Request for Proposals
Training Course on the Enhanced Transparency Framework and NDC Linkages for the NDC Partnership Support Unit
August 2021

SUMMARY OF THE PROCUREMENT

In 2015, countries adopted the Paris Agreement and through Article 13, an Enhanced Transparency Framework (ETF) was established. The ETF is considered the backbone of the Paris Agreement since it is vital for building international trust and confidence that action is taking place, as well as for assessing how to facilitate further action. The ETF intends to provide countries and wider stakeholders with the information and feedback they need on actual progress to improve efforts and promote efficient and cost-effective policies while also providing domestic and international accountability.

The ETF also plays a critical role in countries' NDCs since it encourages higher ambition and action by making information more readily available on progress made implementing and achieving NDCs under the Paris Agreement’s Article 4, and on the financial, technology development and transfer, and capacity-building support that developed countries provided and mobilized—and that developing countries needed and received.

Included in the NDC Partnership Work Program 2021-2025 was the objective: “Member countries communicate new NDCs, reflecting greater quality and ambition, in line with Paris Agreement goals, by 2025 with Partnership support, inspiring and informing others.”

Corresponding Activity 2.3.2 of the Annual Work Program instructs the Support Unit to prepare for supporting the development of Long-Term Strategies, the preparation of the global stocktake, and the implementation of the Enhanced Transparency Framework's requirements at country level—and to support countries in linking these to inform the next round of NDC updating.

In 2021, the NDC support Unit was assessed on learning priorities and preferences through an internal survey. The survey’s findings indicated that a majority of the staff were interested in receiving a technical training on GHG emissions MRV, which is an essential component of the ETF. Additionally, a majority of the staff were interested in trainings on:
• The Enhanced Transparency Framework, dimensions, information, and reporting implications.
• An overview of national-level approaches for GHG emissions MRV.
• Sector-specific trainings on GHG emissions MRV and applications for policy-making.
• Principles of emissions scenario development and carbon budgeting.

Therefore, the NDC Partnership Support Unit is looking for an organization that is proficient in designing and delivering a training course covering core concepts on MRV and transparency under the Paris Agreement, as well as insights on the practical applications of this knowledge in terms of NDC preparation, implementation, and reporting.

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 the 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 consultant would 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. We work 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.

SCOPE OF WORK AND ACTIVITIES

The course aims to strengthen NDC Partnership Support Unit staff knowledge in the topic of MRV and transparency, particularly related to the following topics/modules:

**Module 1.** Common understanding of the Enhanced Transparency Framework; dimensions and implications for countries and international organizations.

**Module 2.** Basics of national-level approaches for sectoral GHG emissions MRV and adaptation measures M&E.
Module 3. ETF and MRV integration in NDC planning and implementation.

Module 4. The role of international organizations in tracking and reporting support provided. In this module, we would like to understand the linkages between NDC Partnership processes and climate finance MRV.

During the first stage of work, the contractor is expected to propose a detailed structure and contents of the course in close coordination with the Support Unit. The total course length is expected to be approximately eight weeks, with each module comprised of one or two sessions, as appropriate, each session a maximum of 90 minutes.

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<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Deadline</th>
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<tr>
<td>Design the training program in close coordination with the Support Unit</td>
<td>A workplan and a concept note outlining:  - Course contents  - Delivery method  - Speakers  - Supporting materials</td>
<td>October/November 2021</td>
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<tr>
<td>Deliver the training program, including logistics and materials</td>
<td>Compiled course materials in a digital database with access provided to course attendee, including session recordings</td>
<td>30 January 2022</td>
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All activities listed above are indicative and are subject to change, depending on the circumstances.

The support unit staff is spread out over multiple locations worldwide. The two main offices are located at the WRI in Washington DC and the UNFCCC in Bonn, Germany. As a result, the entire course is expected to be delivered online. The timeslots for all trainings will need to be set during the working hours of GMT+2 and GMT-4.

**TIMELINE**

WRI aims to have a contract awarded by end of-September 2021.

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

<table>
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<tr>
<th>Activity</th>
<th>Deadline</th>
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<tr>
<td>RFP issued</td>
<td>24 August 2021</td>
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<tr>
<td>Expressions of interest and RFP questions</td>
<td>9 September 2021</td>
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<td>Deadline for proposal submissions</td>
<td>13 September 2021</td>
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<tr>
<td>Selection of vendor and signing of contract</td>
<td>20 September 2021</td>
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<tr>
<td>Start of contract</td>
<td>27 September 2021</td>
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All questions about the RFP should be sent directly to: lea.kauffmann@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:

- Technical expertise in applying methods and internationally recognized guidance in each of the areas covered by the Paris Agreement's Enhanced Transparency Framework (estimation of greenhouse gas emissions, tracking and reporting of adaptation actions and of support needed and received/capacity building needs).
- Demonstrated capacity to deliver trainings and courses in the areas outlined above.
- Experience in working with international institutions and across different time zones.
- Technical expertise in the development of Nationally Determined Contributions (NDCs), including mitigation and adaptation measures and policies.

**Content**

Prospective vendors should submit:

- A detailed proposal on the services available and recommended to address the full scope of work.
- Examples of and references to similar previous work as described in the requirements.
- Profiles of staff that will serve as the team supporting the Partnership.
- The technical proposal document should not exceed 30 pages.

**Budget**

The company or consultant must charge for the personnel services for content preparation and delivery of the trainings on a daily rate. Other expenses can be
reimbursable on a case-by-case basis. The budget of the proposal shall not exceed USD 40,000.00 Please provide a detailed budget with your submission.

Please note that WRI is an IRS-registered 501(c)3, tax-exempt organization. WRI is not VAT exempt. All prices or quotes should include VAT and tax, as applicable.

Submission

Qualified candidates are invited to send their application documents by 13 September 2021 at 5:00PM (GMT +2) to lea.kauffmann@ndcpartnership.org. All documents must be submitted in electronic format. Only short-listed candidates will be contacted.

Please use the following format for the email subject line: ETF Training_NDC_Partnership.

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 and ability to provide engaging trainings;
- Vendor's technical expertise relevant to the RFP’s stated requirements;
- Vendor’s ability to complete the activities within the set timelines;
- Overall cost of the vendor’s proposal and best value for money;
- Sustainability—WRI values sustainability and all other factors being equal will favor a proposal to more sustainably perform the work.

Selection Process

No proposal development costs shall be charged to WRI all expenses are to be borne by the bidders. WRI may award the bidder offering best value without discussions. However, WRI reserves the right to seek bidder clarifications and 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. Contracts will not be awarded to vendors/organizations/consultants, etc. debarred by the US government or named on restricted parties lists.