**REQUEST FOR PROPOSALS:**

**NDC PARTNERSHIP – ONLINE PARTNERSHIP PLAN TOOL**

## SUMMARY OF PROCUREMENT

WRI intends to award a fixed cost contract for the development and maintenance of an online tool to facilitate the collaborative development, populating and sharing of the NDC Partnership's country-specific Partnership Plans.

Work is expected to begin on 15 May 2019, with and initial prototype to be delivered by 31 August 2019 and a final product to be delivered by 30 November 2019.

### 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. We work 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 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, the vendor would engage directly with the Washington DC office).

The NDC Partnership Country Engagement process provides a framework through which priority needs of member countries are matched to the coordinated support of the Partnership's members and beyond. Throughout the process, the government of the country, with Partnership support, engages all relevant stakeholders to collaborate on NDC implementation. The Partnership Focal Points, nominated from the member country's government, lead the process of assessing needs and identifying opportunities for achieving NDC targets.

The Country Engagement process is an adaptable five-step process to establish, operationalize, and track Partnership activities at the country level. The stages include: 1) Scoping Mission and Request for Support; 2) Rapid Situational Assessment (RSA); 3) Design of the Partnership Plan; 4) Partnership Plan Implementation; and 5) Results Assessment and Learning. The NDC Partnership is seeking a vendor to build an online tool that would host and facilitate the development and implementation of Partnership Plans, in support of stages 3, 4 and 5 of the Country Engagement process. The Partnership Plan is a tool to:

- Organize the country NDC priority activities and the support activities of Partnership members and in-country stakeholders;
- Map where existing and planned projects contribute to the country's NDC goals.

Although the plan can be used to mobilize resources, its main function is to ease planning and coordination, and track the progress of NDC implementation. Any gaps identified and not addressed in

the Plan are recorded as items to be addressed in future iterations, as the country's NDC needs grow over time. Revisits to the Plan are also opportunities to reflect changes in government, and evolving government needs over time. More details on the Partnership Plan, including the existing Excel template, can be found in the NDC Partnership's Country Engagement Tool at http://cetool.ndcpartnership.org/lessons/stage-3-design-of-the-partnership-plan/.

## SCOPE OF WORK AND DELIVERABLES

The development of Partnership Plans is a country-led process. While the NDC Partnership provides an Excel template and support in its development, each Partnership Plan is tailored to the government's specific needs.

The Support Unit (SU) of the NDC Partnership is seeking a vendor to build an online tool that would facilitate and host the development, population, updating and tracking of Partnership Plans, in support of stages 3, 4, and 5 of the Country Engagement process. This online tool would replace the currently used Excel template.

The online tool will take the form of a standard, but customizable Partnership Plan template. Each country facilitator will have the flexibility to tailor the Partnership Plan columns to their specific context.

Converting the Partnership Plan from a static Excel document to an online tool will help to increase transparency, enabling partners to see updates in real time and coordinate responses efficiently. As such, the tool will also need to be accessible to different users (with varying editing and publishing permission levels). The tool can be built using existing open-source software or can be custom built.

The content of the various Partnership Plans built within the online tool will also need to be easily aggregated and transferable, possibly with an automated real -time feature (e.g. API), to the NDC Partnership's Knowledge Management System (kNook). The kNook is built within Knack, an online database.

The below outline of work is based on current anticipated needs of the NDC Partnership. These may change, and the SU will rely on its vendor to make recommendations to proposed outputs and deliverables.

The NDC Partnership is requesting proposals for the conceptualization, design and implementation of the online Partnership Plan tool. This includes:

- Development of a detailed technical solution for the online Partnership Plan tool. The detailed proposal will include specifics on the software, detailed budget breakdown and detailed timeline. The technical solution will be informed by user research (e.g. ensuring that the solution will not be blocked by firewalls of target users or that users will have enough bandwidth to use the tool).
- Implementation of the proposed technical solution, including opportunities for comments and feedback from core users.
- Production of a detailed training manual for users. The manual will include details relevant to both the administrator as well as general users.

**Requirements for the Online Partnership Plan Tool:**

Data input and tracking

- The online tool will take the form of a standard, but editable template. An example of the columns to include can be found here (details, including additional columns and column options are still to be finalized). As each country sets up their Partnership Plan, they will have the flexibility to include, remove, and edit the names of the template's columns and column options. The administrator will also have the option to add new columns. While the template will be customizable, there are some fundamental components that should not be changeable (i.e. all

Partnership Plans will require Objectives, Outputs and KPIs). In addition to the 15 Partnership Plans already in place, the NDC Partnership expects countries to develop a further 15 Partnership Plans by December 2019.

- The online tool will serve as the central version of each country's Partnership Plan. However, users will have to ability to work on the Partnership Plan offline. This could include through an offline version of the tool or the ability to download the Partnership Plan into an editable spreadsheet and/or PDF. This requirement is essential for regions with low internet bandwidth, as well as to accommodate different working styles. The tool must have the ability to reconcile any changes from offline versions back into the online version.
- Partners will have the ability to add and edit content in the Partnership Plan (within the structure provided by the government). The administrator will be able to create accounts for partners (or invite them to create their own accounts) and set editing permissions, e.g. viewer, editor, publisher, administrator.
- The tool will include controls on who can edit what content and when. This will include the ability to set time periods (e.g. a certain number of days or weeks) when content can be added or changed (i.e. open sessions for editing content).
- The tool will allow for easy updating, monitoring, and tracking of any changes made (with the ability for the administrator to revert to past versions).
- The administrator will be able to lock certain columns, rows or cells from editing (e.g. preventing the user to edit the Objective, Outputs and KPIs).
- The main language for the tool will be English, but administrators should have the option to create parallel versions of the Partnership Plans in different languages (French, Spanish, Portuguese). Edits in one language should be automatically (or at a minimum, easily) reflected across the different language versions.
- The online tool must be extremely user-friendly, both for the administrator and partners inputting and editing content.
- The online tool will send out automatic notifications (e.g. email notifications) to alert the facilitator or members of the Support Unit when edits are made to the Partnership Plan content.
- The content from the online tool will automatically (or at a minimum, easily) feed into the NDC Partnership's Knowledge Management System (hosted in Knack), where the Support Unit currently tracks trends across Partnership Plans. This could include integration through an API or a csv import template.

Reporting

- The online tool should provide an easy to view version of the completed Partnership Plan, both in its online version and in any versions downloaded. This will include ability to generate reports looking at particular aspects of the Partnership Plan (e.g. a detailed report looking at one particular output).
- The online tool will consolidate information automatically, in the form of graphs and diagrams as well as conduct automatic calculations (e.g. calculation of total budget, budget breakdown by sector or assessment of progress made aggregating progress across sub-activities).
- The online tool will track progress as it occurs across the Partnership Plan (e.g. ability to track when funding changes from pledged to implemented or when new partners respond).

## TIMING
The NDC Partnership will begin work with the new vendor by 24 May 2019.

| April – May 2019 | Release RFP. Gather responses and issue contract. Questions on the RFP are due by 25 |
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| | April. Responses will be provided by 30 April. Proposals due 6 May. Short-listed firms will be contacted for an in-person or skype meeting the week of 6 May. |
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| End-May 2019 | Kick off workshop with the vendor |
| August 2019 | Delivery of initial prototype |
| November 2019 | Delivery of the final product |

## BUDGET

The awarding of this contract is subject to funding availability.

## GUIDELINES FOR PROPOSAL SUBMISSION

### Requirements

The selected vendor will be able to demonstrate capacity in similar work, particularly:

- Development and management of online tools and databases
- Development of user-friendly tools
- Experience working with online users in developing countries
- A not-to-exceed cost estimate, including a breakdown of:
  - Any proposed development, management or licensing costs

### Proposal content

Prospective vendors should submit:

- A statement of interest describing the proposed team and how it meets the above requirements;
- CVs of team members;
- Examples of and references for similar previous work (with URLs and contact details);
- A brief (2-3 page) recommendation of their proposed technical solution (or potential options);
- An outline of the proposed methodology and workplan (including any relevant ticketing system);
- An account of how the work and/or organization is sustainable;
- A proposed timeline;
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements;

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

All expressions of interest about this RFP and any questions must be received via email to the contacts below by 5:00pm EST on 25 April 2019.

**Amanda McKee**
**Head of Knowledge Management**
**amanda.mckee@ndcpartnership.org**

Responses to questions will be sent by 5:00pm EST 30 April 2019. All proposals must be sent by 5:00pm EST 6 May in electronic format to the same contacts listed 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 elements
- The extent to which the vendor's proposal fulfills WRI's stated requirements as set out in the RFP
- Experience with similar projects
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work
- Overall cost and proposed timeline of the vendor's proposal

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

## 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.