

# **Request for Proposals: NDC Partnership Monitoring & Evaluation Support**

23 December 2020

## **SUMMARY OF PROCUREMENT**

The NDC Partnership will begin its new five-year 2021-2025 Work Program in January 2021. The Work Program and accompanying Monitoring and Evaluation (M&E) Framework outlines a theory of change and results framework, along with a set of performance indicators to support the achievement of key results and ultimately, higher-level impact.

The NDC Partnership Support Unit is seeking a firm (herein referred to as vendor) to provide technical support in refining the Partnership's new M&E framework. This includes elaborating data collection methodologies and means of verification for indicators, as well as developing a set of detailed recommendations on potential improvements to support systematic progress tracking, review, and reporting, against the Partnership's results framework and theory of change. Work is expected to begin in February and to be completed within three months' time.

### **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 the 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, the vendor would engage most closely with staff located in the Washington, DC office.

### **About the NDC Partnership's M&E Framework**

Throughout the NDC Partnership's Work Program implementation, the Support Unit tracks indicators to provide a snapshot of how a coalition of different partners are delivering climate results. The M&E framework outlines impact, outcome and output results and indicators, with the overarching impact sought being countries reducing emissions, improving climate resilience, and advancing sustainable development, with the effective support of international institutions and development partners. The overall theory of change, which is part of the NDC Partnership's M&E Framework for the 2021-2025 Work Program, can be found below.

## NDC Partnership’s Theory of Change (2021-2025 Work Program)

IMPACT	OUTCOMES	INTERMEDIATE OUTCOMES	OUTPUTS	ASSUMPTIONS	
<p><b>Countries successfully reduce emissions, improve climate resilience, and advance sustainable development, with strong international support consistent with the achievement of the Paris Agreement and the 2030 Agenda for Sustainable Development</b></p>	<p><b>By 2025, member countries are on track or ahead of schedule to implement their NDCs with the support of the Partnership</b></p>	<p><b>Implementing and development partners accelerate and coordinate support so that member countries have the capacity and resources needed to implement and update their NDCs using a whole-of-society approach</b></p>	<p><b>Implementing and development partners have the capacity and resources to respond with speed and flexibility to requests from countries through the Partnership</b></p>	<p><b>High level commitment from members and other stakeholders in line with the Guiding Principles of the NDC Partnership</b></p>	
			<p><b>Member countries have results-based, equitable, and inclusive NDC implementation plans in place, aligned with development and recovery plans</b></p>	<p><b>Availability of technical and financial resources and capacity building support from members for NDC implementation and updating at the national and subnational levels.</b></p>	
	<p><b>Member countries communicate new NDCs reflecting greater quality and ambition by 2025 with the support of the Partnership, inspiring and informing others</b></p>	<p><b>Member countries have integrated NDC mitigation and adaptation targets into national and subnational development plans, policies, budgets, and recovery plans</b></p>	<p><b>Member countries have participatory NDC coordination mechanisms and resources for inclusive and transparent NDC implementation and updating</b></p>	<p><b>Implementing and development partner members are willing to use country requests presented through the Partnership as a key element in their resource programming</b></p>	
			<p><b>Increased country access to knowledge and capacity development</b></p>	<p><b>Members receiving support have cross-government commitment to the ongoing implementation and enhancement of their NDCs and to the work of the Partnership</b></p>	
			<p><b>Member countries receive increased investment flows towards climate action</b></p>	<p><b>Improved enabling environment established and public and private finance providers mobilized</b></p>	
				<p><b>Implementing and development partners use Partnership data and insights to program support in alignment with NDC implementation plans</b></p>	

## SCOPE OF WORK, DELIVERABLES, AND TIMEFRAME

Deliverable number	Activity	Deliverables	Delivery schedule
1	<b>Refining the full set of metadata for impact, outcome, and output indicators</b>	<p>a. <b>Mapping of the major Partnership activities against 2021-2025 Work Program results</b>, identifying any gaps in the results framework and theory of change at the Work Program level (This does not include detailed workstream level elaboration of activities)</p> <p>b. <b>Recommendations for refining key aspects of the monitoring system outlined below, including:</b></p> <ul style="list-style-type: none"> <li>▪ Reviewing the Support Unit’s overall M&amp;E system and recommending adjustments to improve the system, as needed</li> <li>• Reviewing the set of existing and new indicators to ensure that they are sufficiently defined to enable easy measurement and regular reporting</li> <li>• Elaborating the means of verification for all indicators, including the methodology and frequency of data collection, in consultation with relevant Support Unit staff. This would include researching and identifying the robust, internationally verified sources of data and information for higher-level (impact and outcome) indicators, and reviewing the Support Unit’s existing data repository systems (e.g., knowledge management system, online Partnership Plans, Monday boards which track program progress).</li> </ul>	4 weeks after start date of contract
2	<b>Designing a reporting template for external audiences that includes both quantitative and qualitative information</b>	<p>a. Aggregated report template for reporting high-level results to external partners</p> <p>b. Proposed changes to quarterly reports of country progress</p> <p>c. Proposed reporting template to meet the reporting needs of multiple donors</p> <p>d. Conceptual design of an online M&amp;E dashboard (reporting on impact and outcome level indicators), including how these are linked to existing databases and data systems.</p>	7 weeks after start date of contract

3	<b>Operationalization and capacity development</b>	<ul style="list-style-type: none"> <li>a. A procedure manual for all staff (according to their different roles), facilitators of the Partnership, and others as relevant, on how to operationalize the M&amp;E framework</li> <li>b. A note on cost implications for the Support Unit for M&amp;E updating and reporting and a proposed staffing structure.</li> <li>c. Three training sessions for staff members and facilitators on how to collect and report on data (from impact to output levels) and how to strategically identify country examples.</li> </ul>	Procedure manual and cost implications note: 10 weeks after start date of contract; Training sessions carried out during the final 2 weeks of the consultancy.
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### Timeline for vendor recruitment

The NDC Partnership Support Unit will begin work with the new vendor at the end of February 2021. A kick-off workshop will be held to walk the vendor through the NDC Partnership’s Work 2021-2025 Program and M&E framework, and key components of the consultancy.

23 December 2020	Release RFP
11 January 2021	Deadline of expressions of interest and any questions on the RFP
13 January 2021	Answers to questions received circulated to all interested vendors
25 January 2021	Deadline for proposals
19 February 2021	Finalize contracting process with selected vendor
22 February 2021	Work to begin

## BUDGET

Maximum available budget for this work is USD25,000.

## GUIDELINES FOR PROPOSAL SUBMISSION

### Requirements

The selected vendor will be able to demonstrate capacity in similar work. This includes:

- At least 15 years of monitoring and evaluation experience, including the development of monitoring systems, plans and indicators, mapping data collection and reporting systems, as well as other forms of data visualization for reporting purposes (eg, an M&E dashboard).

- At least 10 years of international and country experience related to climate change and/or sustainable development programs
- Familiarity with key institutions and actors working within the climate change and sustainable development sphere, and leading sources of reliable climate and development data
- Demonstrated evidence of designing and operationalizing M&E system and processes, preferably for International Organizations

## Evaluation and Selection Criteria

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

- 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.

Prospective vendors should submit the below materials, limiting their submissions to a maximum of 15 pages:

- An overview describing the proposed team and how it meets the above requirements, as well as a description of how you would deliver the scope of work, including proposed methodology and workplan, and timeline;
- Description of process for regular exchange with the NDC Partnership Support Unit (e.g. weekly check-ins, strategy sessions, etc.)
- Brief bio of team members with information on what makes them a good fit for this project;
- Examples of and references for similar previous work;
- An account of how the work and/or organization is environmentally sustainable;
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements.

The bidder offering the best overall value will be selected. For this procurement, non-price aspects are of equal importance.

## Expression of Interest, Deadline for Questions, and Proposal

All expressions of interest and questions about this RFP must be received via email to the contact below by 5:00pm ET on 11 January 2021. Expressions of interest should include a short description of qualifications and experience, as well as any questions you may have. Those expressing interest in submitting a proposal will be given access to the NDC Partnership M&E framework. Answers to any questions received will be shared with all parties who have asked questions or otherwise expressed interest. All proposals are due by 5:00pm ET on 25 January 2021. Proposals must be based on the terms of reference included in this document.

All expressions of interest, questions and proposals should be emailed, by the deadline, to [lisa.bow@ndcpartnership.org](mailto:lisa.bow@ndcpartnership.org), copying [jamie.bindon@ndcpartnership.org](mailto:jamie.bindon@ndcpartnership.org) with the subject line “RFP\_TECHNICAL M&E SUPPORT\_\_VENDORNAME”.

## SELECTION PROCESS

No proposal development costs shall be charged to WRI / all 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.