

REQUEST FOR PROPOSALS: Writing and Editing Consultant

Summary of Procurement

World Resources Institute (WRI) intends to award a time and materials type contract for a Writing and Editing Consultant. Services will include original writings for communications and marketing materials, including press releases, opinion--editorials, blog posts, and speeches. The consultant will also provide content and copy-editing services for a range of materials such as technical reports and case studies.

This contract expects to provide the awarded consultant with 20-30 hours of work per month for writing and editing services, although this may vary from month to month.

Because of the nature of the NDC Partnership's work, it is important that prospective consultants have experience with and/or an understanding of climate change, sustainable development, and international policy. Experience working with diverse clients and topics is preferred.

Deliverables will be assigned on a monthly and as-needed basis. Work is expected to begin in February 2019.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing 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. Hosted by WRI and the UNFCCC Secretariat, the NDC Partnership has members in all regions of the world, with Support Unit staff in Washington DC and Bonn, Germany, as well as based regionally.

About the World Resources Institute

Founded in 1982, WRI is a global environmental think tank that goes beyond research to put ideas into action. WRI works 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.

For this project, the consultant will engage primarily with the Washington- based Support Unit staff, with some interaction with other Support Unit staff and in-country and institutional representatives.

Scope of Work and Outputs/Deliverables

The consultant will be expected to write a range of original pieces, including, but not limited to, communication and marketing materials, press releases and op-eds, speeches, and blog posts. In some

cases, the consultant will work with the NDC Partnership Support Unit and member countries and institutions to research, interview, and craft content. This will include calls and interviews with relevant contacts.

Copy and content -editing will be assigned on an as-needed basis for materials originating from the Support Unit, including blogs, technical papers, case studies, and reports (of ten (10) pages or less).

Any large content and copy-editing jobs over ten (10) pages will be handled through a separate contract with the consultant.

Timing

Deadlines will be determined on a case-by-case basis, with most materials requiring a two-week turnaround. Some projects will require shorter time frames. Each project's deadlines will be well noted.

The contract will be awarded in six-month increments and renewed as needed.

Budget

Original written materials will be priced per word and based on the needs and requirements of the assignment.

Copy and content editing will be priced based on the number of pages.

While the consultant's rate is an important aspect of evaluating the Request for Proposals (RFP), it will be weighed equally with quality of writing, provided examples, and references.

Guidelines for Proposal Submission

Requirements

The selected vendors will be able to demonstrate the ability to:

- Create and write original content, with minimal revisions
- Create new products within set branding and editorial guidelines
- Copy and content edit a range of materials
- Meet deadlines and not exceed set budget per project

Proposal content

Prospective consultants/vendors should submit:

- A statement of interest outlining why you are interested in this consultancy, with particular emphasis on experience or knowledge relevant to the NDC Partnership and its work
- A CV or CVs of team members
- Examples of similar previous work or link to a portfolio
- References
- A proposed pricelist for services

Expression of Interest, Deadline for Questions, and Proposal

All expressions of interest and questions about this RFP must be received via email to the contacts below by 5:00pm EST on Friday 15 February 2019.

Andrea Risotto
Head of Communications
AndreaRisotto@ndcpartnership.org

Christa Lanning
Events and Marketing Associate
Christa.Lanning@ndcpartnership.org

Evaluation and Selection

Evaluation Criteria

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

- Completion of all required elements
- Experience with similar projects
- Overall cost of the consultant or vendor's proposal

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 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.