

# REQUEST FOR PROPOSALS: NDC Implementation Tracking Tool

## SUMMARY OF PROCUREMENT

WRI intends to award a Fixed Price type contract for qualified assistance to develop a user-friendly tool to track implementation and effects of climate actions. Interested vendors should be prepared to submit full proposal by **January 25<sup>th</sup>, 2019**, with aim to deliver full tool by **June 2019**.

### 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 Project

The tool is one of the deliverables under the TASCA (Tracking and Strengthening Climate Action) project. [TASCA](#) initiative provides governments with the tools and resources they need to track the implementation and effects of their NDCs and the underlying policies that support them. The project also identifies further opportunities for countries to curb emissions, enabling them to take on more ambitious climate commitments in the future. This will provide countries with the confidence to enhance and update their NDCs. Enhancing countries' domestic capacity to track and strengthen their climate actions will also support the implementation of the international transparency provisions of the Paris Agreement.

The tool can potentially have linkages to existing tools already developed such as the Climate Watch. [Climate Watch](#) is an online platform designed to empower policymakers, researchers, media and other stakeholders with the open climate data, visualizations and resources they need to gather insights on national and global progress on climate change.

## SCOPE OF WORK AND OUTPUTS/DELIVERABLES

The vendor will work with WRI staff to develop a user-friendly tool, the purpose of which is to track the implementation and effects of climate actions based on WRI knowledge products.

The knowledge base of the tool includes the following:

- Climate Policy Implementation Framework, available at: <https://www.wri.org/publication/climate-policy-implementation-tracking-framework>
- GHG Protocol Mitigation Goal Standard, available at: <http://ghgprotocol.org/mitigation-goal-standard>
- GHG Protocol Policy and Action Standard, available at: <https://ghgprotocol.org/policy-and-action-standard>

Initial design of the tool has been created and can be used as a reference but does not need to be adhered to for developing the tool. The vendor is expected to develop a simple mockup of the tool for defining the scope and functionalities. The initial design is available at: <https://projects.invisionapp.com/share/79O651LT5YQ/#!/screens>.

Building on initial designs and above knowledge base, the vendor is required to **develop a tool for tracking the implementation and effects of climate actions**, including the following major types: GHG targets (five types as defined in the Mitigation Goal Standard); Non-GHG targets (sectoral quantitative

tracking); Adaptation goals (qualitative or quantitative tracking); Policies and actions; and Finance and support.

1. **The tool should include a user-friendly dashboard that:**
  - a. Provides overview of progress of each climate action, and relevant underlying quantitative indicator(s) being tracked
  - b. Provides navigation to detailed pages of each climate action
  - c. Guides users to edit/delete/add climate actions (and corresponding pages as described in 2 below based on a default list of indicators)
  - d. Automatically updates based on user inputs
2. **The tool should include a detailed page for each climate action being tracked, including:**
  - a. Background information with descriptive indicators (provided in tool by default) that might differ depending on type of action and selection; and can be qualitative (including text fields and categorical selections) and quantitative
  - b. Data fields for users to inputting data for tracking progress for quantitative indicators
  - c. Ability to add customized tracking for more than one quantitative indicators as needed
3. The tool should include sufficient guiding text and definitions to make it as user-friendly and comprehensive as possible. The tool should guide users through the main steps. The tool should be a platform where users can input data and have results be calculated automatically based on data inputs, using limited simple equations. The tool should allow the user to input all qualitative and quantitative information throughout each step.
4. The tool should primarily be Excel-based, with options to be complemented with tools that are either web-based, desktop version, or another format (to be decided in consultation with the Vendor). If web-based, the tool should ideally allow for downloading and saving of the tracking information. The vendor should also propose a data storage and data security solution. The tool should ideally be compatible with most major computer operating systems (including Windows and Mac OS).

**Pilot delivery and review:** The vendor will be expected to be available for the pilot or beta test of the tool in April 2019 and subsequent revisions based on user feedback in April-June 2019.

## TIMING

Event	Date
1. RFP distribution to vendors	December 20, 2018
2. Due date to express intent (via email) to submit a proposal	January 18, 2019
3. Proposal due date	January 25, 2019
4. Anticipated decision and selection of vendor	February 1, 2019
5. Anticipated start date of project work	February 15, 2019
6. Anticipated project duration with major milestones	Total project duration – 5 months
a. Agreed scope and format of the tool	March 8, 2019
b. Complete draft version of tool	April 19, 2019
c. Revisions based on pilot draft tool	May 22, 2019
d. Incorporate revisions based on pilots and finalize tools	June 10, 2019

## BUDGET

The maximum budget is \$50,000.

## GUIDELINES FOR PROPOSAL SUBMISSION

### Requirements

The selected vendor will be able to demonstrate capacity in similar work, particularly operational, technical, cost and management requirements. A successful proposal will:

- Describe in detail the firm's proposal to address the requirements outlined in this RFP, including details such as technologies to be used.
- Describe the project process and methodology including sample deliverables from past projects of comparable size and scope. Document examples of the firm's experience in designing/developing each of the project requirements.
- Provide a timeline for the completion of the work.
- Describe the fee structure and how WRI will be charged.

### Proposal content

Prospective vendors should submit:

- A statement of interest describing the proposed team and how it meets the above requirements;
- **Scope, Approach and methodology**
  - Include a short description of the approach to the Scope of Work indicated. Describe approach to designing and developing the tool. Potential users of the tool may include practitioners from across the world, including those in developing countries, those with limited experience with calculation tools, or those who may be reluctant to post data online. Therefore, we expect the tool to be primarily Excel-based. Though vendors are encouraged to suggest multiple formats for the tool, or suggest a package, for example, a web-based tool with a desktop version, or a web-based and an excel-based tool.
- **Project Deliverables and Timeline**
  - Include a description of deliverables and work plan to complete the requirements according to the timeline.
  - Include an estimate of labor hours where a WRI staff member will be required to review, sign-off, test or otherwise interact with the Vendor. Please indicate labor hours for WRI for each milestone in the timeline and give a brief description of the nature of the work that will be expected from WRI staff.
- **Project Management Approach**
  - Include a brief description of the approach used to manage the overall project.
- **Detailed Itemized Pricing**
  - Include a fee breakdown of the project expenses by deliverables described in this RFP. Also provide separate estimates, if applicable, for developing the tool and for hosting it on an existing WRI website. No travel is expected to complete this scope of work.
- **Description of qualifications and examples of and references for similar previous work**
  - Describe qualifications, related to both developing tools and the subject matter, if applicable. Include an overview of qualifications and descriptions of completed projects relevant to this RFP.
  - Provide at least one example of related work, preferably a similar tool developed for another project.
- **Transfer of work**
  - As applicable, include an explanation on how this work will be transferred so that it is completely managed on a day-to-day basis by WRI once handover of the deliverables is complete. This should include a detailed explanation of the transfer process as well as any projected costs and/or estimated WRI staff needs beyond the handover of the deliverables.

- CVs of team members
  - Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members.
- An account of how the work and/or organization is sustainable
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements - OR if proposing for a Fixed Price contract, a competitive payment schedule associating amounts with work milestones.

**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 **January 18<sup>th</sup>, 2019, 11:59 pm EST**. Answers to the questions will be shared with all parties who have expressed interest in proposal submission by the given deadline.

Mengpin Ge  
 Associate, World Resources Institute  
 Phone: +1-202-729-7864  
 Email: Mengpin.Ge@wri.org

All proposals must be sent by **January 25<sup>th</sup>, 2019, 11:59 pm EST** 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 vendor’s proposal fulfills WRI’s stated requirements as set out in the RFP;
- An assessment of the Vendor’s ability to deliver the indicated service in accordance with the specifications set out in this RFP.
- The Vendor’s stability, experiences, and record of past performance in delivering such services.
- Availability of sufficient high-quality Vendor personnel with the required skills and experience for the specific approach proposed.
- 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 vendor’s/organization’s/consultant’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 vendors, choose to discontinue this RFP without obligation to such prospective vendors or make multiple awards under this RFP.

Awarding of the contract resulting from this RFP will be dependent upon the suitability of proposals received and funds available.

**Contract Terms**

WRI will negotiate contract terms upon selection. All contracts are subject to review by WRI's legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines -terms, scope, budget and other necessary items. Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.