Request for Proposals:
Expert Support on Gender Equality
July 2023

SUMMARY OF PROCUREMENT

The NDC Partnership, through the World Resources Institute (WRI), intends to award a cost reimbursement contract for a vendor to provide direct expert support to NDC Partnership member countries to advance gender equality into their Nationally Determined Contributions (NDCs), in line with the Partnership’s Gender Strategy. Deliverables will be completed between September 2023 and December 2024.

ABOUT THE NDC PARTNERSHIP

The NDC Partnership brings together more than 200 members: 122 countries, of which 104 are developing and 18 developed; 52 institutional members; and 36 associate members to create and deliver on ambitious climate action. Governments identify their NDC implementation priorities and the type of support that is needed to translate them into actionable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development. The NDC Partnership is built on the premise of collective action: by acting together, we achieve more.

The NDC Partnership Support Unit, which is hosted by the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat, the United Nations Office for Project Services (UNOPS) as well as the World Resources Institute (WRI), serves as the secretariat of the Partnership and facilitates the matchmaking and catalytic work between the Partnership’s membership. This contract will be awarded through WRI.

ABOUT THE NDC PARTNERSHIP’S GENDER STRATEGY

In September 2019, the NDC Partnership’s Steering Committee adopted the Partnership’s 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 covers the global and country levels.

At the global level, the Partnership is making gender-related tools and resources readily available to members, facilitating country access to capacity building support, and sharing successes and best practices for gender-responsive climate action.

At the country level, the NDC Partnership is strengthening its support to country members in NDC planning and implementation, with a focus on gender equality, and the design and implementation of climate action that fully integrates gender considerations.
OBJECTIVE AND SCOPE OF WORK

The objective of this work is to provide supplemental support to the NDC Partnership in implementing the Partnership’s Gender Strategy, working in close collaboration with the Support Unit and interested Partnership members. The selected vendor will work under the guidance of the Support Unit and engage directly with country members to guide the preparation of requests around gender equality and strengthen the requests made to the NDC Partnership.

Key responsibilities:

• Aiding countries, as needed and where requested, to strengthen their requests for support (i.e. Partnership Plans, Thematic Call applications, Request for Support Letters, etc.) around gender equality;
• Reviewing draft documents and Partnership Plans\(^1\) to identify opportunities to strengthen gender considerations in activities, indicators, stakeholder inclusion, budgeting processes, etc.;
• Joining virtual meetings with country members to help guide them in identifying sectoral goals and national priorities around gender equality;
• Developing and conducting training for Support Unit staff, in-country Facilitators, and other relevant stakeholders to strengthen capacity to integrate gender equality into NDC planning and implementation processes;
• Identifying and drafting success stories highlighting examples where Partnership support facilitated gender equality across the NDC process.

Deliverables:

1. Direct support to NDC Partnership country processes, including:
   a. Technical gender reviews of draft NDC Action Plans\(^2\) to identify areas where gender considerations may be strengthened as part of the design phase, including budgeting for gender activities. To include desk research and virtual consultations where needed.
   b. Virtual consultations with countries or implementing partners, as requested, to advise on outcomes of the gender reviews.
   c. Coordination calls with Support Unit staff to help strengthen implementation of the Gender Strategy within internal Country Engagement process.

2. Development of training materials on knowledge gaps around gender equality and Whole of Society topics, including, but not limited to gender integration in project development and design, national coordination mechanisms and stakeholder engagement, or national gender-responsive budgeting. The specific topic and scope of the training will be agreed between the vendor and the Support Unit. Developed training support to include:
   a. Developing concept notes, agendas, moderator guide, and materials for a training to be delivered in three formats: 1) live virtual workshop, 2) self-guided module, and 3) in-person workshop.
   b. Identifying expert speakers to support training goals.
   c. Identifying resources for further development and enhancement of training sessions.

3. Support public-facing communications to promote best practices and communicate impact of gender quality support to Partnership developing country members.
   a. Draft communication piece (e.g. blog, video, interviews with members or in-country partners and experts) delivered every six months (~500 words each).

---

\(^1\) Partnership Plans reflect country requirements and are varied in length and detail. Three examples of Partnership Plans can be found [here](#).

\(^2\) “NDC Action Plans” is a generic term that refers to national government-owned plans outlining how a country will implement or enhance their NDC, with support from the Partnership.

## Deliverables and Timeline

Deliverables and timelines will be outlined in the following phases:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Deliverable Description</th>
<th>Deadlines</th>
</tr>
</thead>
</table>
| **Expert Gender Assistance to Countries**| Up to 20 reviews of draft Partnership Plans (for examples of Partnership Plans, [click here](#))  
Up to 14 reviews of additional Country Engagement process documents  
Up to 10 reviews of gender budgeting activities  
Up to 10 virtual consultations to guide country partners requesting support  
Biannual check-in calls with regional teams to develop pipeline of priority reviews  
At least 1 call per month for technical questions from team members, live review of documents, and planning trainings as needed | Reviews will be conducted as needed based on quarterly planning. Gender review to be completed within two weeks of receipt of document.  
Calls scheduled on regular basis as needed |
| **Trainings & Training Materials**       | Training materials developed and trainings delivered across three session formats (live virtual, self-guided, in-person):  
- Including expert speaker recommendation list  
- Including peer to peer elements  
- Including accompanying FAQ/Moderator guidance documents  
(Note: all logistics (travel, catering, forum, accommodation) for the in-person workshop will be handled by the NDC Partnership directly) | 1 Training developed in three formats by Q2 2024 |
| **Gender Equality Communications**       | 4-5 communications products, including blogs, articles, factsheets, infographics, or videos                                                                                                                                 | Average of one product every 6 months and delivery of PIA feature every September (x2) |

### Timing

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 July 2023</td>
<td>Release RFP</td>
</tr>
<tr>
<td>9 August 2023</td>
<td>Deadline of expressions of interest and any questions on the RFP</td>
</tr>
<tr>
<td>15 August 2023</td>
<td>Answers to questions received circulated to all interested vendors</td>
</tr>
<tr>
<td>25 August 2023</td>
<td>Deadline for proposals</td>
</tr>
<tr>
<td>15 September 2023</td>
<td>Finalize contracting process with selected vendor</td>
</tr>
<tr>
<td>15 September 2023</td>
<td>Work to begin</td>
</tr>
</tbody>
</table>
Budget

Maximum available budget for this work is USD 75,000.

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 to developing countries
- Prior work experience on programs related to climate change and gender equality
- Expertise on key stakeholders and initiatives in the gender and climate space
- Experience in developing analytical frameworks and indicators
- Experience in delivering climate-gender trainings

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 per deliverable.

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 may be invited to present their proposals to the NDC Partnership team.

Evaluation

All expressions of interest and questions about this RFP must be received via email to the contact below by 5:00pm EST on 11 August 2023. Answers to the questions will be shared will all parties who have asked questions or otherwise expressed interest.
Final proposals can be submitted whether an expression of interest was submitted or not and must be received via email to the contact below by 5:00pm EST on 25 August 2023.

Hannah Girardeau  
*Gender and Youth Associate, NDC Partnership Support Unit*  
Hannah.girardeau@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.