

REQUEST FOR PROPOSALS (RFP #CAEP06)

Climate Action Enhancement Package: Technical Assistance for Rwanda

SUMMARY OF PROCUREMENT

The NDC Partnership Support Unit is searching for a consultant, vendor or organization (herein referred to as vendor) to provide technical assistance to Rwanda as part of the NDC Partnership's Climate Action Enhancement Package (CAEP). This support will analyze and provide recommendations on business and investment opportunities on private sector engagement in NDC implementation.

These activities should be delivered by the end of March, 2021. Proposals, along with all requirements, should be submitted by March 17, 2020. The contract will be fixed price per the deliverables listed below.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. Through our Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. The NDC Partnership Support Unit is jointly hosted by the World Resources Institute (WRI) and the UN Climate Change Secretariat. For this project, the vendor would be contracted directly through WRI.

About the World Resources Institute

Founded in 1982, the World Resources Institute (WRI) is a global environmental think tank that goes beyond research to put ideas into action, by working with governments, companies, and civil society to build solutions to urgent environmental challenges. WRI's transformative ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

About the Climate Action Enhancement Package (CAEP)

The Climate Action Enhancement Package (CAEP) is a new offering of the NDC Partnership. It is designed as a targeted, demand-driven and fast-track initiative to deliver support for the development and implementation of enhanced and more ambitious NDCs. It allows countries to address the challenges of the first generation of NDCs by providing support for the development and implementation of evidence-based, high-quality NDCs with broad ownership from society and government. The CAEP is designed to catalyze transformational change towards resilient, sustainable and low emission development, supporting the objectives of the Paris Agreement. It does this through two main objectives:

- **Objective 1:** Enhance NDCs, including by raising ambition, as part of the Paris Agreement's NDC update process;
- **Objective 2:** Fast-track implementation of NDCs, including by providing in-country technical expertise and capacity building.

Through CAEP, developing country members of the NDC Partnership applied for assistance for specific activities under either objective. The work described in this RFP reflects the request for support submitted by the country through the CAEP process.

SCOPE OF WORK AND ACTIVITIES

With Rwanda, the Partnership has coordinated with the Government to elaborate the specific work activities and deliverables that pertain to priority CAEP requests. The CAEP priorities for Rwanda are to: develop emission baselines, mitigation targets and action plans for key sectors in Rwanda.

The original CAEP request is provided below, in addition to the elaborated work activities and deliverables expected. The deliverable deadlines are also included, related to specific activities. All work under Objective 1 should be completed in time to feed into the country's NDC update efforts. Maximum available country budget is indicated below.

CAEP Original Request	RFP Deliverables	Deadline
ACTIVITY CODE: A716		
Private sector engagement: A study on NDC and private sector will be conducted. Subsequently, a Compendium of investment and business opportunities as well as financial instruments with the potential to tailor incentives to accelerate national climate action. CAEP initiative will also support capacity building of private sector on NDCs.	<p>Activities:</p> <ul style="list-style-type: none"> Conduct a study of the current situation of climate actions in Rwanda private sector and existing financial instruments for funding private sector climate actions. Identify five business ideas in line with revised NDC priorities in the various sectors. Develop the business plan for each business idea and map potential sources of funds for each business idea Develop and implement a training series for private sector for both adopting low-carbon business practices and financing investment in low-carbon projects. <p>Deliverables:</p> <ul style="list-style-type: none"> A study of the current situation of climate actions in Rwanda private sector and existing financial instruments for funding private sector climate actions. Five business plans for identified business idea and the potential sources of funds for each business idea 2 trainings for private sector on investing in low-carbon, climate resilient projects and adopting climate smart business practices 	31 March, 2021
TOTAL COUNTRY BUDGET: \$120,000		

TIMELINE

The vendor procurement for this RFP will follow the below timeline (all dates are considered by 5pm CEST).

RFP issued	27 February, 2020
Expressions of interest and RFP questions	10 March, 2020
Deadline for submission of proposals	17 March, 2020
Selection of vendor and signing of contract	24 March, 2020
Start of contract	5 April, 2020

All questions to the RFP should be sent directly to: caep@ndcpartnership.org. Answers to RFP questions will be shared with all parties who have asked questions or otherwise expressed interest in submitting a proposal.

PROPOSAL GUIDELINES

Requirements

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

- Developing strategies and investment opportunities to attract private sector engagement in climate finance discussions in East Africa;
- Technical expertise in preparing low-carbon projects for private sector investment;
- Technical expertise working with Nationally Determined Contributions (NDCs), particularly in mitigation or adaptation measures and policies;
- Developing the capacity of governments related to the implementation of NDCs, 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;
- Applying gender principles to approach the assignment, and wherever possible, produce sex-disaggregated data and gender-responsive actions;
- A consortium of vendors will be considered if it contributes to the technical requirements and delivery of activities. Sub-contracting will also be permitted.

Content

Prospective vendors should submit:

- A statement of interest describing the proposed team and how it meets the above requirements;
- CVs of team members;
- Examples of and references to similar previous work as described in the requirements;
- An outline of the proposed methodology and workplan to deliver on the above-mentioned activities;
- An account of how the work and/or vendor is environmentally sustainable;
- A Gantt chart of work activities to deliverable dates;
- A detailed budget, including overhead, total proposal amount and total contract request. (Bidders are strongly encouraged to use the CAEP RFP Budget Template, available for download [here](#).)

EVALUATION AND SELECTION

Evaluation Criteria

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;
- Vendor's technical expertise relevant to the stated requirements of the RFP;
- Vendor's ability to complete the activities within the set timelines;
- Overall cost of the vendor's proposal and best value for money.

Selection Process

No proposal development costs shall be charged to WRI; all related expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussions. 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.

Proposal Submission

All proposals must be submitted by **March 17, 2020** to caep@ndcpartnership.org. Please use the following format for the email subject line: CAEP06_Rwanda.RFP_**ORGANIZATION NAME**. All proposals must be submitted in electronic format.