

## **REQUEST FOR PROPOSALS**

### Co-Chair Coordinator – Supporting Rwanda’s co-chairmanship activities to the NDC Partnership

#### **SUMMARY OF PROCUREMENT**

The NDC Partnership Support Unit is searching for a Consultant to support Rwanda 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 Consultant will report to the Director General of Environment and Climate Change of the Rwandan Ministry of Environment.

The contract period will be Fixed Price and will extend until the end of Rwanda’s Co-Chair term, on 31 December 2024. Proposals, along with all requirements, should be submitted by Friday 17 March 2023.

#### **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), the UN Office for Project Services (UNOPS) and the UN Climate Change Secretariat (UNFCCC). For this project, the Consultant 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 Rwanda, represented by Her Excellency the Honorable Dr. Jeanne D’Arc Mujawamariya, Minister of Environment and the United Kingdom, represented by His Excellency the Right Honourable Graham Stuart MP, Minister of State in the Department of Energy Security and Net Zero. The Co-Chairs serve as chairs for meetings of the Steering Committee and Partnership Fora, 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 fora 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 Rwandan Co-Chair representatives in coordination, stakeholder management, and outreach. As Co-Chair Coordinator, the Consultant will conduct research, review and synthesize documents, check for policy consistency and prepare briefs and talking points and assist in canvassing and marshalling country inputs to help inform the strategic implementation of the NDC

Partnership’s Work Program. The Consultant will support the Co-Chair representatives in their regular engagement with their Co-Chair counterparts, the NDC Partnership Support Unit team, Steering Committee members as well as outreach to Developing Country members on the Steering Committee and key constituents (i.e., youth, private sector, etc.). It is envisaged that the Consultant would also provide support in the coordination of events and fora and assist with overall monitoring, reporting and administrative coordination thereby increasing the Co-Chair’s effectiveness. The position constitutes an essential part of the overall engagement and leadership of Rwanda in the Partnership and is complementary to the contribution of the economic advisor, the embedded advisor for the development of the investment programs for GGCRS and NDC and the facilitator.

RFP Activities / Deliverables	Deadline
Coordinating and facilitating regular communications and meetings between NDC Partnership management team, UK representatives and Rwandan Co-Chair and Co-Chair representatives (agenda, notes, briefing and reports) and Rwanda’s regular meetings with Developing Country members on the Steering Committee	Ongoing
Supporting preparation of Steering Committee meetings, Annual Members Forum, and Youth Forum (document reviews, scripts, logistic arrangements...)	Deadlines in spring, summer and fall annually, dates TBD
Supporting strategic outreach to Developing Country members Steering Committee, to NDC Partnership members and to other constituencies as relevant (e.g., youth and private sector stakeholders) on behalf of Rwandan representatives	Ongoing
Recommending inputs to Rwanda Co-Chair or representatives for contribution to the strategic discussions on the NDC Partnership Work Program	Ongoing
Ensuring alignment with activities of the economic advisor, the embedded advisor for the development of the investment programs for GGCRS and NDC and 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	1 March 2023
Deadline for submission of proposals	17 March 2023
Selection of vendor and signing of contract	1 April 2023
Start of contract	April 2023
All activities finalized	31 December 2024

All questions to the RfP should be sent directly to Alexandre Grassigny, Governance Manager of the NDC Partnership Support Unit ([alexandre.grassigny@ndcpartnership.org](mailto:alexandre.grassigny@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 Consultant must demonstrate capacity in similar work, particularly:

- Experience in policy analysis and/or development in Rwanda
- General understanding of the climate change and related policy landscape in Rwanda
- 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 in climate action, 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, speech writing and knowledge products.
- Experience in event coordination and logistical planning.

### Content

Prospective Consultant 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;
- Consultant's technical expertise relevant to the stated requirements of the RfP;
- Consultant'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 **Friday 17 March 2023 by 11:59 pm EDT** to [alexandre.grassigny@ndcpartnership.org](mailto:alexandre.grassigny@ndcpartnership.org). Please indicate CO-CHAIR COORDINATOR in your email subject line. All proposals must be submitted in electronic format.