Request for Proposals: NDC Partnership Gender Consultancy Support
21 April 2020

SUMMARY OF PROCUREMENT

The NDC Partnership, through the World Resources Institute (WRI), intends to award a fixed cost contract to provide analytical and quality assurance support to the Partnership’s work on implementing and monitoring its Gender Strategy. Deliverables will be completed over the next year and a half, on a periodic weekly basis, with some specific tasks requiring ongoing work. Work is expected to begin on 1 June 2020, with phased on demand deliverables due throughout 2020 and the end of 2021.

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 Nationally Determined Contributions (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, USA and Bonn, Germany. For this project, the vendor would engage primarily with staff located in the Washington, DC office.

ABOUT THE NDC PARTNERSHIP’S GENDER STRATEGY

In September 2019, the Steering Committee of the NDC Partnership adopted its Gender Strategy, which aims to advance gender equality considerations into NDC and climate action in member countries, with the collective support of implementing and development partners. The strategy does this at both the global and country levels. The initial implementation phase of the Gender Strategy is considered 2019-2020, however, the strategy will be integrated across the NDC Partnership upcoming Work Program for 2021-2023.

The NDC Partnership is strengthening its capacity to coordinate, implement and track its Gender Strategy, at the global and country level.

At the global level, the Partnership is:
• making gender-related knowledge, tools, and resources of our partners more readily available to all countries;
• facilitating country access to partner capacity building support and knowledge resources in response to requests for support on gender mainstreaming in climate action;
• surfacing successes, effective practices and lessons and sharing these widely through country peer exchanges and knowledge products to catalyze greater action; and
• reporting out inspirational stories of women as agents of change via digital and print media.

At the country level, the NDC Partnership has proposed set of minimum standards for mainstreaming gender into NDCs and integrated this into its Country Engagement process. The engagement process generally results in the development of a government-owned Partnership Plan, which are results-based country-level implementation frameworks aimed at accelerating NDC action. As the Partnership operates on such a key principle of country ownership, implementing these standards means supporting country-driven efforts to develop gender-responsive NDCs and implement actions in a way that empowers all people, including women and other disadvantaged groups. The standards include:
• supporting countries in the engagement of key gender stakeholders during climate change consultations at national, sectoral and local levels, as well as striving for gender balanced panels and speaker line-ups;
• using available gender analyses or social impact assessments as inputs to the country engagement process and development of Partnership Plans;
• building on relevant national gender policies and frameworks to plan and implement NDCs and Partnership Plans;
• facilitating the inclusion of sex-disaggregated data and gender-responsive indicators in Partnership Plans and investment plans, and tracking their progress; and
• increasing country capacity for gender mainstreaming in climate action.

Taken together, these standards will enable a more robust country response to gender inequalities within NDC interventions.

**SCOPE OF WORK**

The purpose of this RFP is to provide supplemental support to the NDC Partnership Support Unit (SU) in implementing the Partnership’s Gender Strategy, working in close collaboration with the SU’s gender team, and in concert with all SU staff and interested Partnership members.

**Key responsibilities** include applying technical gender expertise to quality assure gender strategy implementation, tracking and coordination, related to:

• Technical advisory inputs in response to direct NDC Partnership SU needs;
• Elaborating a methodology for measuring and reporting on gender-responsiveness in climate action facilitated by the Partnership to inform the current Partnership Work Program and 2021-2023 Work Program;
• Evaluating data and information for gender-related indicators in the Partnership’s Gender Strategy and Monitoring & Evaluation Framework (MEF).

**Deliverables:**
1. Methodology for measuring and reporting on gender responsiveness in climate action contextualized to NDC Partnership Gender Strategy and processes
2. Technical reviews on quality of gender-responsiveness of validated Partnership Plans
3. Technical support to indicators and progress tracking on gender-responsive climate action
4. Coordinated analysis of new/updated NDCs on advances in gender equality considerations in climate action
5. Technical review of draft Partnership Plans, highlighting where possible gender support may be needed
6. Review of and inputs to gender analyses in Rapid Situational Assessments
7. Internal gathering of gender-related country support needs, effective practices and success stories
8. Synthesis analysis of gender-related country support requests
9. Gender training to Support Unit staff and in-country facilitators
10. Knowledge and communication products to share the learning and results of NDC Partnership Gender Strategy implementation with members and broader audiences

**Deliverables and Timeline**

Deliverables and timelines will be outlined in the following phases:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>RFP Activities</th>
<th>Deadlines (after the RFP begins)</th>
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<tbody>
<tr>
<td><strong>Technical Support to Monitoring and Evaluation (M&amp;E) Processes</strong></td>
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<tr>
<td>1. Methodology for measuring and reporting on gender-responsiveness in climate action, with applied examples</td>
<td>Develop a methodology for measuring and reporting on gender-responsiveness in climate action found in country Partnership Plans (PPs), in context of country engagement processes, and standards outlined in the gender strategy. This includes outlining ways to measure gender-responsive budgeting and investment/ Investment Plans.¹ Key terms and criteria related to gender-responsiveness should also be defined.</td>
<td>4 weeks after the start of the RFP</td>
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<tr>
<td>2. Technical reviews of gender-responsiveness of country Partnership Plans</td>
<td>As part of M&amp;E progress reporting, conduct a comprehensive review of all validated Partnership Plans, including newly added or updated PPs every six months (based on the methodology developed under the first deliverable). Corroborate findings with respective country team members, regional specialists and/or in-country facilitators to ensure proper consideration of country context. Add final assessment results into M&amp;E progress report templates and data tracking systems.</td>
<td>Twice a year, with reviews and validated data, due 1 August and 1 February</td>
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<td>3. Recommendations to gender Indicators &amp; Support to M&amp;E Tracking</td>
<td>• Review current system for gender KPI data collection and tracking, recommend improvements, and work with the M&amp;E team to implement these. Support tracking of respective gender indicators including validation process with country team members and in-country facilitators.</td>
<td>8 weeks after the start of the RFP</td>
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### Technical Support to Country Engagement and Partnership Plan Processes

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<tr>
<th>4. Tracking and analysis of new or updated NDC submissions</th>
<th>Coordinate across IP/DPs/partners to support a global analysis on newly submitted NDCs of member countries throughout 2020 (and 2021 as applicable) compared to the first round of NDCs; assess and document changes in advances in gender equality considerations in climate action and gender-responsiveness in a systematic manner.</th>
<th>Ongoing as NDCs are submitted</th>
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<th>5. Flag draft Partnership Plans that could benefit from technical gender mainstreaming support (for Partner follow up)</th>
<th>Technical gender review of Partnership Plan outputs, activities and KPIs as part of their design phase. Highlight draft Partnership Plans that have not conducted a gender and climate analysis or consultations with key gender-related stakeholders or have limited scope for gender-responsive climate action (as defined in the Gender Strategy). Flag to SU for referral implementing and development partner follow up support.</th>
<th>As needed, as Partnership Plans (PPs) are developed/updated, and within one week of receipt of a country’s PP</th>
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<tr>
<th>6. Review and quality assure basic gender analyses in SU rapid situation assessments</th>
<th>Review and contribute to gender equality section of country’s Rapid Situational Assessments (RSA) and recommend edits as needed. Ensure that key outcomes of partners’ gender analyses are captured and summarized in the respective RSA documents. Work with respective CE staff to highlight strategic entry points on gender and climate.</th>
<th>Ongoing as RSAs are developed, within one week of receipt of a country’s RSA</th>
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| 7. Collect internal information on country-requested gender support needs and effective practices | Carry out systematic monthly check-ins with country team members and facilitators to obtain updated information regarding:  
- Countries in early stages of engagement that express the need to develop a gender-climate analysis  
- Countries planning Partnership Plan updates or preparing stop-and-reflect exercises, which require support to undertake a gender impact assessment  
- Countries that require specific capacity building support regarding gender & NDCs | Monthly |
| --- | --- | --- |
### Status of unsupported gender-related requests
- Status of gender-related support including tracking results and capturing good practices and success stories (*to feed into blog articles, analyses, social media posts, and Partnership reports - see #10*)

On a monthly basis, connect virtually with Regional Specialists and/or respective in-country facilitators to check in on the latest status of the above for all engaged countries, and make this information available to all staff, but in particular to the SU Gender Leads for Country Engagement (CE) and Knowledge & Learning (K&L); this information should be maintained in a centrally organized information system.

### Digest and analysis of gender related country support requests
- Draft summary analysis of gender-related country support requests based on country data from internal knowledge management system, to improve matchmaking of gender requests with available gender-climate member resources.

### Gender Training

| 9. Internal Gender Training Plan | Develop a training plan for Support Unit staff and in-country facilitators to strengthen internal understanding and capacity on gender and climate change in the context of the Partnership’s work.¹ Trainings will include:  
  - Methodology for measuring and reporting on gender-responsiveness (*developed under #1*)  
  - Sex-disaggregated data, data collection considerations, and gender-responsive key performance indicators  
  - Gender-responsive budgeting, financing, and investment planning  
  - Cultural considerations regarding gender equality in all regions of operation  
  - Regular Gender Strategy refreshers / trainings for new staff/facilitators | 8 weeks following the start of the RFP (training plan); trainings organized and led every two months; refreshers on an ongoing basis as need arises |

### NDC Partnership Knowledge and Communication Products

| 10. Knowledge and communication products | Develop tools, infographics (with the design vendor), analyses on gender, and communications materials to promote findings emerging from Partnership work (collected under #7) with wider audiences. This includes draft social media posts, blogs, and inputs into the various NDC Partnership reports. | One written product every two months (or 6 per year) |
Timing

The NDC Partnership would like to begin working with the vendor in May 2020. Kick-off in May will include an overview from the Support Unit of all Gender Strategy-related activities and expected timelines. Delivery of vendor outputs will begin by 1 June 2020.

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>21 April 2020</td>
<td>Release RFP, gather responses, reply to any inquiries or questions</td>
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<tr>
<td>1 May 2020</td>
<td>Deadline of expressions of interest and any questions on the RFP</td>
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<tr>
<td>4 May 2020</td>
<td>Answers to questions received circulated to all interested vendors</td>
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<tr>
<td>20 May 2020</td>
<td>Deadline for proposals</td>
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<tr>
<td>1 June 2020</td>
<td>Finalize contracting process with selected vendor</td>
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<td>June 2020</td>
<td>Work to begin</td>
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Budget

Maximum available budget for this work is USD 150,000.

Requirements

The selected vendor will be able to demonstrate capacity in similar work, particularly:
- Over 5 years of experience in providing technical assistance on gender mainstreaming or technical gender support
- Prior work experience on programs related to climate change and gender equality
- Familiarity with key stakeholders and initiatives in the gender and climate space
- Some experience in developing analytical frameworks and indicators
- Experience in developing knowledge products for policy audiences, including for instance, infographics, social media, presentations, written products

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 20 pages.
- A 10-page max 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, as well as a timeline;
- Description of process for regular exchange with the NDC Partnership Support Unit (e.g. weekly check-ins, 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 detailed budget with a breakdown of costs.
The bidder offering the best overall value will be selected. For this procurement, price and non-price aspects are of equal importance. Selected vendor candidates will be invited to present their proposals to the NDC Partnership team. Considering work from home protocol due to COVID-19, all vendors will be invited to present virtually.

**Evaluation and Selection Criteria**

All expressions of interest and questions about this RFP must be received via email to the contact below by 5:00pm EST on 30 April 2020. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

Lisa Bow  
*Head of Knowledge Services*  
*Lisa.Bow@ndcpartnership.org*

**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/organizations/consultants, etc., choose to discontinue this RFP without obligation to such prospective vendors/organizations/consultants, etc. or make multiple awards under this RFP.