NDC PARTNERSHIP YOUTH ENGAGEMENT PLAN CONSULTANT
1 May 2020

SUMMARY OF PROCUREMENT

The NDC Partnership, through World Resources Institute (WRI), seeks to award a cost-reimbursement contract for a Youth Engagement Plan Consultant. The NDC Partnership is seeking a dynamic facilitator to help develop the Youth Engagement Plan of the Partnership’s Support Unit; including leading an inclusive consultation process, supporting the establishment of the Youth Task Force and identifying specific ways in which youth can be involved in NDC Partnership processes. The professional will also lead the development of key supporting written products.

This consultant position requires strong organizational skills, including the ability to support a distributed working group. The consultant should have a solid understanding of the NDC Partnership workflows, be familiar with climate change negotiation processes and also have strong writing skills to produce key deliverables.

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 consultant will engage directly with staff located in the Washington DC office and key stakeholders in-country.

About the Youth Engagement Plan

Young people stand to bear the brunt of future impacts from climate change, and for this reason, the Paris Agreement acknowledges climate change as an issue of intergenerational equity. Youth under 25 represent 42 percent of the global population, making them a vital ally to develop inclusive NDC implementation. The NDC Partnership emphasizes the importance of utilizing a whole-of-society approach when developing and implementing climate solutions, a process in which young people are identified as a key stakeholder group. Moreover, several members of the Partnership have signaled the importance of creating spaces to incorporate voices of youth into discussions on climate action and NDCs and including youth as part of national level NDC implementation efforts.

Through the development of a “Youth Engagement Plan” (YEP) for the post-2020 period, as well as outreach opportunities in 2020, the NDC Partnership will offer concrete ways for its members to respond to the need for increased engagement of youth in NDC development and implementation.
This creates opportunities for the Partnership to become more inclusive in its processes and reach a wider group of stakeholders with its impacts.

**SCOPE OF WORK AND OUTPUTS/DELIVERABLES**

**Scope of Work**

A Youth Engagement Plan will be developed during 2020 focused on the role the NDC Partnership and its members can play to increase youth engagement in NDC Partnership activities. These include the country engagement process (under the leadership of respective governments), knowledge and learning activities, and communications opportunities. The NDC Partnership Youth Engagement Plan (YEP) will focus on engagement opportunities directly within the Partnership.

**Consultancy period**

This consultancy is scoped to last a maximum of 60 days, for an average of 2 days per week May-December 2020. No more than 12 workdays will be accrued in a single month.

1. Liaise with the NDC Partnership Co-Chairs to define key requirements for Youth Task Force participation;

2. Coordinate the development of a Youth Engagement Plan focused on the role the NDC Partnership and its members can play to increase youth engagement in NDC Partnership work on NDC implementation and enhancement;

3. Support the Youth Task Force in leading an inclusive and balanced consultation process to provide inputs to the Youth Engagement Plan;

4. Lead organizational efforts for the Task Force, including establishing a regular cadence for virtual working sessions, initiating document drafts and ensuring existing best practices are reflected in final products;

5. Report progress to the NDC Partnership Support Unit team, Co-Chairs and Steering Committee as needed;

6. Plan the virtual launch of the Youth Engagement Plan globally and across regions, strategically ensuring visibility and increasing support for its implementation;

7. Collaborate with the Support Unit to highlight opportunities for youth engagement during 2020 and in the forthcoming NDC Partnership work program, through communication materials and activities.
Deliverables

<table>
<thead>
<tr>
<th>YEP Activity</th>
<th>Deliverable</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Youth Task Force establishment</td>
<td>Task Force established</td>
<td>May-June 2020</td>
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<tr>
<td>Inclusive consultation process</td>
<td>Inclusive consultation plan developed and executed</td>
<td>June-August 2020</td>
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<tr>
<td>Task Force facilitation</td>
<td>Meeting facilitation and reports to NDC Partnership Support Unit &amp; Co-Chairs</td>
<td>June-December 2020</td>
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<td>Youth Engagement Plan development</td>
<td>Preliminary draft of the Youth Engagement Plan</td>
<td>September 2020</td>
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<td>Collaboration with Support Unit to produce relevant communication materials</td>
<td>Key messages, talking points, scripts for interviews with youth representatives, webinar design</td>
<td>October-November 2020</td>
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<tr>
<td>Youth Engagement Plan development</td>
<td>Final draft of the Youth Engagement Plan including all comments and feedback</td>
<td>October-November 2020</td>
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<tr>
<td>Youth Engagement Plan launch</td>
<td>Virtual launch strategy developed and implemented</td>
<td>November-December 2020</td>
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Requirements

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

- 5+ years of experience managing projects, programs and/or distributed teams
- 5+ years of experience leading and supporting stakeholder engagement processes
- 5+ years of work experience on programs related to climate change
- Familiarity with climate change negotiation processes, key stakeholders and initiatives related to NDCs
- Experience with NDC Partnership programs and workflows preferred
- Experience in developing strategies, analytical frameworks and consultation processes
- Experience in developing knowledge products for policy audiences, including high-level decision-makers and key stakeholders

GUIDELINES FOR SUBMISSION

Interested applicants should send a CV and cover letter expressing their interest by 5:00 pm EDT on 8 May 2020 in electronic format to the contact listed below:

Robert Bradley  
Director of Knowledge and Learning, NDC Partnership Support Unit  
robertbradley@ndcpartnership.org
EVALUATION AND SELECTION

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

Selection Process

No proposal or application development costs shall be charged to WRI / all expenses are to be borne by the applicants/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.