

REQUEST FOR PROPOSALS (#CAEP09)

Climate Action Enhancement Package: Technical Assistance for Nigeria

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 Nigeria as part of the NDC Partnership's Climate Action Enhancement Package (CAEP). This will include the delivery of vulnerability mapping to identify those communities most at risk of climate related impacts, identify appropriate adaptation and resilience response measures, and strengthen capacity at the national and sub-national level to plan for climate impacts and increase climate resilience, particularly within poorer communities. These activities should be delivered by 31 March, 2021. Proposals, along with all requirements, should be submitted by 1 June, 2020. The contract will be fixed price, with costs for workshops reimbursable.

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 Nigeria, the Partnership has coordinated with the Government, through the Department of Climate Change within the Federal Ministry of Environment (DCC-FMEnv) to elaborate the specific work activities and deliverables for this assignment. The scope of work for this support toward the revision of Nigeria's NDC will be to assess and map vulnerable communities across all geo-political zones, with specific focus on key sectors, including: Agriculture, Water, Forest, Land Use, Energy and Health.

The elaborated work activities and deliverables expected are further described in the table below. All work contributing to the revision of Nigeria's NDC must be completed by November, 2020, in time for findings to be integrated to the revised NDC. Additional support for capacity building and sub-national engagement may extend into the first quarter of 2021. The maximum available country budget is indicated below.

RFP Activities / Deliverables	Deadline
<p>Activities:</p> <p>i) Inception Report for Government Approval</p> <ul style="list-style-type: none"> • Describe the proposed methodology for engaging stakeholders, respecting COVID19 circumstances • Describe the methodology for identifying and mapping vulnerable communities • Describe the approach for building national and sub-national capacity to conduct vulnerability assessments • Assess the current situation of vulnerable areas in the geo-political zones, providing an overview of changes over time, using 2010 as a baseline year. <p>ii) Training on Vulnerability Mapping</p> <ul style="list-style-type: none"> • Identify capacity building needs at the national and sub-national level on assessing vulnerability; • Develop corresponding training materials for conducting a vulnerability assessment for the staff of the Vulnerability and Adaptation Division of the DCC-FMEnv and sub-national climate desk officers. • Conduct trainings for staff in the DCC on vulnerability planning and training for trainers for the DCC to conduct similar trainings at the sub-national level. <p>iii) Vulnerability Mapping</p> <ul style="list-style-type: none"> • Assess communities within each of the 6 geo-political zones affected by climate change impacts, including impacts on key sectors: Agriculture, Water, Forest, Land Use, Energy and Health • Identify man-made impacts and climate change impacts in order to proffer appropriate solutions and adaptation measures. • Develop a database of vulnerable communities and locally appropriate adaptation measures that are being or could be used to reduce vulnerabilities. <p>iv) Community Engagement</p> <ul style="list-style-type: none"> • Conduct awareness and sensitization events to build sub-national capacity on addressing climate change vulnerabilities at the community level and confirm the vulnerabilities assessed at the community level, taking into consideration indigenous knowledge. 	<p>31 March, 2021</p>

<ul style="list-style-type: none"> • Develop a community level awareness strategy to educate the communities on their vulnerabilities and risk reduction measures. <p>Deliverables:</p> <ul style="list-style-type: none"> • A mapping of vulnerable communities in each of the 6 geo-political zones, with focus on impacts for key sectors in terms of livelihoods and resilience to climate change, including: Agriculture, Water, Forest, Land Use, Energy and Health • A database of vulnerability mapping data and adaptation and resilience measures for reducing vulnerabilities. • Trainings for national technical experts in the Vulnerability and Adaptation Division of the DCC–FMEnv • Training for trainers manual for enabling DCC staff to conduct trainings for climate change desk officers at the sub-national level. • Materials for raising awareness of climate change vulnerabilities and measures that can be taken to reduce community vulnerability and strengthen resilience. 	
TOTAL COUNTRY BUDGET	\$72,000

TIMELINE

The vendor procurement for this RFP will follow the below timeline (all dates are considered by 17:00 GMT-5):

RFP issued	19 May, 2020
Expressions of interest and RFP questions	25 May, 2020
Deadline for submission of proposals	1 June, 2020
Selection of vendor and signing of contract	15 June, 2020
Start of contract	22 June, 2020
All activities finalized	31 March 2021

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:

- Technical expertise in vulnerability mapping and use of geo-spatial tools for adaptation and resilience planning;
- Technical expertise in developing adaptation and resilience strategies for use in local level planning, including gender mainstreaming and gender responsive planning;
- Technical expertise in conducting capacity building activities on climate adaptation and resilience planning;
- 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;
- Proficiency in writing and speaking English;
- 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 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;
- An account of how the work and/or vendor is environmentally sustainable;
- A Gantt chart of work activities to deliverable dates;
- A detailed budget. (Bidders are strongly encouraged to use the CAEP RFP Budget Template, available for download [here](#).)
- Estimated reimbursable costs related to travel or workshops are encouraged as well.

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 1 June (17:00 GMT-5) to caep@ndcpartnership.org. Please use the following format for the email subject line: CAEP_COUNTRY NAME.RFP_ORGANIZATION NAME. All proposals must be submitted in electronic format.