Request for Proposals
Expert Finance Advisory Support for Project Information Note (PIN) Preparation

SUMMARY OF PROCUREMENT

The NDC Partnership Support Unit is seeking an international finance expert consultant (the “Consultant”) to contribute to the NDC Partnership’s finance work and the Project Information Note (PIN) initiative by supporting the preparation of certain PIN sections. Proposals, along with all requirements, should be submitted by September 10, 2021 at 5 pm EDT. The duration of the assignment is 12 months and the maximum available budget for this assignment is USD50,000. This position is remote.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. 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, acting as a secretariat to the Partnership, is jointly hosted by the World Resources Institute (WRI) and the UN Climate Change Secretariat. For this project, the consultant will be contracted directly through WRI.

About the World Resources Institute

Founded in 1982, the World Resources Institute (WRI) is a global environmental think tank that goes beyond research to put ideas into action by working with governments, companies, and civil society to build solutions to urgent environmental challenges. WRI’s transformative ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

PIN Background

The Project Information Note (PIN) is an NDC Partnership initiative to promote climate change investment projects that are in line with a country’s NDCs and development priorities. Per request of member countries, the PIN expands on project information, providing financial institutions with the necessary information so they can decide whether to pursue the projects.

The PINs are designed to attract and leverage financing for NDC projects from Partnership members and beyond, prevent duplication of efforts by multiple NDC funding mechanisms, and make it easier for investors to identify and focus on projects that are a good fit for their portfolios. The PINs are prepared for climate projects in multiple sectors including energy, agriculture, forestry, transportation, waste management, and manufacturing. The PINs are circulated to Partnership members and are also actively promoted using a targeted strategy to attract financing from multiple sources, including the private sector. Governments can pitch the projects in regional and international investment forums.
Typically, NDC planning documents do not provide sufficient project-related information. The PIN expands upon this information, providing potentially interested financial institutions, both public and private as well as national and international, with the necessary content so they can further consider the projects. Its format is inspired by “teasers” commonly used for transactions in the financial world and it should be considered as a discussion starter rather than a deal closure tool. The PIN focuses on projects in a more advanced stage (e.g., feasibility and pre-feasibility studies completed). However, the PIN initiative also gives exposure to climate project ideas and climate projects that are in early stages. This is done with the circulation of a Climate Project Sheet (CPS).

An estimated eight PINs and seven CPSs are anticipated by September 2022. Any member of the Partnership can take the lead in developing these.

The PINs are prepared in a summary format, using standard terminology and concepts of the industry to make them more accessible to potential target institutions, therefore increasing the chances of being considered for further evaluation.

The typical PIN is a four to five-page document with the following sections:

- Overview
- Project description (detailing project components according to return on investment)
- Strategic fit
- Project implementation plan (indicating current project status)
- Project cost
- Initial financial options
- Potential risks and mitigation
- Incentives for private sector investment
- Overall objective
- Specific objectives
- Rationale
- Expected benefits
- Gender and social inclusion

**SCOPE OF WORK AND DELIVERABLES**

**Scope of Work**

Finance is the most requested area for Partnership support. The Partnership is contributing to enhancing access to climate finance by providing support to countries to translate NDCs into strong national investment strategies and proposals, engage with relevant stakeholders to mobilize support, and to identify and share potential investment opportunities in developing member countries. The proposed assignment will contribute to the efforts of sharing project opportunities to financial institutions and mechanisms through the project’s analysis and support to the PINs preparation. The Consultant will report to the Country Engagement Finance Specialist and other members of the finance team. The Consultant will deliver the following activities and any other activities that may be assigned as need arises.
Activities and Deliverables

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables</th>
<th>Date</th>
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<tbody>
<tr>
<td>Review the project material and additional required information to have a clear understanding of the project and its context in the country development goals and NDCs.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Complete the sections “initial finance options,” “potential risks and mitigation,” and “incentives for private sector investment,” as well as additional sections that might be required for an estimated eight PINs.</td>
<td>Document with the sections mentioned in Activities for an estimated eight PINs. The document for each PIN should be approximately one-and-a-half to two-pages long.</td>
<td>Two weeks after receiving the project information.</td>
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<tr>
<td>Present the criteria and methodology used in the preparation of the sections.</td>
<td>Document with the criteria and methodology used in the preparation of the sections. Approximately 2-3 pages.</td>
<td>Two weeks after receiving the project information.</td>
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REQUIREMENTS

Qualifications

All applicants must be able to demonstrate:
- Advanced degree and experience in finance, business, banking, or related areas.
- Familiarity with climate change and climate finance.
- Solid experience in preparing and analyzing financial plans and financial projections.
- 10+ years of professional experience in the public and private sectors, ideally related to infrastructure, project finance, or blended financing in development institutions, equity and impact funds, other financial institutions, and advisory firms.
- 5+ years of experience in capital raising and/or developing public-private partnerships with a successful track record in climate finance-related activities across multiple contexts in a multi-cultural environment.
- Fluency in English. French speaking is a plus.

TIMELINE

The procurement for this position will follow the below timeline (all dates are considered by 5pm EDT):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Deadline for submission of proposal</td>
<td>10 September 2021</td>
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<tr>
<td>Selection of vendor</td>
<td>30 September 2021</td>
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<tr>
<td>Start of contract</td>
<td>18 October 2021</td>
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<tr>
<td>All activities finalized</td>
<td>18 October 2022</td>
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</table>
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 assignment(s).
- Applicant’s technical expertise relevant to the stated TOR qualifications.
- Vendor’s ability to complete the activities within the set timelines.
- Overall cost of the applicant’s proposal and best value for money.

PROPOSAL SUBMISSION

Interested applicants are invited to submit the following information:

- Curriculum vitae (CV) in English
- Cover letter stating why you think you are the best candidate for the role
- Financial proposal
- Availability during the period

Application materials must be sent to David.Levy@ndcpartnership.org by 10 September 2021 by 17:00 pm EDT. Late or incomplete applications will not be accepted.