

Request for Proposals: Advisory Support to Enhance Country Engagement Capacities Related to Country Requests for Support

March 2025

SUMMARY OF PROCUREMENT

In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development with the objectives of limiting global temperature warming to 1.5 degrees Celsius while ensuring equitable and sustainable development of all peoples. 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. To foster transformative climate action underpinned by sustainable development, the NDC Partnership supports countries in the identification and articulation of priority climate and development needs to facilitate the mobilization of available resources to fill the gap. Through the mechanisms of Country Engagement, the NDC Partnership Support Unit collaborates with developing member country governments to develop Requests for Support that capture priority needs. Considering the incoming NDCs 3.0 and the need to implement them fast and effectively, these documents represent a major opportunity for developing countries to access resources that help them drive transformative climate and development action.

PURPOSE AND OBJECTIVE

Purpose

The Partnership is aiming to provide developing country members with additional support and guidance on how to formulate requests that clearly articulate their needs and realistically estimate the relevant costs of implementing their support needs, while building internal Country Engagement team capacity to effectively deliver this support. This should include technical reviews to ensure requests reflect a whole-of-government approach, the outcomes of the Global Stocktake, inclusion of relevant stakeholders, for example outlining the need to consult focal points at ministries of finance, planning and other line ministries when developing requests related to ensuring the effective development and implementation of climate targets.

In 2024, the Support Unit issued a contract to provide advisory support to NDC Partnership developing country members to Inform the NDC Partnership Global Call, in line with country priorities and best practices available, providing technical assistance to developing country members to draft robust requests relating to NDC revision according to the Support Unit templates and enhancing Country Engagement team capacity through technical trainings. The support has positively impacted the

support provided to member countries of the Partnership through the formulation of requests related to NDC revision and development, thus laying the groundwork for the expansion of advisory service support to member countries on all priority climate action topics.

Objectives

The key objectives of this consultancy are to:

- **Create a process to develop high-quality and impact requests for support.** Recommend a systematic process by which the NDC Partnership can institutionalize a robust, useful, impactful and sustainable process to generate and match support for country request for support letters.
- **Support NDC Partnership developing country members to develop strengthened requests for support.** In line with best practices, deliver expert technical advice to developing country members to strengthen requests for support in line with best available practices, including aligning requests for support with their NDCs to make these implementable and investable.
- **Strengthen the capacity of the Support Unit and In-Country Facilitators to support countries on the development of high-quality requests for support.** Through targeted training and on-demand services, build the capacity of the Support Unit and in-country facilitators on the development of high-quality requests for support that are technically sound, impactful, and aligned with national policy frameworks and laws.
- **Strengthen the capacity of Support Unit staff to evaluate proposals to implement requests for support received via the Partnership Action Fund (PAF).** Provide interim on-demand expertise to the Support Unit to assess the quality of inputs received from countries and partners in response to Calls for Proposals under the Partnership Action Fund.

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 quarterly for the work completed in that period.

This contract will run until 28 February 2026 without 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 133 countries—developed and developing—58 institutional members, and 45 associate members (as of December 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.

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.

SCOPE OF WORK AND ANTICIPATED DELIVERABLES

Through this RFP, the Support Unit is seeking a vendor able to provide technical assistance to member countries, the Support Unit, and In-Country Facilitators to prepare clear requests that address various priorities related to climate action including, but not limited to:

- Greenhouse gas mitigation and climate change adaptation;
- Integrated climate action and development planning including policy coherence between NDCs and other national development or planning policies, laws, and frameworks;
- Recommendations for institutional arrangements to support NDC revision and implementation;
- Approaches for securing high-level and whole-of-government interest and ownership, including working with Country Engagement Specialists to sectoral line Ministries (e.g. Ministry of Energy, Ministry of Transportation, Ministry of Gender Affairs, etc.) to understand the rationale and added value for their engagement on different climate and development priority areas;
- Approaches for whole-of-society stakeholder engagement, including vulnerable and minority groups;
- Entry points for relevant implementing agencies and donors best poised to address country needs;
- SMART objectives and technically relevant contexts;
- Ground-truthed costing and implementation matrixes; and
- Priority climate topics including carbon markets, circular economy, cities, civil society, climate mainstreaming, disaster risk reduction, economic recovery, e-mobility, energy access and affordability, energy efficiency, equality and human rights, extractive industries, food systems, gender equality, health and well-being, heating and cooling, jobs & just transition, longer-term strategies, nature-based solutions & ecosystem services, NDC revision and enhancement, REDD, renewable energy, rural development, subnational development, SDGs, technical trainings, and youth.

In addition to expertise in the areas above, the vendor should have the corresponding experience to support:

- Budgeting and costing of activities; and
- Training and advising distributed, global, regional and national teams to inform engagement with countries and partners on the development of high-quality requests for support covering the areas articulated above.

Once a request is received, the Country Engagement Team will liaise between the vendor, the country Focal Points, the in-country facilitator and/or other relevant embedded advisors (where applicable), the Country Engagement Specialist and other relevant members of the Partnership's Support Unit to ensure the final product meets the Government's needs.

Anticipated Deliverables

Deliverable Number	Deliverable Description	Illustrative timeframe	Number
1	Kick-off meeting between vendor and Support Unit	Within 1 week of contracting	1
2	Workplan including methodological approach and timeline	Within 2 weeks of contracting	1
Request for Support Development & Review			
3	Review country requests for support: assess completeness, technical robustness, contextual relevance, and suitability, ensuring they are specific, measurable, actionable, relevant and timebound.	Within 2 weeks	
4	Support the review of shortlisted PAF requests and on-demand assistance with the review of selected proposals.	Within 3 weeks	Maximum 4 rounds
5	Prepare and/or deliver capacity building workshop on key topics (TBC), including developing relevant workshop materials that can then be leveraged by SU staff.	Within 3 weeks	8
6	Provide flexible, on-demand facility for NDC Partnership staff and country facilitators via a Helpdesk service, including guidance to national focal points on any subject relevant to NDC revision.	Response within 48 hours of receiving request, actionable within 1 week	Upon request
Institutionalizing Findings & Recommendations			

7	Collect country-level stories that illustrate the impact of the NDC Partnership’s support via the Global Call, including how CE processes and systems can be improved to support enhancement and implementation in future NDC cycles	Within 1 months of contracting	On-going throughout contract duration
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Timing

The NDC Partnership aims to have a contract awarded by early May 2025.

Budget

Allowable costs include consultant salaries, and research expenses. Travel is not expected as training and other support can be delivered remotely. 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.
- 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, including private sector engagement.
- A good understanding of the political, economic, and social context in developing country members and across relevant Development Partners of the NDC Partnership.
- Broad sectoral and thematic 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.
 - A description of the project team, including a list of their expertise for all sectors/themes included under the scope of work and how they will be assigned to implement the tasks described above.
 - A dedicated roster of experts (CVs can be added as an annex) with a description of how these experts expand the experience of the stated project team to meet the requirements of the RFP. The expert roster list should clearly identify the sectoral/thematic expertise of each expert and include an explanation of how they will be assigned to the implementation of tasks described above.
- b. An example of a similar project or deliverable for each of the analysis types enumerated under the Scope of Work section, including references.
- c. A proposed payment structure for billable hours/days for each type of service that will be rendered.
- d. 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 Remington Ruyle (remington.ruyle@ndcpartnership.org) and Julianne Baker-Gallegos (julianne.baker-gallegos@ndcpartnership.org) by 28 March 2025.

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 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.

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 timelines 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.

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.