REQUEST FOR PROPOSALS (RFP #CAEP05)

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 will include the delivery data baselines for key adaptation indicators included in Rwanda’s National Determined Contribution (NDC), in order to strengthen existing Measuring, Reporting and Verification, or monitoring and evaluation, systems for tracking and reporting NDC metrics.

These activities should be delivered by end of March 2021. Proposals, along with all requirements, should be submitted by 8 May. The contract will be fixed price, with cost reimbursable travel expenses.

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**

Within 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 and adaptation and emission baselines, mitigation and adaptation 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.

<table>
<thead>
<tr>
<th>CAEP Original Request</th>
<th>RFP Deliverables</th>
<th>Deadline</th>
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<td><strong>ACTIVITY CODE: A713</strong></td>
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**Activities:**

- Develop an inception report on methodology and approach as well as action plan
- Review of available national data and identify gaps;
- Collect data to establish baselines for NDC adaptation indicators in agriculture sector, including:
  - Percentage of crossbreed livestock at national herd species
  - Number of hectares under irrigation within IWRM framework
  - Number of hectares of crops under insurance
  - Number of livestock under insurance (poultry, pigs)
  - Number of hectares of arable land using biological soil conservation practices
- Provide an analysis on how to use or adapt existing MRV and M&E indicator system data for increasing NDC ambition levels over time, in line with the design of the Global Stocktake and other opportunities for the NDC revision and maintenance timelines.

**Deliverables:**

- Baseline data established for NDC adaptation indicators in agriculture.
- Existing MRV and M&E systems updated to include NDC indicator data, tracked on a regular and reliable frequency.
- Recommendations developed for downloading and processing MRV and M&E system data for NDC reporting, including timeline for reporting and

Data collection: The revised sector adaptation and mitigation options and indicators will need to be monitored in different sectors. CAEP will support in collecting baseline data for NDC indicators to enhance MRV for mitigation and Monitoring and evaluation to inform the evolving level of ambition in national climate action.
recommendations for the Government to consider opportunities to raise ambition.

TOTAL BUDGET: $100,000

Note that the timeline detailed above is preferred by the NDC Partnership. Should the vendor’s proposed solution deviate from the timeline detailed above, it must be strongly supported by the vendor proposal, demonstrating realism, reasonability, responsiveness to the requirement, and value for money.

**TIMELINE**
The vendor procurement for this RFP will follow the below timeline (all dates are considered by 3:00 pm EST):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP issued</td>
<td>24 April, 2020</td>
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<tr>
<td>Expressions of interest and RFP questions</td>
<td>1 May, 2020</td>
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<tr>
<td>Deadline for submission of proposals</td>
<td>8 May, 2020</td>
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<tr>
<td>Selection of vendor and signing of contract</td>
<td>15 May, 2020</td>
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<tr>
<td>Start of contract</td>
<td>22 May, 2020</td>
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<tr>
<td>All activities finalized</td>
<td>31 March, 2021</td>
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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 climate change adaptation baselines and targets in the agricultural sector, using best available national data;
- Developing, operationalizing and maintaining MRV and monitoring and evaluation systems for NDC related data, following UNFCCC and IPCC reporting and transparency guidelines;
- Experience working in the region on climate adaptation M&E and MRV systems in the agricultural sector;
- Technical expertise working with Nationally Determined Contributions (NDCs), including implementation plans 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.
Proposals shall take into account universal design and potential environmental impacts.

Content
Prospective vendors should submit the below. Note the entire package should not exceed 20 pages.

- 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, including specific measures to incorporate gender considerations in work 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. Budgets should be broken down by deliverable. In addition, please provide budgets under the assumption that movement restrictions will remain in place, preventing travel and workshops. If you do include budgets for travel and workshops, please provide these as a separate line item. The anticipated contract will be fixed price, with travel and workshop expenses reimbursed at cost.
- As this is a fixed price and cost reimbursable contract, please provide a brief description of the accounting system currently used by your organization.

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.

By submitting a proposal in response to this RFP, vendors are certifying that the following statements are true and correct, unless otherwise disclosed in their proposal:

a. they are not bankrupt, being wound up, or having their affairs administered by the courts. They have not entered into an arrangement with creditors, do not have suspended business activities, are not subject of proceedings concerning those matters, nor or are they in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b. they or persons having powers of representation, decision-making or control over them have not been convicted of an offence concerning their professional conduct by a final judgment;

c. they have not been guilty of grave professional misconduct; proven by any means which the Partnership can justify;
d. they have fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, and those of the country where the contract is to be performed, as applicable;

e. they or persons having powers of representation, decision-making or control over them have not been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;

f. they do not make use of child labor or forced labor, nor do they practice discrimination. They respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO);

g. they are not subject to a conflict of interest with regard to this procurement;

h. they are not guilty of misrepresentation in certifying to the above information, as required as a condition of participation in the tender procedure.

Proposals will be rejected if any illegal corrupt practices have taken place in connection with the award.

Proposal Submission
All proposals must be submitted by 8 May (17:00 GMT-5) to caep@ndcpartnership.org. Please use the following format for the email subject line: CAEP05_Rwanda.RFP.ORGANIZATION NAME. All proposals must be submitted in electronic format.