

# **REQUEST FOR PROPOSALS**

## **Climate Action Enhancement Package: Promotion of enhancement findings and analysis into investment planning**

17 December 2021

### **SUMMARY OF PROCUREMENT**

The NDC Partnership Support Unit is searching for a vendor to provide professional services as part of the NDC Partnership's Climate Action Enhancement Package (CAEP). A wealth of information and analysis has been generated through CAEP implementation and further support is needed to disseminate this information and ensure appropriate best practices and lessons learned can be extracted. This RFP (Request for Proposal) includes two elements: 1) development of content for a microsite on NDC enhancement and the linkages to CAEP and 2) analysis into the impact of CAEP on fast-tracking implementation of NDCs (Nationally Determined Contributions) and how CAEP supported countries in the design of NDC investment plans and the potential for these to attract financing. These activities must be delivered by 15 March 2022. Proposals, along with all requirements, should be submitted by 31 December 2021. The contract will be fixed price with a maximum budget of USD150,000.

#### **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 Convention Secretariat. For this project, the vendor would be contracted directly through WRI.

#### **About the Climate Action Enhancement Package (CAEP)**

The Climate Action Enhancement Package (CAEP) is an offering of the NDC Partnership in its concluding phase. It was 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 allowed 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 was designed to catalyze transformational change towards resilient, sustainable, and low emission development, supporting the objectives of the Paris Agreement. It achieved 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 requested support for specific activities under either objective. A total of 67 countries received support through CAEP. As of December 2021, 56 of those have submitted enhanced NDCs to the UNFCCC (United Nations Framework Convention on Climate Change).

In January 2022, the NDC Partnership will publish an analysis of the NDC enhancement support provided through CAEP. This work is underway under a separate scope of work. The analysis summarizes how countries enhanced their 2020 NDCs in comparison to their 2015 NDCs. The analysis is based on a framework developed for the NDC Partnership, which looks at ambition through the pillars of ambition, quality, and process. In addition, the report summarizes ways in which this enhancement was supported through CAEP. The report will be published in PDF form, including a mix of infographics and text.

Other assets reflecting CAEP’s impact include:

- Partner reporting on the implementation of CAEP activities, including country level descriptions of support provided, and notable examples of impact.
- Communication material such as video interviews and blogs summarizing country level results.

## SCOPE OF WORK AND ACTIVITIES

Through this RFP, the NDC Support Unit is looking to produce content for a microsite, on CAEP and NDC enhancement, drawing on various available assets, and deepen its insights into the impact of CAEP Objective 2 support, including specifically lessons learned around NDC investment planning. The actual building of the microsite is not included in this RFP, a separate RFP has been issued to build the microsite. The scope of work for this RFP is split into two elements:

### **Element 1: Development of content for a microsite to promote CAEP NDC enhancement assets**

The vendor will:

1. Develop all content to include on the microsite. The content should be text and infographic-based and will also be used for static infographics. This will include content for:
  - a. Landing page
  - b. Ambition page
  - c. Quality page
  - d. Process page
  - e. Country map page and filter options (see example here: <https://www.unfcsurvey.org/world-map>)
  - f. Country descriptions for all 67 CAEP countries, including summaries of the support provided by partners through CAEP, the list of partners, the summary of the country’s NDC (to be taken from [climatewatchdata.org](http://climatewatchdata.org)) and key tags to describe the support received (sectors, activity type, key topics)

2. Develop thematic and country specific static infographics based on the microsite content. The microsite and the infographics should share a common design language and should be developed in parallel.

## Element 2: Review of CAEP implementation support with a focus on NDC investment planning

The vendor will:

1. Undertake an assessment of how CAEP objective 2 support helped to design NDC investment plans and the potential of these plans to attract financing. The assessment will include a detailed methodology for determining the potential.
2. Based on this assessment and the methodology developed, compile a summary of best practices and lessons learned on investment planning (both process and product). This should be based on through consultation with public and private sector entities.
3. Develop an NDC investment plan template for potential CAEP 2.0 support, incorporating the best practices and lessons identified.

The elaborated work activities and deliverables expected are further described in the table below. All work contributing must be completed by 15 March 2022, to comply with funder deadlines. The maximum available budget is indicated below.

Activities	Deliverable	Deadline
<b>Element 1</b>		
1. Infographics & Content <ol style="list-style-type: none"> <li>a) Produce infographics to be embedded in the microsite and shared via .PDF or .PNG formats on global trends including: Overall CAEP impact, Quality, Ambition, Process, thematic/sectoral trends (Gender, finance, MRV (Measurement, Reporting Verification), multisector, multilevel, adaptation).</li> <li>b) Draft content for the country summaries, drawing from existing data, including the kNook database and CAEP support summaries produced by implementing partners.</li> <li>c) Infographics for each of the 67 CAEP countries, presenting the content produced in activity 1.c in a visually attractive and sharable format.</li> </ol>	<ul style="list-style-type: none"> <li>- Infographics fit for the microsite as well as dissemination via .pdf or .png format on overall CAEP impact, quality, ambition, process, and 5 thematic/sectoral trends (e.g., gender, finance, adaptation)</li> <li>- Country profiles for all 67 CAEP countries including: summary of support provided, impact, partners involved, key tags and high-level summary of the country's NDC</li> <li>- Infographics fit for microsite as well as dissemination via .pdf or .png format for each of the 67 CAEP countries</li> </ul>	Template for country summaries to be finalized by 31 January 2022. All other work to be finalized by 28 February 2022.
<b>Element 2</b>		

<ol style="list-style-type: none"> <li>1. Review CAEP TORs (Terms of Reference), quarterly reports, final support summaries and deliverables to understand the ways in which CAEP support helped to fast-track NDC implementation, namely through increased capacity to access finance.</li> <li>2. Develop a detailed methodology for determining impact.</li> <li>3. Analyze country support received against the methodology to understand what elements of support were most impactful and determine critical elements of success.</li> </ol>	<ul style="list-style-type: none"> <li>- Detailed methodology for determining quality of the investment plans to attract financing</li> </ul>	<p>End January 2022</p>
<ol style="list-style-type: none"> <li>2. Compile a summary of best practices and lessons learned on NDC investment planning, based on CAEP support received.</li> </ol>	<ul style="list-style-type: none"> <li>- Max 10-page summary report of best practices and lessons learned on NDC investment planning (from both process and product point of view)</li> <li>- Workshop with public and private sector entities to identify key criteria for designing robust NDC investment plans</li> </ul>	<p>Mid-February 2022</p>
<ul style="list-style-type: none"> <li>- Develop an NDC investment plan template incorporating best practices and lessons identified</li> </ul>	<ul style="list-style-type: none"> <li>- NDC investment plan template</li> <li>- A blog piece summarizing the assignment results</li> </ul>	<p>Mid-March 2022</p>
<b>TOTAL BUDGET:</b>		<b>\$150,000</b>

## Timeline

The vendor procurement for this RFP will follow the below timeline (all dates are considered by 11:59 pm EST):

RFP issued	17 December 2021
Deadline for submission of proposals	31 December 2021
Selection of vendor and signing of contract	7 January 2022
Start of contract	10 January 2022
All activities finalized	15 March 2022

## Proposal Guidelines

### Requirements

The selected vendor must demonstrate capacity in similar work, particularly:

- Experience working with Nationally Determined Contributions (NDCs)
- Developing the capacity of governments related to the implementation of NDCs;
- Experience in developing NDC investment plans with national 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 (including the private sector);
- Applying gender principles to approach the assignment, and wherever possible, produce sex-disaggregated data and gender-responsive actions;
- 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 10 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.
- Please provide a brief description of the accounting system currently used by your organization.

## 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 **31 December 2021, 17:00EST** to [Jamie.bindon@ndcpartnership.org](mailto:Jamie.bindon@ndcpartnership.org). Please use the following format for the email subject line: CAEP\_ANALYSIS.RFP\_ORGANIZATION NAME. All proposals must be submitted in electronic format.