

REQUEST FOR PROPOSALS: Coordinator - Supporting Jamaican Co-Chair Activities to the NDC Partnership

SUMMARY OF PROCUREMENT

The NDC Partnership Support Unit is searching for a consultant to support Jamaica in its role of Co-Chair of the NDC Partnership (the Partnership), collaborating directly with the Co-Chair Representatives to ensure active, agile, and timely engagement in their leadership role.

The contract period will be Fixed Price and will extend until the end of Jamaica's Co-Chair term, on 31 December 2022. Proposals, along with all requirements, should be submitted by 23 April 2021.

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

About the NDC Partnership's Governance

The Partnership is guided by a Steering Committee comprised of country members (developed and developing nations) and institutional members, and meetings are run by the two countries which serve as Co-Chairs. The Co-Chairs include one from a developed country and one from a developing country. At present, the Partnership is led by Jamaica, represented by the Honorable Pearnel Charles Jr., Minister of Housing, Urban Renewal, Environment and Climate Change and the United Kingdom, represented by the Right Honourable Alok Sharma, President of the COP26 Climate Change Conference at the Cabinet Office. The Co-Chairs serve as chairs for meetings of the Steering Committee and Partnership Forums, as well as be available to provide guidance to the Support Unit on issues related to overall strategy and the work program between Steering Committee meetings. The Co-Chairs also help represent and champion the work of the Partnership in relevant forums both internal and external. Countries serving as Co-Chairs make time available to provide leadership and support for the Partnership, including through work with other members of the Steering Committee.

SCOPE OF WORK AND ACTIVITIES

The consultant will support the Jamaican Co-Chair representative's in coordination, stakeholder management, and outreach. As Coordinator, the consultant will conduct research, review and synthesize documents, assist in canvassing and marshalling country inputs to influence working group

activities and new initiatives, check for policy consistency and prepare briefs and talking points. The consultant will support the Co-Chair representatives in their regular engagement with their UK counterparts, the NDC Partnership Support Unit Team, and Steering Committee members. It is envisaged that the Coordinator would also provide support in the coordination of events and forums and assist with overall monitoring and reporting thereby increasing the Co-Chair’s effectiveness. The position constitutes an essential part of the overall engagement of Jamaica in the Partnership and is complementary to the contribution of the Economic Advisor and the CAEP Facilitator.

RFP Activities / Deliverables	Deadline
Coordinating and facilitating regular communications and meetings between NDC Partnership Management Team, UK representatives and Jamaican Co-Chair and Co-Chair representatives (agenda, notes, briefing and reports)	Ongoing
Supporting preparation of Steering Committee meetings and annual members forum (document reviews, scripts, logistic arrangements...)	Deadlines in Spring and Fall annually, dates TBD
Supporting strategic outreach to other NDC Partnership members on behalf of Jamaican representatives	Ongoing
Recommending inputs to Jamaica Co-Chair or representatives for contribution in NDC Partnership working groups and task forces	Ongoing
Ensuring alignment with activities of the Economic Advisor and CAEP Facilitator	Ongoing

TIMELINE

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

RFP issued	9 April 2021
Deadline for submission of proposals	23 April 2021
Selection of vendor and signing of contract	14 May 2021
Start of contract	31 May 2021
All activities finalized	31 December 2022

All questions to the RFP should be sent directly to: supportunit@ndcpartnership.org. Answers to RFP questions will be shared with all parties who have asked questions or otherwise expressed interest in submitting a proposal.

PROPOSAL GUIDELINES

Requirements

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

- Experience in policy analysis and/or development in Jamaica
- General understanding of the climate change and related policy landscape in Jamaica
- Experience working with multilateral and/or international development agencies and/or related to foreign affairs
- Technical expertise working with Nationally Determined Contributions (NDCs), particularly in mitigation or adaptation measures and policies;
- Experience developing the capacity of governments related to the implementation of NDCs, utilizing local expertise;
- Working under the leadership and guidance of 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;
- Experience working in programme management and administration
- Experience in the development of technical briefs

Content

Prospective vendors should submit the below. Note the entire package should not exceed 5 pages.

- A statement of interest and CV describing how the consultant's qualifications meet the above requirements;
- Examples of and references to similar previous work as described in the requirements;
- Statement of required daily rate.

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 **23 April by 11:59 pm EDT** to supportunit@ndcpartnership.org. Please use the following format for the email subject line: CO_CHAIR_COORDINATOR. All proposals must be submitted in electronic format.