

REQUEST FOR PROPOSALS:

Workshop Facilitation, RBM Trainings, Product Quality Assurance for the NDC Partnership

SUMMARY OF PROCUREMENT

WRI intends to award a two-year open contract for work including workshop facilitation, results-based management trainings, and quality assurance for NDC Partnership products. This work will help develop and achieve results-based frameworks for NDC implementation, as well as assessments of lessons learned from group planning exercises. Work orders will be issued for each assignment request.

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.

About the NDC Partnership

The NDC Partnership is a coalition of countries and institutions working together to mobilize support and achieve ambitious climate goals while enhancing sustainable development by delivering support through unified processes and systems on the ground. Assistance ranges from supporting policy, strategy formulation, and implementation of nationally determined contributions (NDCs) to mobilizing resources and designing monitoring and evaluation frameworks. The NDC Partnership engages directly with government ministries and other stakeholders to assess needs and identify opportunities for collaboration across sectors, regions, and international partners. Leveraging the skills and resources of multiple partners towards a common objective, set by the government, is a unique value proposition that the Partnership brings to its in-country work. Through the Partnership, members provide targeted and coordinated technical assistance so that nations can effectively develop and implement robust climate and development plans.

The NDC Partnership is hosted within WRI in Washington, DC, and within UNFCCC in Bonn, Germany.

You can find more information about the NDC Partnership via this link: <https://ndcpartnership.org/>

SCOPE OF WORK AND OUTPUTS/DELIVERABLES

The Support Unit of the NDC Partnership seeks consultancy support to provide technical assistance for several key components of its work, particularly the delivery of its Country Engagement Strategy. This technical assistance includes event planning design of large group discussions, workshop facilitation, results-based management training and quality assurance support for NDC Partnership products at the country level.

1. Workshop facilitation:

An effective workshop facilitator will need to be able to guide large group conversations, support participants to develop results-based frameworks and encourage joint decision-making amongst diverse meeting participants. Given travel restrictions currently in place due to the COVID-19 global pandemic, workshop facilitation may be through virtual means for the foreseeable future.

To sustain consistency within country and across the Partnership's membership, the Partnership seeks to deploy multiple facilitators with different language skills to be able to retain and strengthen familiarity and apply lessons learned between country engagement events at the country and global level.

Country Level: The NDC Partnership expects to host 30 country workshops per year in its country members for the purpose of planning for NDC implementation. These workshops serve two purposes: 1. to elaborate national climate objectives into a results-based framework, inclusive of outcomes, outputs and performance indicators, and 2. to extract lessons learned from country engagement work of the Partnership, through participatory reflection exercises. For each workshop at the country level, facilitation support will involve:

- On-demand advisory to Support Unit staff and government officers for workshop design, agenda drafting and method selection, with particular emphasis on online approaches and engagement techniques.
- Training on facilitation techniques, active listening, preventing bias and negotiation to SU staff and government counterparts as part of the preparatory phases.
- Two days of preparation (may be adjusted depending on needs)
- Two days of delivery (may be adjusted depending on needs)
- One day of workshop outcome reporting, including lessons learned
- Two days of quality assurance work of the results-based framework
- All workshop materials will follow NDC Partnership branding guidelines.

Global Stop and Reflect Events: At the global level, the NDC Partnership expects to organize 2-3 workshops per year with members of the Partnership. These workshops present an opportunity for the Partnership to convene its members to conducting SWOT analyses on the operational model of the Partnership and identify actions for further improvements of processes, systems, and strategies for country engagement. Facilitation workshop support at the global level will involve:

- On-demand advisory to Support Unit staff and government officers for workshop design, agenda drafting and method selection
- Two days of preparation
- Up to two days of workshop delivery
- One day of workshop outcome reporting, including lessons learned.

Criteria for facilitator who can effectively deliver Partnership workshops include:

- Ability to navigate conversations involving many different actors and points of view
- Awareness of cultural nuances and opportunities to integrate gender differences and considerations into group exercises and large stakeholder conversations
- Knowledge of climate planning and international climate policy
- Technical expertise in Managing for Development Results and results-based frameworks.
- Experience working with a wide range of stakeholders, including government at various levels, civil society, etc.

A successful facilitator is expected to provide facilitation services both **in-person and online**, depending on the Partnership's need. The workshops can be one or two days, depending on each case.

2. Results-Based Management (RBM) Training:

The NDC Partnership's Country Engagement Strategy is designed on a results-based framework. Applying this model to the engagement process in country requires deep familiarity with the design of theories of

change and results-based management principles and practices. To develop staff capacity in developing results-based frameworks (log frames and beyond), the vendor will provide RBM training to the NDC Partnership Support Unit staff and in-country facilitators supporting Partnership work at the country level. The RBM trainings will be delivered through two modalities: **in-person and online trainings** upon request by the NDC Partnership Support Unit. There will be three such trainings per year.

3. Product Quality Assurance (QA):

Across its developing country members, the NDC Partnership deploys its Country Engagement Strategy to develop Partnership Plan that serve as results-based frameworks for implementation of the NDCs. These Plans are developed through extensive consultation with national experts across line ministries, civil society, private sector actors, academia, national gender experts, subnational actors and other stakeholders. The supplier is expected to provide quality assurance checks of Partnership Plans based on the following:

1. Accurate formulation of outcomes, outputs and performance indicators
2. Ensuring consistency between different result hierarchies
3. Checking measurability and appropriateness of indicators
4. Aligning indicators with targets
5. Ensuring gender disaggregation of indicators
6. Preparing a list of recommendations to further strengthen Partnership Plans at the country level.

You can find the Country Engagement strategy via this link: <http://ndcpartnership.org/country-engagement>

TIMING

WRI aims to have a contract awarded by mid-September 2020.

The country and global workshops will occur periodically, usually once or twice a month.

RBM in-person trainings may occur once a year and online refresher training may occur every six months for the NDC Partnership Support Unit's new and existing staff. All training will occur upon request by the NDC Partnership Support Unit.

Quality Assurance work will occur upon request by the NDC Partnership Support Unit, usually once a month but depending on the country needs.

BUDGET

The company or facilitator must charge for the personnel services for preparation, facilitation, and reporting on a daily rate. The facilitator daily rate must not exceed \$1,200 USD. Travel cost will be procured by WRI or vendor, and can be decided on a case-by-case basis, as appropriate. Having more than one facilitator can be considered on a case-by-case basis, as appropriate. Other expenses can be reimbursable on a case-by-case basis. All travels and expenses must be authorized by WRI in advance.

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.

GUIDELINES FOR PROPOSAL SUBMISSION

Requirements

The selected organization or facilitator(s) will be able to demonstrate capacity in similar work, particularly:

- Cost
- Knowledge and familiarity of climate change and the development field
- Ability to facilitate workshops and deliver trainings in English, French, and Spanish
- Expertise in Results Based Management and the latest developments in the field
- 15 years of experience in design, development, and review of Results Based Management training programs
- 10 years of experience in working with international organizations
- At least 5 years of training experience
- Demonstrated ability to provide both in person and online workshop facilitation and RBM trainings
- Ability to work with multiple teams in multiple time zones

Proposal Content

Prospective organization or facilitator(s) should submit:

- A statement of interest describing the proposed team and how it meets the above requirements;
- CVs of team members (English, Spanish, and French speaking facilitators);
 - Individual facilitators proposed must have at least 7 years of experience working with international and development organizations
- Examples of and references for similar previous work;
- An outline of the proposed methodology and workplan for each item (Workshop Facilitation, RBM training, QA work)
- A proposed budget with a breakdown of costs and rates

Expression of Interest, Deadline for Questions, and Proposal

All expressions of interest and questions about this RFP must be received via email to the contact below by **July 31, 2020, 12PM (Washington, DC)**. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

Joanna Lee
 Country Engagement Coordinator
 joanna.lee@ndcpartnership.org

All proposals must be sent by **August 20, 2020, 12PM (Washington, DC)** in electronic format to the same contact listed above.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP:

- Completion of all required elements;
- The extent to which the organization or facilitator(s) proposal fulfills WRI's stated requirements as set out in the RFP;
- Experience with similar projects
- Sustainability – WRI values sustainability and all other factors being equal will favor a proposal to more sustainably perform the work.
- Overall cost of the organization or facilitator(s) proposal;

The bidder offering the best overall value will be selected. For this procurement, price and non-price aspects are considered to be of approximately equal importance.

Selection Process

No proposal development costs shall be charged to WRI / all 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 organization or facilitator(s), choose to discontinue this RFP without obligation to such prospective organization or facilitator(s), or make multiple awards under this RFP.