

## **Request for Proposals - Terms of Reference**

Co-Chair Coordinator - NDC Partnership (Brazil, Ministry of Environment and Climate Change)

**Location:** Remote within Brazil with possible travels to Brasilia or to relevant convenings

**Contract type:** Fixed term (until the end of Brazil's Co-Chair term on 31 December 2026)

**Start date:** ASAP

**Deadline for applications:** 17 June 2025

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### **ABOUT THE NDC PARTNERSHIP**

The NDC Partnership is a global coalition, bringing together more than 230 members, including more than 130 countries, developed and developing, and over 100 institutions to deliver on ambitious, transformational climate action that helps achieve the Paris Agreement and drive sustainable development. Through The NDC Partnership, countries draw upon members' expertise and funding, turning their NDCs into actionable policies, programs, and projects. The Partnership's approach powers a collective response in which the whole is greater than the sum of its parts. The NDC Partnership Support Unit is jointly hosted by the World Resources Institute (WRI), the UN Office for Project Services (UNOPS) and the UN Climate Change Secretariat (UNFCCC). For this project, the Consultant will be contracted through WRI.

#### **About the NDC Partnership's Governance**

The Partnership is guided by a Steering Committee comprised of country members (developed and developing nations) and institutional members, and meetings are run by the two countries which serve as Co-Chairs. The Co-Chairs include one from a developed country and one from a developing country. At present, the Partnership is led by Brazil, represented by Ms. Ana Toni, Vice-Minister for Climate Change, Ministry of Environment and Climate Change, and by Denmark, represented by His Excellency Lars Aagaard, Minister for Climate, Energy and Utilities. The Co-Chairs serve as chairs for Steering Committee meetings and Partnership fora and provide guidance to the Support Unit on issues related to overall strategy and the work program between Steering Committee meetings. The Co-Chairs also represent and champion the work of the Partnership in relevant fora internally and externally. Countries serving as Co-Chairs make time available to provide leadership and support for the Partnership, including through work with other members of the Steering Committee.

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## POSITION OVERVIEW

The Technical Professional will provide key support to the Co-Chair's activities and the broader Partnership work. The position is designed for a senior professional with experience in national governance models that foster climate action, international diplomacy, and multilateral cooperation. The Professional will work with Brazil's delegation to the Partnership from the Ministry of Environment and Climate Change. The Brazilian Co-Chair team will play an important role in supporting Brazil's global leadership in the lead up to and following COP30. The Professional will report directly to Brazil's co-chair manager and facilitate Brazil's active, agile and proactive leadership, working closely with colleagues from the Developed Country Co-Chair team and the Support Unit.

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## SCOPE OF WORK AND ACTIVITIES

The Professional will support the Brazilian Co-Chair representatives in coordination, stakeholder management, and outreach. As Co-Chair Coordinator, the Professional will conduct research, review and synthesize documents, check for policy consistency and prepare briefs and talking points and assist in canvassing and marshalling country inputs to help inform the strategic implementation of the NDC Partnership's Work Program. The Professional will support the Co-Chair representatives in their regular engagement with their Co-Chair counterparts, the NDC Partnership Support Unit team, Steering Committee members, including targeted outreach to Developing Country members on the Steering Committee and key constituents (i.e., philanthropies, coalitions, private sector, etc.). It is envisaged that the Professional would also provide support in the coordination of events and fora and assist with overall monitoring, reporting and administrative coordination thereby increasing the Co-Chair's effectiveness. The position constitutes an essential part of the overall engagement and leadership of Brazil in the Partnership and is complementary to the contribution of other embedded advisors.

RFP Activities / Deliverables	Deadline
Coordinating and facilitating regular communications and meetings between NDC Partnership management team, Developed Country Co-Chair representatives and Brazilian Co-Chair and Co-Chair representatives (agenda, notes, briefing and reports) and Brazil's regular meetings with Developing Country members on the Steering Committee	Ongoing
Supporting preparation of key convenings e.g., Steering Committee meetings, Annual Members Forum, COPs (document reviews, scripts, logistic arrangements...)	Deadlines in spring, summer and fall annually, dates TBD
Supporting strategic outreach to Developing Country members Steering Committee, to NDC Partnership members and to other constituencies as relevant (e.g., philanthropies and private sector stakeholders) on behalf of Brazilian representatives	Ongoing
Recommending inputs to Brazil Co-Chair or representatives for contribution to the strategic discussions on the NDC Partnership Work Program	Ongoing

Ensuring alignment with activities of the other Partnership embedded consultants.	Ongoing
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## QUALIFICATIONS AND SKILLS

The selected Professional must demonstrate capacity in similar work, particularly:

- Experience in policy analysis and/or development in Brazil
- General understanding of the climate change and related policy landscape in Brazil
- Experience working with multilateral and/or international development agencies and/or related to foreign affairs
- Technical expertise working with Nationally Determined Contributions (NDCs), particularly in mitigation or adaptation measures and policies
- Experience developing the capacity of governments in climate action, utilizing local expertise
- Working under the leadership and guidance of governments
- Experience with a partnership-based approach where different organizations work jointly to deliver work in country
- Expertise in successfully engaging key government ministries and other relevant stakeholders
- Experience working in program management and administration
- Experience in the development of technical briefs, speech writing and knowledge products
- Experience in event coordination and logistical planning
- Strong organizational skills, attention to detail, and ability to manage multiple tasks effectively
- Ability to work independently and collaboratively in a dynamic and international environment
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and online collaboration tools (e.g., Zoom, Teams)
- Excellent written and oral communication skills in both English and Portuguese (fluency is required in both languages)

## APPLICATION PROCESS

### Timeline

The vendor procurement for this RfP will follow the below timeline (all dates are considered by 11:59 pm EDT/EST):

RfP issued	3 June 2025
Deadline for submission of proposals	17 June 2025
Selection of vendor and signing of contract	27 June 2025
Start of contract	15 July 2025
All activities finalized	31 December 2026

All questions to the RfP should be sent directly to Alexandre Grassigny, Governance Manager of the NDC Partnership Support Unit ([alexandre.grassigny@ndcpartnership.org](mailto:alexandre.grassigny@ndcpartnership.org)). Answers to RfP questions will be shared with all parties who have expressed interest in submitting a proposal.

## Proposal content

Prospective vendors must submit a detailed proposal tailored to address the full scope of work as outlined:

- A statement of interest and CV describing how the consultant's qualifications meet the above requirements.
- Examples of and references to previous work evidencing how the applicant meets the requirements.
- Statement of required daily rate and earliest availability.

All proposals must be submitted by 17 June to [alexandre.grassigny@ndcpartnership.org](mailto:alexandre.grassigny@ndcpartnership.org). Please indicate CO-CHAIR COORDINATOR BRAZIL in your email subject line. All proposals must be submitted in electronic format in one document **not exceeding five pages**.

## Evaluation and selection

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RfP.

- Completeness of all required elements;
- Experience with similar projects;
- Consultant's technical expertise relevant to the stated requirements of the RfP;
- Consultant's ability to complete the activities within the set timelines;
- Overall cost of the vendor's proposal and best value for money.

No proposal development costs shall be charged to WRI; all related expenses are to be borne by the bidders. WRI may award the bidder offering best value without discussions. However, WRI reserves the right to seek clarifications from the bidders and to negotiate with those 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.