

Request for Proposal: Writing Consultant

May 2020

SUMMARY OF PROCUREMENT

World Resources Institute (WRI) intends to award a time and materials type contract for a Writing Consultant. Services will include research and creative writing for materials such as blogs, articles, press releases, opinion-editorials, and speeches.

This contract expects to provide the awarded consultant with two written pieces of work per month, although this may vary from month to month.

Because of the nature of the NDC Partnership's work, it is important that prospective consultants have experience with and/or an understanding of climate change, sustainable development, and international policy. Experience working with diverse clients and topics is preferred.

Deliverables will be assigned on a quarterly and as-needed basis. Work is expected to begin in June 2020.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing 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. Hosted by WRI and the UNFCCC Secretariat, the NDC Partnership has members in all regions of the world, with staff in Washington DC and Bonn, Germany.

For this project translators will engage primarily with the Washington DC based Communications Team.

Scope of Work and Outputs/Deliverables

The consultant will be expected to research and write a range of original pieces, including, but not limited to, blogs, articles, press releases, opinion-editorials, and speeches. In some cases, the consultant will work with the NDC Partnership Support Unit and member countries and institutions to research, interview, and craft content.

Deliverable Deadlines

Deadlines will be determined on a case-by-case basis, with a projected minimum of two stories per month outlined on a quarterly basis. Some projects will require shorter time frames. Each project's deadlines will be well noted.

The contract will be awarded to December 2020 with the possibility of extension.

Budget

Original written materials will be priced per word and based on the needs and requirements of the assignment. While the consultant's rate is an important aspect of evaluating the Request for Proposals (RFP), it will be weighed equally with quality of writing, provided examples, and references.

Guidelines for Proposal Submission

Requirements

The selected vendors will be able to demonstrate the ability to:

- Create and write original content, with minimal revisions
- Create new products within set branding and editorial guidelines
- Unpack and draw meaningful connections between concepts and routine activities
- Develop engaging written content and stories on topic such as climate change, sustainable development, and international development
- Meet deadlines and not exceed set budget per project

Proposal Content

Prospective consultants/vendors should submit:

- A statement of interest outlining why you are interested in this consultancy, with particular emphasis on experience or knowledge relevant to the NDC Partnership and its work
- A CV or CVs of team members
- Examples of similar previous work or link to a portfolio
- References
- A proposed pricelist for services

Expression of Interest, Questions and Deadline for Proposal

All expressions of interest and questions about this RFP must be sent via email to the contact below

Tyrone Hall
Head of Communications for the NDC Partnership Support Unit
Tyrone.hall.5@ndcpartnership.org

Deadline for proposal submissions is **5:00pm EST on Friday 5 June 2020** and should also be sent to the email above.

Evaluation and Selection

Evaluation Criteria

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

- Completion of all required proposal elements
- Experience with similar projects and quality of work samples
- Overall cost of the vendor's proposal

Selection Process

No proposal development costs shall be charged to the NDC Partnership or WRI, all expenses are to be borne by the bidders. The Partnership may award to the bidder offering best value without discussions. However, we reserve the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

The NDC Partnership may, at its discretion and without explanation to the prospective vendors/organizations/consultants, etc., choose to discontinue this RFP without obligation to such prospective vendors/organizations/consultants, etc. or make multiple awards under this RFP.