

# Request for Proposal: Knowledge Management and Outreach Consultant

August 2020

## SUMMARY OF PROCUREMENT

The NDC Partnership is looking for a short-term consultant to support implementation of the Partnership's Climate Action Enhancement Package (CAEP), including research and analysis of country requests and partner support, coordination of outreach with implementing partners, support to team systems, and development of knowledge products and outreach materials (e.g. blogs, social media, videos, insight briefs). The position is full-time for a 6-month period and remote-based. Work is expected to begin in October 2020.

### About the NDC Partnership

The NDC Partnership works directly with national governments, international institutions, civil society, researchers, and the private sector to fast-track climate and development action. 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.

In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. These historic accords presented countries with an unprecedented opportunity to align the climate and sustainable development agendas to spur economic growth and improve the livelihoods of all people. Nations signal their commitments to the Paris Agreement through Nationally Determined Contributions (or NDCs) - each country's strategy to cut its own greenhouse gas emissions and build resiliency against the negative effects of a changing climate.

The NDC Partnership engages directly with ministries and other stakeholders to assess needs and identify opportunities for collaboration across sectors, regions, and international partners. Leveraging the skills and resources of multiple partners towards a common objective, set by the government, is a unique value proposition that the Partnership brings to its in-country work. Through the Partnership, members provide targeted and coordinated technical assistance so that nations can effectively develop and implement robust climate and development plans. The Partnership aims to scale ambitions and impacts of climate actions by delivering support through unified processes and systems on the ground. Assistance may range from supporting policy and strategy formulation and implementation of NDCs, to mobilizing resources and designing monitoring and evaluation frameworks.

### About the CAEP

The Climate Action Enhancement Package (abbreviated CAEP, pronounced "cap") is designed to deliver targeted, fast-track support to countries to enhance the quality, increase the ambition, and implement nationally determined contributions (or NDCs).

The CAEP is designed to catalyze transformational change towards resilient, sustainable, and low-emission development, supporting the objectives of the Paris Agreement for member countries of the NDC Partnership.

The CAEP assists developing countries in achieving two overarching objectives:

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

The CAEP will allow beneficiary countries to submit updated NDCs to the UNFCCC by 2020 as well as accelerate NDC implementation.

CAEP will deliver support to countries through existing support programs from its institutional and associate members and through a dedicated Technical Assistance Fund that will deploy financing in cases where existing support is not enough to meet needs identified by countries. The Technical Assistance Fund is a funding mechanism with contributions from multiple development partners which will allocate resources to institutional and associate members of the Partnership to respond to NDC updating and implementation requests.

## Scope of Work

This consultancy will have a focus on supporting CAEP knowledge management and outreach. Over the remainder of 2020 and into early 2021, countries will be submitting their updated NDCs, including NDCs which benefited from support through CAEP. This consultancy will support the analysis of the impact and results of CAEP support, and work to communicate results through interactive and engaging outreach pieces. This position will report to the Head of CAEP.

Responsibilities include but are not limited to:

- Work across the Support Unit to identify NDC enhancement stories to feature the results delivered by the Partnership through CAEP, striving for balance across regions, economic status and themes.
- Lead drafting and coordination of story content, including blog posts, video interviews, infographics, etc. in close coordination with relevant Support Unit colleagues, including the communications team.
- Coordinate with CAEP implementing partners to develop stories and to support joint outreach efforts.
- Support the CAEP team's regular outreach activities, including social media content, newsletter content and other announcements.
- Develop presentations and talking points to support dissemination of key results from CAEP.
- Coordinate with external consultants working to track CAEP's impact, including monitoring progress, ensuring quality deliverables, sharing information internally and integrating outputs with outreach materials and reports.
- Collect data and information to track progress against CAEP M&E Indicators.

- Support updates to the CAEP database (kNook) with integration of quarterly report updates and updates of CAEP activities as necessary.
- Support data analysis on CAEP country requests and partner support to identify and communicate key trends.
- Support consolidation and analysis of quarterly progress reports submitted by CAEP implementing partners.
- Maintain the CAEP section of the NDC Partnership website.
- Support coordination calls with implementing partners and governments, including organizing meetings, notetaking and facilitating follow ups or next steps.

## Requirements

- Master's degree in knowledge management, communications, development or a related field
- Minimum 2 years' experience working in the climate change, sustainable development or international policy field
- Strong and versatile communications and writing skills
- Extremely organized and excellent attention to detail
- Highly responsible, self-motivated
- Ability to present complex information in a clear and concise manner
- Enthusiasm for the mission and knowledge of the NDC Partnership's work

## Preferred

- Experience writing and producing content for a variety social media networks and organizations
- Professional working proficiency in a second language (e.g. Spanish, French)
- Experience with basic data analysis

## Proposal Content

Prospective consultants should submit:

- A cover letter 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
- Examples of similar previous work or link to a portfolio
- Expected daily rate

## 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

Eileen Knowles  
Knowledge Management and Outreach Specialist  
Eileen.knowles@ndcpartnership.org

Deadline for submissions is **5:00pm EST on Friday 10 September 18, 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 applications submitted in response to this RFP:

- Completion of all required application elements
- Experience with similar projects and quality of work samples

### 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.