the activities is to be provided by the vendors in their proposal and must be reflected in the estimate. However, once the budget has been validated, the payment of the service will be conditional on the delivery of the deliverables and not on the number of days actually worked. All expenses (equipment, vehicles, materials, supplies, consumables, means of communication, insurance, travel expenses, etc.) necessary for the performance of the service, including travel expenses, mission expenses, etc., are the sole responsibility of the vendor and must be quantified in the budget proposal.
- c. Please also include a competitive payment schedule associating amounts with deliverables or work milestones.

Submission Deadline and Selection Process

Please submit your proposals **by c.o.b., Friday, 10 May**, to

- Imane Chafiq, imane.chafiq@ndcpartnership.org and
- Christine Luttmer, christine.luttmer@ndcpartnership.org

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/organization's/consultant's, etc. proposal fulfills the stated requirements as set out in the RFP;
- Experience with similar projects;
- Vendors proven experience to draft clear and consistent public documents,
- Overall cost of the vendor's/organization's/consultant's, etc. proposal;
- Debarment and sanctions – WRI will not consider proposals from vendors/organizations/consultants, etc. 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/ organizations/ consultants, choose to discontinue this RFP without obligation to such prospective vendors/organizations/consultants or make multiple awards under this RFP. Contracts will not be awarded to vendors/organizations/consultants debarred by the US government or named on restricted parties lists.