



WORLD  
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INSTITUTE

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## REQUEST FOR PROPOSALS FOR AN INDEPENDENT MID-TERM REVIEW OF THE NDC PARTNERSHIP'S 2018-2020 WORK PROGRAM

**Deadline for submission:** Monday, 25 November 2019

### 1. INTRODUCTION

This request for proposals (RFP), outlines the terms of reference for an independent Mid-Term Review (MTR) of the NDC Partnership's 2018-2020 Work Program. This MTR, commissioned by the NDC Partnership, managed by its Support Unit, and administered by the World Resources Institute, will be conducted between December 2019 and February 2020.

### 2. PURPOSE

The purpose of this external Mid-Term Review (MTR) is to assess progress on goals and targets, identify key challenges and bottlenecks, and recommend any necessary corrective actions at the mid-point of the Work Program, to ensure that the Work Program remains on track and can achieve outlined results by end-2020. Targets and key performance indicators of Work Program success are further defined in the Work Program's accompanying Monitoring and Evaluation Framework (MEF). MTR findings and recommendations will support learning and accountability and will be used to inform decision-making on: 1) improvements to 2018-2020 Work Program implementation through 2020, and 2) the strategic design of the NDC Partnership's 2021-2023 Work Program. An initial draft of the 2021-2023 Work Program will be developed by March 2020.

### 3. OBJECTIVES

More specifically, the 2019 MTR is intended to provide an independent mid-term **assessment of progress made towards achieving Work Program's outcomes and outputs** as outlined in its 2018-2020 Work Program and Monitoring & Evaluation Framework (MEF). The MTR will also assess the Work Program's **theory of change** as well as the NDC Partnership's Work **overall performance in reaching stated goals and targets**. Key sub-units of analysis will include the NDC Partnership's member countries; member institutions and its Support Unit. Additionally, the review will assess the impact, relevance, efficiency, effectiveness, sustainability, and value added of NDC Partnership programming. The primary deliverable of this MTR process is the MTR report.

### 3. BACKGROUND

#### 3.1. History of the NDC Partnership

Launched at COP 22 in Marrakesh in November 2016, the NDC Partnership is a coalition of countries, institutions and non-state actors, working together to mobilize support and achieve ambitious climate goals while enhancing sustainable development. The Partnership's main role is to support country access to the technical assistance, knowledge, and financial support they need to implement their NDCs and related

SDGs in order to turn goals into action. Collectively, the Partnership works to reinforce international political support for climate action, using the knowledge and learning from individual successes to create solutions that accelerate global transformation.

The NDC Partnership is guided by two Steering Committee Co-chairs from a developing country and a developed country, and a twelve-member Steering Committee which is represented by developing and developed countries, along with institutional partners. NDC Partnership members play various mutually supporting roles, but overall, implementing and development partners (i.e., institutional and developed country members) support developing country members with technical and financial resources to accelerate NDC action. The NDC Partnership Support Unit, located in two different cities, serves as a secretariat for the Partnership, and is hosted by the World Resources Institute in Washington, D.C. as well as by the UNFCCC in Bonn, Germany. Membership continues to expand rapidly, reaching a total of 159 members (104 countries, 33 institutions, and 22 associate members) as of November 2019.

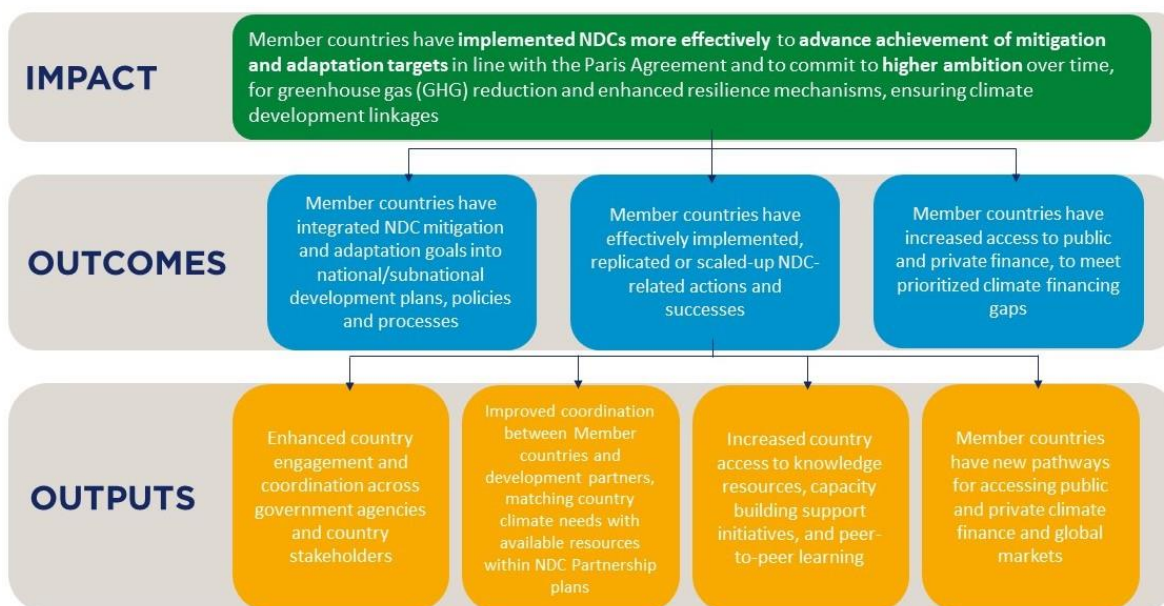
The Partnership was founded on the notion that while significant international technical assistance, expertise, financing and other resources for climate action exist, these were not being deployed effectively or in coordinated way, to maximize efforts towards achieving Paris Climate Agreement goals. Thus, the Partnership was formed to facilitate this and charged with providing fast, nimble, and catalytic support for accelerated climate action; a central role of the Partnership is to pair country mitigation and adaptation needs with the relevant climate actors and their available support. As such, the Partnership embodies an initiative akin to a start-up, intended to innovate where there are opportunities and adapt to fast changing circumstances in order to meet goals.

While the NDC Partnership was formally announced in late 2016, the Partnership did not initiate its secretariat functions and operations until September 2017. In addition, the NDC Partnership’s Steering Committee approved and finalized the Partnership’s [2018-2020 Work Program](#) in September 2018, and its accompanying Monitoring & Evaluation Framework (MEF) in May 2019. This mid-term review is being commissioned at the initiative of the NDC Partnership and at the Work Program’s mid-point, after approximately two years of Work Program implementation.

### 3.2. NDC Partnerships 2018-2020 Work Program

The NDC Partnership [2018-2020 Work Program](#) and Monitoring & Evaluation Framework outline the Partnership’s theory of change and results framework for facilitating and accelerating effective NDC implementation. These comprise the central documents for this MTR review.

The Work Program identifies the key results that it seeks to support, as illustrated in the graphic below.



The Partnership proposes to achieve these results through four main workstreams: 1) in-country engagement; 2) enabling access to NDC knowledge resources and country exchanges; 3) facilitating access to finance for NDC implementation; and 4) crosscutting workstreams of membership engagement and communications.

Along with the Work Program and MEF, there are four additional governing documents of relevance. Between 2017-2018, before the 2018-2020 Work Program was finalized, the Partnership developed two formative documents: its [Country Engagement Strategy](#), and [Knowledge and Learning Strategy](#). These outline the strategies of two of the Partnership's key workstreams. In addition, in July 2019, the Partnership introduced a new initiative, its [Climate Action Enhancement Package](#), designed to deliver targeted, fast-tracked country support to enhance the quality and ambition of NDCs, and effectiveness of NDC implementation as countries develop new or updated NDCs. Finally, the Partnership put into place a new [Gender Strategy](#) in September 2019. The strategy works to mobilize the technical resources and expertise of its members to support countries to develop gender-responsive climate action, and gender equality considerations throughout the Partnership's own internal processes. Gender strategy indicators have been integrated into the wider MEF, while CAEP indicators are tracked separately.

### 3.3. Contributions from bilateral donors

Bilateral donor agencies from Germany, Australia, France, the Netherlands, Norway, Sweden, Denmark, Ireland, and the United Kingdom have supported the NDC Partnership with grant funding for the 2018-2020 period. The NDC Partnership provides narrative and financial reports to bilateral donors through regular donor reporting processes that are coordinated and administered by WRI.

## 4. SCOPE AND OUTPUTS

The independent MTR will provide a high-level as well as detailed assessment of the Partnership's progress in implementing the 2018-2020 Work Program as outlined in its Monitoring & Evaluation Framework. The MTR will cover the period from January 2018-December 2019, but may take into account activities starting from September 2017, when work under this Work Program (then in draft form) got under way.

The MTR team will assess progress in Work Program implementation against the criteria of programmatic impact; added value; relevance; efficiency; effectiveness and sustainability, for all components outlined below. The MTR will also outline recommendations on how to improve Work Program implementation using the criteria mentioned above (including in managing the Work Program, staffing, and funding), as well as strategic priority areas for the 2021-2023 Work Program period, particularly in context of a rapidly expanding membership. The MTR team will also review the quality of existing key performance indicators<sup>1</sup>. The MTR will also assess the contributions of the component parts of the NDC Partnership: developing member countries; developed member countries; institutional members, associate members and the Support Unit.

The review will include the following components, with a corresponding level of emphasis indicated in parentheses:

- a. **A high-level assessment of the NDC Partnership's theory of change, value added, and overall progress** in implementing the 2018-2020 Work Program as elaborated by the MEF, including early indications of its contribution to impact level results. This will be accompanied by a more **detailed assessment of the Partnership's contribution to outcomes and outputs**, including how the various parts of the Partnership (i.e. developing country members, developed country members, institutional and associate members, and the Support Unit) have contributed to the delivery of results. **(70%)**
- b. **An assessment of the Partnership's main workstreams** (Country Engagement, Knowledge & Learning, Communications, Outreach & Governance, and Operations), which will include a

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<sup>1</sup> The MTR team can review if KPIs are SMART (specific, measurable, achievable, relevant, and timebound).

review of strengths and weaknesses, and the effectiveness and efficiency of internal Partnership systems and processes to support the delivery of results. **(15%)**.

- c. **A review of programmatic progress in the cross-cutting issues of climate finance and gender equality**, including the work around the Partnership's new Gender Strategy. **(10%)**
- d. **An assessment of the first round of the Partnership's CAEP initiative**, focused on the country demand side, operations and implementation thus far. **(5%)**

The consultants will start by producing an inception note setting out proposed methods and a work plan for the conducting the mid-term review according to the agreed upon terms of reference, including articulating key questions and informational needs. The main consultancy output will be an mid-term review report, which will highlight progress made thus far, strengths and weaknesses, key challenges and lessons, and recommendations for improvement for each of the components listed above. The report will include an executive summary. The consultants will provide the NDC Partnership with an advanced draft of the report for review and comment before submitting the final report.

## 5. METHODS

The consultants will be responsible for designing the review to achieve the objectives set out in section 2, collecting data and analyzing information obtained. This will be elaborated in an inception note that outlines the specific plans for the MTR, which will be approved by the NDC Partnership, with input from the Steering Committee Co-Chairs.

The methodology for the MTR will broadly include these main components:

- A desk review of key governing documents of the NDC Partnership, various progress reports (eg, donor reports, Partnership in Action report, progress summaries prepared for Steering Committee meetings), and work program monitoring data and information, inter alia.
- Informant interviews with the NDC Partnership secretariat offices and Regional Specialists; and a sample of developed country members, developing country members, institutional members and associate members (at least five in each category and ensuring an even geographic coverage of members interviewed and a proportionate number of interviews for each category<sup>2</sup>).
- A visit to three or four countries where the NDC Partnership has significant in-country engagement.

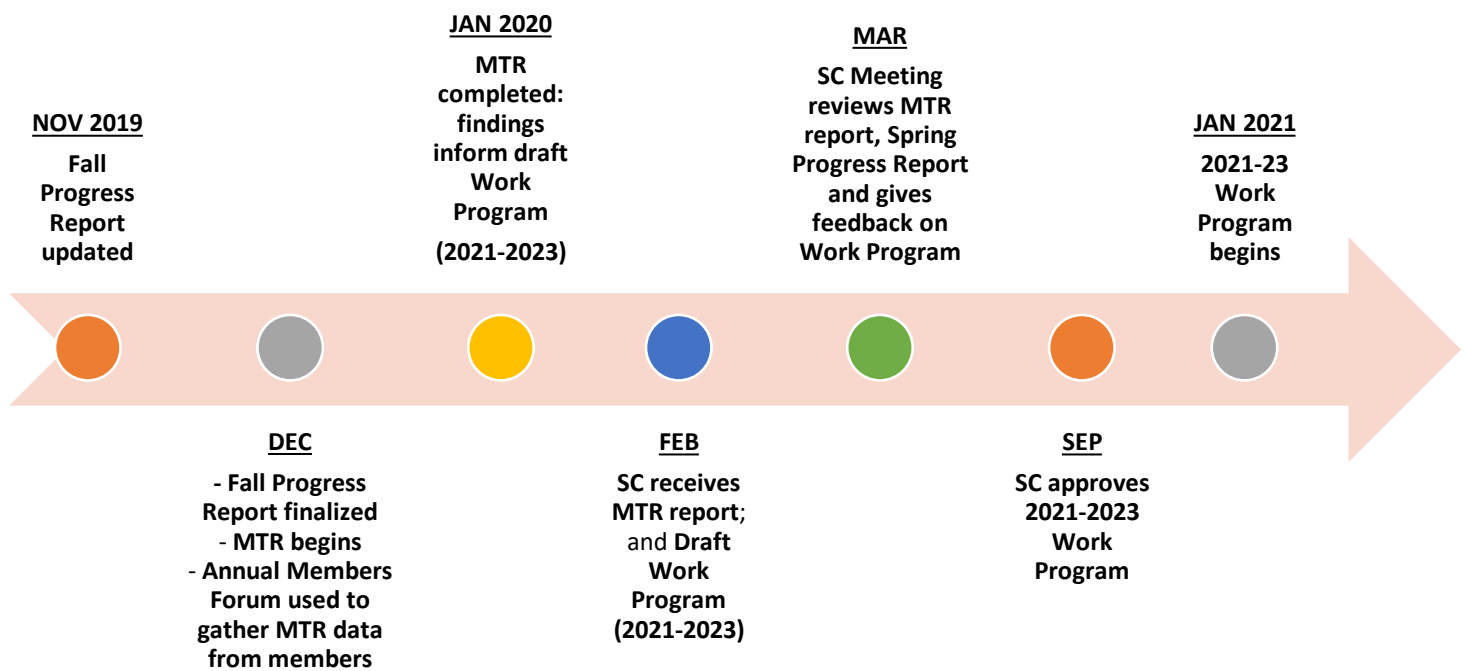
The NDC Partnership will establish a team to support the review process; provide information on the Partnership's systems, strategies, and outcomes; and identify partners and other stakeholders familiar with the Partnership's work that the consultant can contact. WRI will manage the administrative components of the review, and will be responsible for issuing the contract with the consultants, as well as processing payments.

## 6. TIMING

A first draft of the independent Mid-Term Review report is to be submitted by 27 January 2020. The NDC Partnership Steering Committee Co-Chairs and Support Unit will provide comments to the draft by 7 February. The final draft, incorporating feedback as appropriate, will be submitted by 14 February 2020. The final report will be distributed to the NDC Partnership Steering Committee for review in mid-February, prior to the planned biannual meeting in early March 2020.

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<sup>2</sup> Currently, Partnership membership includes 86 developing countries, 18 developed countries/entities, 33 institutional members and 22 associate members.



## 7. SUBMISSION OF PROPOSALS

The NDC Partnership invites proposals for the execution of the mid-term review by a team of 2-3 external consultants, for submission by Monday, 25 November 2019.

### Requirements

The review team will have the below profile, with the Team Leader having at least 3 years of experience in (a) and (b).

- a. Experience conducting independent assessments of the performance of international non-profit organizations, international organizations both in their programmatic work and their support functions; Experience in evaluations related to climate change or coordination is an asset.
- b. Significant international or country experience related to the management, development, coordination implementation of climate change and sustainable development programs;
- c. Familiarity with the countries in which the NDC partnership works – particularly those chosen for field visits; and
- d. Expertise in key thematic areas of focus for the NDC Partnership (climate mainstreaming, gender mainstreaming, climate finance, knowledge management).

### Proposal content

Prospective consultants should submit:

- a. A statement of interest describing the proposed team and how it meets the above requirements;
- b. CVs of team members;
- c. One example of a similar assessment;
- d. Two references from a previous assessment;
- e. A brief outline (up to five pages) of the proposed methodology and work plan, including key questions to help guide the work on each of the major elements of the review in section 4; and
- f. A proposed budget with breakdown of costs.

### Submission deadline

All proposals must be sent by **Monday, 25 November 2019**, in electronic format to:

Whitney Pierson  
Operations Manager  
NDC Partnership Support Unit  
10 G Street NE  
Washington, DC 20002  
E-mail: [whitneyperson@ndcpartnership.org](mailto:whitneyperson@ndcpartnership.org)

### **Selection process**

A shortlist of potential consultants will be identified jointly by the World Resources Institute and the NDC Partnership Support Unit and will be based on the strength of the consultant or team, the quality of the proposal, and the cost of the services. The NDC Partnership Support Unit and Co-Chairs of the NDC Partnership's Steering Committee will approve the final consultants, whose services WRI will procure. Work is expected to begin in early December 2019.