

REQUEST FOR PROPOSALS

Knowledge Management, Data and Analysis Consultant

December 2024

About the NDC Partnership

The NDC Partnership brings together more than 200 members, including more than 130 countries, developed and developing, and more than 100 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 type of support that is 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 with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development.

The Partnership's work is facilitated by a Support Unit hosted by the World Resources Institute (WRI) in Washington, DC and the UNFCCC Secretariat and UNOPS in Bonn, Germany. This work will be contracted through WRI and will engage primarily with Support Unit staff in the Washington, DC office, but will have some interaction with Support Unit staff in the Bonn, Germany office and may interact with other consultants/vendors located around the world.

BACKGROUND

About the NDC Partnership's Knowledge Management Systems, Data and Analysis

The Knowledge Nook (kNook), the NDC Partnership's knowledge management system, enables users to quickly access global trends on country priorities and support needs. The kNook draws together data from official requests for support on NDC implementation or enhancement, submitted to the Partnership by country members and includes, where available, details on partner responses.

In the kNook, users can read through over 6,000 individual requests stored in the system and identify trends by searching or filtering according to various categories, including country, region, sector, key topic, type of support, activity type, and support status. Once new requests are entered into the kNook, they are tagged according to a robust taxonomy, available here: <https://ndcpartnership.knack.com/knook#metadata/>. Once tags are added, they are quality assured by a second member of the kNook tagging team.

The data stored in the kNook reflects country requests for support expressed through various mechanisms, which are outlined in the NDC Partnership's [Country Engagement Strategy](#). One of these mechanisms is the Partnership Action Fund (PAF), a flexible and fast mechanism to deploy support, supporting Country Members in fast-tracking the implementation of their NDCs by bridging gaps in support. More information about PAF can be found [here](#). There is a need to improve the process by which request and support information from PAF is entered into the kNook, to ensure the system presents the most accurate information about countries' needs and gaps in support.

The kNook is built within the [Knack](#) platform and contains an embedded dashboard built in PowerBI. All kNook data management occurs within the kNook back-end, in the Knack platform. The kNook application in Knack is accessible through the following link:

<https://ndcpartnership.knack.com/knook#home/>. **Those expressing interest in submitting a proposal can access the kNook application’s front-end through the link above but will not be given access to the Knack back-end until the contract is awarded.** Pre-recorded training videos are available within the kNook’s “Help” page.

In 2025, the NDC Partnership’s Support Unit will continue ongoing efforts to integrate the kNook with the NDC Implementation Plan Online Tool (i.e., Online Tool). The Online Tool is a critical tool supporting the NDC Partnership’s [Country Engagement Strategy](#), particularly in supporting countries to design and strengthen their Partnership Plans, implement their Partnership Plans, and to assess results and learn based on their Partnership Plans. The public facing pages within the Online Tool can be accessed [here](#). All data management and analysis needs will be ongoing throughout the process of integrating the kNook and the Online Tool.

The Support Unit often produces analyses according to specific requests for information from partners or from within the Support Unit. Because of the ease it provides in conducting analysis, the kNook has become an important resource to inform members and shape their support offering. These analyses can take different forms, according to templates managed by the Support Unit’s Knowledge & Learning team. Examples can be found [here](#) on our website.

About the NDC Partnership’s NDC Implementation Plan Narratives

The NDC Implementation Plan Narrative provides a summary of the content and the context behind a country’s NDC Implementation, developed through engagement with the NDC Partnership and the In-Country Facilitator or Focal Point. The information in the narrative is intended to help NDC Partnership members, as well as non-members, identify opportunities to engage early in the NDC implementation process. See an example of an NDC Implementation Plan Narrative [here](#) by clicking the tab titled “Plan Narrative”.

SCOPE OF WORK AND ACTIVITIES

Objective of the Consultancy

The NDC Partnership Support Unit is searching for a consultant to provide knowledge management, data and analysis support to the Knowledge & Learning team throughout 2025. This includes:

- Supporting efforts to ensure accuracy of knowledge management system data and refinement of knowledge management taxonomy, by:
 - Tagging new requests
 - Entering data
 - Supporting design of new process for reflecting Partnership Action Fund (PAF) requests and support data in the knowledge management system.
- Producing analyses based on knowledge management system data to inform action and programming.
- Collecting information and coordinating with Country Engagement colleagues to complete the Knowledge and Learning sections of Partnership Plan Narratives NDC Implementation Plan Narratives.

Activities and Anticipated Deliverables

The NDC Partnership Support Unit is seeking support to enhance Knowledge & Learning team capacity in management of its knowledge management systems’ data, and the analysis and knowledge products drawn from data in these systems. This involves support from a consultant according to three areas of work:

- 1) Supporting efforts to ensure accuracy of knowledge management system data and refinement of knowledge management taxonomy.

- 2) Producing analyses based on knowledge management system data to inform action and programming.
- 3) Collecting information and coordinating with Country Engagement colleagues to complete the Knowledge and Learning sections of Partnership Plan Narratives NDC Implementation Plan Narratives.

The NDC Partnership Support Unit intends to award a Fixed Price, deliverable-based contract. Once a contract has been established, payments will be made on a monthly basis reimbursing for the work completed in that period, according to the activities and rates outlined in this Request for Proposals. Anticipated deliverables will be developed in close coordination and under the supervision of the Knowledge Management Associate.

Table of Anticipated Deliverables

Deliverable number	Deliverable Description	Illustrative timeframe and expected time to complete	Expected quantity
1	Initial tagging of requests from up to 12 NDC Implementation Plans circulated through the NDC Partnership according to the kNook taxonomy. For plans above 300 KPIs, the rate is calculated as the equivalent of two normal-sized plans.	Ongoing basis until December 31, 2025	Up to 12 plans, including estimated 3 exceeding 300 KPIs (considered the equivalent of two plans)
2	Initial tagging of up to 9 RSL/Global Call for NDC 3.0 and LT-LEDS request circulations (average 50 requests each circulation, every 4-6 weeks) through the NDC Partnership according to the kNook taxonomy.	Ongoing basis until December 31, 2025	Up to 9 circulations consisting of est. 50 requests each
3	Support with up to 10 kNook data entry activities to be defined as needed by the Support Unit, including but not limited to re-tagging requests or updating data in the kNook back end according to pre-tagged datasets shared in Excel.	Ongoing basis until December 31, 2025	Up to 10 data re-tagging/updating activities
4	Produce 20 kNook analyses according to a set of filters/searches defined by the Support Unit, using the Support Unit's templates, for both internal and external use (including Insight Briefs , support gap summaries, detailed kNook reports, simple kNook reports, and other ad-hoc analyses).	Ongoing basis until December 31, 2025	Up to 20 kNook analyses
5	Support design of new process for reflecting PAF request and support data in kNook, including proposing potential options, outlining pros and cons for each option, and recommending the best way forward for all aspects of the data management process.	February 28, 2025	Total of 15 days
6	Collect information and coordinate with Country Engagement Specialists and In-Country Facilitators to draft NDC Implementation Plan Narratives, according to the structure found in this example (click the "Plan Narrative" tab): https://ndcpartnershipplans.com/public/view/9a3433b1-a9a7-42a6-a98e-2fabf5391311	Ongoing basis until December 31, 2025	Up to 2 narratives

QUALIFICATIONS

Educational Qualifications

- Advanced university degree (master's degree or equivalent) in natural sciences, economics, engineering, environmental management, climate, political science, administration, finance, international relations, international development, or a related field.
- Bachelor's degree in a related discipline in combination with an additional 2 years of relevant work experience may be accepted in lieu of an advanced university degree.

Professional Experience

- At least 5 years of relevant professional experience in international development, environmental science, or relevant field.
- Experience around the Paris Agreement, NDCs and opportunities and challenges in NDC ambition raising and implementation.
- Experience in developing country-level, regional and global knowledge products, including analytical work, reports, learning platforms, and related products.
- Excellent writing and oral communication skills in English
- Strong interpersonal skills and the ability to work and communicate with teams from different countries
- Capacity to work well under pressure and successfully manage multiple deadlines and competing demands
- Commitment to NDC Partnership's mission, values, and approach to climate and development
- Full fluency in English is required.

The following are not required but will be considered an asset:

- Familiarity with the NDC Partnership.
- Experience in international organizations with a focus on economic development and sustainability is desirable.
- Fluency in Spanish and/or French will be considered an asset.

CONTRACT TERMS

- Estimated start date: 1 February 2025
- Estimated end date: 31 December 2025

PROPOSAL REQUIREMENTS

Prospective consultants should submit:

- A statement of interest explaining how the consultant meets the above requirements, what makes them a good fit for the scopes of work outlined above
- CVs of consultant
- Examples of and references of similar previous work as described in the requirements
- Description of process for regular exchange with the NDC Partnership Support Unit
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements, including the consultant's hourly rate.
- A proposed schedule for deliverables

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

PROPOSAL SUBMISSION

Please send your proposal documents to:

- Sara Wolf, Knowledge Management Associate, NDC Partnership Support Unit:
sara.wolf@ndcpartnership.org
- Molly McGregor, Head of Knowledge Management, NDC Partnership Support Unit:
molly.mcgregor@ndcpartnership.org

All proposals must be received **by 5:00pm EST on Friday, 3rd January, 2025** in electronic format to the contacts listed above.

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.