

# **Request for Proposals: Analytical Products to Inform NDC Partnership Developing Member Countries' NDC Implementation Planning**

September 2022

## **SUMMARY OF PROCUREMENT**

The NDC Partnership intends to award an open, deliverable based contract to provide analytical support to inform decision-making related to the development of Partnership Plans and NDC implementation across a range of NDC Partnership developing country members. This support will be provided, as needed, on a country-by-country basis. Once a contract has been established, work orders will be issued for each assignment request, including description of deliverables and budget.

This contract will run until 31 March 2023, with possibility of extension.

## **BACKGROUND**

### **The NDC Partnership**

The NDC Partnership is a global coalition that works with national governments, international institutions, and civil society, to fast-track climate and development action. To date, the Partnership's membership brings together 118 countries—developed and developing—48 institutional members, and 36 associate members (as of February 2022). Through the Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs to combat climate change and build a better future.

In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. These historic accords presented countries with an unprecedented opportunity to align the climate and sustainable development agendas to spur economic growth and improve the livelihoods of all people. Nations signal their commitments to the Paris Agreement through Nationally Determined Contributions (or NDCs) - each country's strategy to cut its own greenhouse gas emissions and build resiliency against the negative effects of a changing climate. One of the unique value propositions that the NDC Partnership brings through its in-country work is leveraging the support from a consortium of partners towards a common objective set by the government. The Partnership, through its Country Engagement process, engages directly with ministries and other stakeholders to assess climate-related needs and identify opportunities for collaboration around these needs—across sectors, regions, and international partners. Through targeted and coordinated technical assistance, members of the Partnership support countries with, for example, policy and strategy formulation for NDC mainstreaming, development of NDC implementation plans and resource mobilization, NDC revision and enhancement, or green economic recovery post-pandemic.

The NDC Partnership is hosted by the World Resources Institute in Washington DC, US; UNFCCC in Bonn, Germany; and UNOPS.

## PURPOSE AND OBJECTIVE

### Purpose

Developing countries are facing challenging decisions concerning how to allocate scarce resources across a range of projects and programs intended to deliver on their commitments under the Paris Agreement and to the 2030 Sustainable Development Goals. Many of these countries also submitted updated NDCs in 2020 and 2021 and are now pursuing national programs that holistically address both their increased climate ambition and the many other needs of their populations. International technical and financial support for comprehensive programs of this kind is more likely to have a net positive impact with a variety of benefits spread across local communities.

The NDC Partnership helps countries turn NDCs into results-based, national implementation and investment plans by locating national climate and development goals within the broader sustainable development agenda. Countries refer to these plans in different ways, including as 'Partnership Plans (PPs), and they can help guide development partners and implementing partners to support activities aligned with countries' diverse objectives. In some instances, technical officials in the Partnership's member developing countries lack the analytical tools they need to make complex choices, often under conditions of risk and/or uncertainty. The Partnership's Support Unit is consequently seeking a firm to produce a variety of analytical products at the request of these country members to support their decision making around NDC implementation, ultimately informing the development or update of their Partnership Plans. The template for the Partnership Plan can be found [here](#).

### Objectives

The key objectives of this consultancy are to:

- **Support NDC Partnership developing country members to develop and revise NDC implementation Plans.** Requested analytical products will provide country governments with the information, comparative assessments, and/or other decision support they need to feel confident when choosing among a range of possible actions.
- **Strengthen the analytical basis for developing country members' projects and programs in support of NDC implementation and build governments' institutional and technical capacity in these areas.** Requested analytical products will help country governments further develop these projects and programs, providing critical data and assessments to support their financing and execution. They will also help capacitate government actors by providing the methodological and subject-matter expertise they need to carry these projects forward.
- **Build confidence among in-country stakeholders that their governments are following clear methodologies to determine the most effective way to achieve their NDCs.**

Requested analytical products will support government outreach to subnational actors, civil society, and the private sector and provide a strong foundation for stakeholder consultations, furthering a whole-of-society approach to NDC implementation.

- **Assist developing country members in making a case for technical and/or financial support to development partners, implementing partners, and other potential sources of expertise or financing.** Analytical products will help governments powerfully articulate the need for prioritized projects or programs by providing additional evidence and analytical justification.

## SCOPE OF WORK AND ANTICIPATED DELIVERABLES

The scope of work will always be developed through a work order to detail the deliverables, timeline, and budget, in response to specific developing country members' requests for support from the NDC Partnership.

Through this RFP, the Support Unit is seeking a vendor able to produce a variety of analytical products, including but not limited to:

### **Partnership Plan Content Development:**

- a. Following the NDC Partnership's Partnership Plan template or similar template agreed with the government, develop country-specific Partnership Plans, a tool to organize a country's NDC priority activities and match them with Partnership member support and in-country stakeholders. This may also include:
  - i. Consultation with key stakeholders, in coordination with Support Unit staff, in-country Facilitators, and Focal Points, to identify key climate policies, strategic plans, and investment plans related to mitigation and adaptation targets in the NDC; and
  - ii. Assessment of existing national and sub-national climate and development policies and plans, and linkages between these, and sectoral priorities, planned activities and investments, development and climate indicators across NDC sectors.

### **Targeted analysis to inform Partnership Plans:**

- a. Costing of Partnership Plans, where data is available
- b. Benchmarking study to determine best practices and lessons learned across key sectors or topics covered by the NDC
- c. Multi-criteria decision analysis (MCDA) (e.g., to support government in their prioritization of content for Partnership Plans)
- d. Impact analysis of NDC implementation activities to inform Partnership Plans (multiple tools or models could be used including cost benefit analysis, cost-effectiveness analysis, Marginal Abatement Cost Curves (MACC), etc.)
- e. Analysis of SDG benefits

The vendor, through the Support Unit, will receive assignments in response to requests for targeted analytical support from NDC Partnership Focal Points (FPs) in member developing countries' ministries of environment and finance/planning. Once a request is received, the vendor will coordinate with the country Focal Points, the in-country facilitator and/or other relevant embedded advisors (where applicable), and the Partnership's Support Unit to ensure the final product meets the Government's needs.

## Anticipated Deliverables

Each of the deliverables in this RFP will be detailed through specific work orders, based on country needs. One work order could include one or many of the deliverables listed below. The budget for each deliverable will be dependent on the details included in the scopes of work to be agreed through the work orders, but to give an indication of the scale of support expected, illustrative budget ranges and timelines are provided in the table below.

Deliverable Number	Deliverable Description	Illustrative budget and timeline (per country) (USD)	Number of countries expected
<b>1</b>	Develop <a href="#">Partnership Plan</a> to identify key climate policies, strategic plans, and investment plans related to mitigation and adaptation targets in the NDC	\$30-60k, 3-6 months	TBD
<b>1.a</b>	Consultation with key stakeholders to identify key climate policies, strategic plans and investment plans	\$10k, 2 months	TBD
<b>1.b</b>	Assessment of existing national and sub-national climate and development policies and plans, and linkages between these, and sectoral priorities, planned activities and investments, development and climate indicators across NDC sectors	\$10k, 3 months	TBD
<b>2</b>	Costing of Partnership Plans, where data is available	\$10-50k, 2-6 months	TBD
<b>3</b>	Benchmarking study	\$5-10k, 1-2 months	TBD
<b>4</b>	Multi-criteria decision analysis (MCDA) (e.g., to support government in their prioritization of content for Partnership Plans)	\$30-40k, 2-3 months	TBD

<b>5</b>	Impact analysis of NDC implementation activities to inform Partnership Plans (multiple tools or models could be used including cost benefit analysis, cost-effectiveness analysis, Marginal Abatement Cost Curves (MACC), etc.)	\$10-60k, 2-6 months	TBD
<b>6</b>	Analysis of SDG benefits	\$5-10k, 1-2 months	TBD
<b>7</b>	Other analytical products as agreed between the Support Unit and the vendor	TBD	TBD

## Timing

The NDC Partnership aims to have a contract awarded by early November 2022.

Specific analytical products will be produced upon request by the NDC Partnership Support Unit, in direct response to specific member countries' requests for such support from the Partnership.

## Budget

The maximum budget for this contract is set at \$600,000. Allowable costs include consultant salaries, project-related supplies, research expenses, communication expenses, and travel expenses. In preparing a budget, the vendor should include a table outlining the anticipated cost and expected number of weeks to produce each of the deliverable examples referenced above. Vendors are welcome to include ranges to reflect the varying complexity of deliverables (e.g., Deliverable 1 would range from two weeks to six weeks, at a cost of \$10,000 to \$40,000).

## SUBMISSION OF PROPOSALS

### Requirements

The selected team would be expected to jointly fulfil the following requirements:

#### Experience

- Proven track record in supporting developing countries in the design of climate change strategies, plans, and analytical work to inform mitigation, adaptation, and cross-cutting actions;
- Demonstrated experience in the assessments/methodologies requested;
- Experience working with developing country governments in Latin America and the Caribbean, Africa, Asia, the Pacific, and Eastern Europe as a strong asset;
- Experience working with international organizations (bilateral donors, multilateral development banks, multilateral organizations, etc.);
- Experience with multi-stakeholder engagement;

- A good understanding of the political, economic, and social context in developing country members of the NDC Partnership;
- Broad sectoral expertise is required; and
- Excellent computer literacy and skills on MS Word, Excel, and PowerPoint, database systems, relevant analytical software, and overall report writing.

### Language

- Team member(s) fluent in spoken and written English, French, Spanish, and Portuguese required.

### Proposal Content

Prospective consultants should submit a proposal of max 15 pages, including:

- a. A statement of interest providing a brief narrative proposal for delivering the scope of work, including a proposed methodology and work plan;
- b. A description of the project team, including a dedicated roster of experts (CVs can be added as an annex), a description of how these experts meet the requirements, and an explanation of how they will be assigned to the implementation of tasks described above;
- c. An example of a similar project or deliverable for each of the analysis types enumerated under the Scope of Work section, including references;
- d. A proposed payment structure for billable hours/days for each type of service that will be rendered; and
- e. A proposed budget with a breakdown of costs.

### Submission Deadline and Selection Process

All expressions of interest and questions about this RFP must be received via email to Clarissa Lehne, [clarissa.lehne@ndcpartnership.org](mailto:clarissa.lehne@ndcpartnership.org) by 19 October 2022.

# **RFP for Analytical Products for NDC Implementation: Q&A Sheet for Interested Vendors**

April 2022

## **CONTRACTING PROCESS**

### **Will this be a contract with the NDC Partnership or through any of the partner organizations?**

The selected firm will be contracted with the World Resources Institute, which is one of the NDC Partnership Support Unit's three host organizations (along with UNFCCC and UNOPS).

### **Will only one vendor be selected from the expressions of interest?**

Our intention is to contract one firm, so all request work orders would be issued to that firm. However, if no firm is found that meets the requirement, we would explore contracting multiple firms.

### **Will that firm subsequently have the opportunity to agree a price for each work order?**

The price for each work order would be agreed with the firm in question based on the work order's scope and complexity.

## **SCOPE OF WORK AND REQUEST PROCESS**

### **Has the NDC Partnership Support Unit identified specific countries for which the products have to be developed or which products are needed? Will the analytical products be developed for different countries based on requests received or will the entire suite of analytical tools have to be developed for one/two countries? How many countries are likely to request this support?**

### **Will there be any specific regional balance of the country requests?**

Work orders for specific analytical products will be issued in response to specific needs identified in NDC Partnership's developing country members. The NDC Partnership Support Unit has not pre-identified countries that may request such support or which specific products countries may request. Countries' requests will not be subject to any regional balance.

### **Are the individual requests for support going through the quarterly calls process or assigned directly to the contracted firm?**

The analysis to be performed through this RFP is tied directly to the Partnership Plan development process and not RSLs or implementation of the Partnership Plan. The specific needs will emerge from the Partnership Plan development process and be turned into a work order.

**Please can you provide more details on what you envisage the consultant doing to prepare Deliverable 1? Based on the TOR it seems that the main tasks will be designing the country-specific template for the Partnership Plan and populating the template based on the consultations (Deliverable 1.a) and the assessment of existing policies and plans (Deliverable 1.b). However, as Deliverable 1 has a separate budget of \$30,000-60,000 (in addition to the \$20,000 total for 1.a and 1.b), please let us know if you had any other activities in mind.**

The process of developing a Partnership Plan depends on the baseline of climate action in the country in question. Some countries may already have completed sufficient preparatory work to inform the content of their Partnership Plan, while others may require substantially more preliminary studies and consultations to populate the template. Several of the other deliverables listed in the table (e.g., costing of Partnership Plans, benchmarking studies, impact analysis) may be part of the process of Partnership Plan development. The contracted firm and country Government will decide the components required to effectively and accurately populate the Partnership Plan template, which will in turn determine the scope of the work order.

**What you would like the ‘Benchmarking study’ (Deliverable 3) to cover? We have interpreted this as an exercise in judging ‘climate’ performance (i.e., emissions intensity and climate resilience) against international benchmarks. In practice, this would mean comparing the ‘climate’ performance of economic sectors against that of similar countries, in order to highlight opportunities for improvement. Have we interpreted this correctly? If not, could you please provide more detail on what you would like this deliverable to cover.**

This deliverable could take the form described above but also refers more broadly to studies that assist requesting countries in determining best practices and lessons learned across key sectors or topics covered by their NDC, based on international or regional experiences and as compared to the current in-country baseline. For example, a country could request a benchmarking study to determine the most effective mitigation activities they could implement for a particular sector or common legislative and regulatory approaches to creating enabling environments for such activities.

## **WORK ORDER AND PAYMENT PROCESS**

**What will be the process for agreeing a price for each deliverable for each work order? Will the contracted firm be permitted to discuss scope and expectations of the country prior to finalising the budget for each activity?**

The firm will be able to have a coordination call(s) with the Partnership’s Support Unit, government focal points, the Partnership’s in-country facilitator (if applicable), and/or relevant embedded advisor(s) to discuss the scope of work prior to finalizing the budget. The agreed budget should be in line with the budget range proposed in the firm’s proposal to this RFP.

**What is the lead time between receiving the details of the request and starting implementation of the activity? Once a request is received, how much time will the vendor have to coordinate with the country Focal Points, the in-country facilitator and/or other relevant embedded advisors (where applicable), and the Partnership's Support Unit to agree the scope of work and price for an individual work order?**

The firm should aim to start work in response to a country's request within a month of receiving the initial request, although it may take longer to coordinate, prepare work orders, and organize any in-country work regarding certain, more complex requests.

**Will the outline ranges of anticipated costs and number of weeks to produce each type of deliverable provided in a winning vendor's proposal limit the final price that can be agreed for any work order?**

The time and budget ranges provided in the RFP are intended to guide interested vendors when drawing up proposed budgets. Individual work orders may depart slightly from those illustrative ranges if adequately justified by their content.

**How many work orders is it envisaged that the vendor will need to deliver in parallel? Can the contracted firm say no to specific country requests due to capacity constraints during some months?**

Although the NDC Partnership Support Unit has not set a cap for the number of contemporaneous work orders that can be issued given variations in complexity between different analytical products, the contracted firm can refuse to respond to a country's request or suggest a postponed delivery timeline based on capacity constraints.

**What proof of payment is needed during the project implementation phase? Will payment be deliverable/milestone based or require timesheet submission?**

Payment will be deliverable based and will not require timesheet submission. Government approval of the deliverable may be required for payment; this will be decided on a case-by-case basis.

## **TRAVEL AND NATIONAL EXPERTS**

**Is there an expectation that the country requests may include or require travel, in-person consultations, and/or workshops? Are international experts expected to travel or will they have the option to work remotely with national experts in country?**

Producing certain analytical products will require in-person consultations/workshops, but international experts can work remotely through national experts in-country.

**How should travel be categorised in the budget? i.e., including catering, venue, printing etc.**

For deliverable 1 in the RFP, travel and workshops should be presented in the budget as a separate table. For all other deliverables, travel and other costs should be included in the unit cost per deliverable. Item name, unit cost, number of unit/total cost/currency per item are required (e.g., two round trip flights (DC <-> Kingston) / max. USD 2,000 / 2 round trips / total USD 4,000).

### **Is there an approved DSA rate for this RfP?**

Per diem will be determined by the Support Unit depending on destination. Per diem and expenses will only be reimbursed after each mission.

## **EXPERT FEES AND ROSTERS**

**A proposed payment structure for billable hours/days for each type of service that will be rendered can include details relating to international experts but, as the identity of countries that may make requests is not detailed in the RfP, can an estimated sum for national experts at a standard rate be included?**

Yes, the proposed payment structure can include an estimated sum for national experts at a standard rate.

**Regarding the budget, not all thematic and geographic experts have the same fees. Do you advise establishing a standard fee for all experts in order to be able to calculate the budget ranges per type of deliverable?**

Please adopt the approach that best suits your internal operations in order to provide as accurate a budget as possible.

**The CVs provided in the roster must be kept throughout the whole assignment, or given the vast regions and topics to be covered, is it possible to provide in the proposal a pool of experts that can be called/further complemented for each specific deliverable during project implementation?**

The latter approach is correct: the CVs included can represent a roster of available experts, not all of whom must be engaged throughout the assignment.

## **PROPOSAL CONTENT**

**The maximum 15 pages for the proposal shall include elements from a. to e. within the ToR's page 6, or could some of these elements besides the CVs be included as an annex?**

Please keep all required components of the proposal within the 15-page limit. You can refer to annexed items within those 15 pages (e.g., CVs, detailed budgets, references), explaining how they support the key elements of the proposal.

**Should the technical and financial proposal be presented together in the same document?**

Yes, please present all elements of the proposal in one document.