REQUEST FOR PROPOSALS:
Research Services

SUMMARY OF PROCUREMENT

WRI intends to award a Fixed Price type contract for a 20-25 pager paper providing principles-based approach to MEL for locally led adaptation, accompanied by practical guidance and examples. Applications due to Carolyn Turkaly (Carolyn.turkaly@wri.org) by July 16 at 6PM ET (Washington, DC). We welcome proposals both from small teams at firms and from individual consultants.

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 Global Commission on Adaptation

The Global Commission on Adaptation (GCA) was established to accelerate adaptation worldwide by raising the visibility of the need for climate adaptation and by focusing on the solutions. One year under way, the Commission has already had a vast impact on setting the agenda for climate adaptation through its flagship report – elevating the ambitions of governments, local authorities, international organizations and companies, and in bringing together the parties, resources and knowledge needed to implement adaptation measures at a large scale. The Commission aims to inspire heads of state, government officials, community leaders, business executives, investors and other international actors to prepare for and respond to the disruptive effects of climate change with urgency, determination, and foresight.

SCOPE OF WORK AND OUTPUTS/DELIVERABLES

Summary description:

The international adaptation community is seeing a growing movement to promote and support locally led adaptation. Locally led adaptation aims to ensure local actors who are closest to the impacts of climate change have the resources and decision-making influence to prioritize and implement the adaptation and development actions that most affect them.

If adaptation is done differently and is locally led, then efforts to design, learn from and understand the effectiveness of adaptation must also be done differently and be locally led. Monitoring, evaluation and learning (MEL) can be a vehicle to put principles of locally led adaptation into practice, for example by providing opportunities for local actors to inform decisions about project design and metrics, and to recognize local and experiential knowledge. MEL that facilitates bottom-up, iterative and intentional learning can help address some of the challenges of locally led adaptation, such as the need for flexibility and to manage complexity. MEL is also an important tool for testing and learning from locally led adaption approaches, to help the international the adaptation and development communities better support effective and equitable adaptation that prioritizes the most vulnerable.

This paper will outline an approach to MEL that aims to support locally led adaptation, including by prioritizing learning and building trust over upward accountability; committing to non-extractive, participatory process that recognizes and integrates local knowledge and leadership throughout the MEL cycle; and establishing objectives and metrics that reflect adaptive capacity and community-informed definitions of resilience.
The paper will seek to build on and complement existing work on MEL for adaptation by focusing on the context of locally led adaptation programming, how MEL can complement flexible financing mechanisms and by providing alternatives options for MEL that emphasizes on intentional and iterative learning and downward accountability.

This paper will seek to answer the following questions: What are the key principles for MEL that enable and support locally led adaptation, including flexible finance mechanisms, and what are practical examples of how these principles are applied to designing and learning from locally led adaptation programs?; How do principles of locally led action (currently being developed by the Global Commission on Adaptation) apply to MEL for locally led adaptation? How should learning be done in the context locally led adaptation, and how can it support locally led development and capacity building and long-term understanding and evidence around locally led adaptation?

Process for development:

Consultant will be expected to undertake a consultative and collaborative approach to developing the paper. Consultations and interviews with different stakeholder groups below (National Governments, Bilateral Funders, Climate Funds, Local Governments, Grassroots Organizations, Intermediaries) will be a critical input to the paper. Consultations will be organized with WRI and partners, and will serve as an opportunity to test different approaches and get feedback on incentives, disincentives and viability of different options and definitions.

Key partners for review and consultation (Consultant should suggest other partners):

- National governments (including New Zealand, Egypt, Jamaica, Fiji, Kenya, Uganda, and Ethiopia)
- Local governments
- Grassroots groups (PACJA and SDI)
- Intermediaries (UNDP, BRAC, World Bank, ADB)
- Humanitarian organizations (IFRC, REAP)
- International NGOs (Action Aid, Oxfam)
- Bilateral donors (Irish Aid, Netherlands MFA, DFID, USAID, and NORAD)
- Fund Managers (Adaptation Fund, GEF, GCF, ICF)

Key Features:

1. Key principles that should exist in MEL for locally led adaptation and position MEL as part of broader strategies to address social inequalities and guidance for how to put them into practice
   a. Emphasis on quality learning
   b. Downward and mutual accountability
   c. Definitions of success and theories of change informed by local partners
   d. Metrics are fit-for-purpose. In most cases, this means measuring adaptive capacity, rather than resilience outcomes
   e. MEL recognizes and legitimizes local and experiential knowledge
   f. Pursuing adaptative capacity
   g. Learning and knowledge should contribute to long-term, bottom-up, cross-scale learning as much as possible

2. How to apply these principles throughout the MEL cycle:
   a. Planning and program design
   b. Measuring
      i. Indicator development
      ii. Measuring participation
      iii. Measuring resilience
iv. Different types of data and knowledge

c. Implementation
   i. Data collection
   ii. Learning and adapting during implementation
   iii. Peer to peer learning

d. Evaluation and applying learning

Publication:

The consultant(s) will be the lead author(s) on a WRI working paper, with Tamara Coger (WRI) as co-author. The working paper is expected to be approximately 20-25 pages including boxes and graphics (graphic design and typesetting provided WRI).

The consultant is responsible for liaising with Tamara Coger to get her feedback and incorporate her comments. In addition, the paper will go through three stages of review:

- By Christina Chan, the Global Commission on Adaptation director
- By 3-4 internal WRI experts
- By 3-4 external experts

The consultant is responsible for working with Tamara Coger identify and invite the external reviewers. The consultant must address the comments by all reviewers (not all suggestions must be accepted, but they must be considered), tracking their revisions in WRI’s Reviewer Memo template (to be provided).

TIMING

- Deadline for Proposals: July 16, 2020
- Selection of Consultant: July 22, 2020
- Signature of Contract: July 29, 2020
- Stakeholder Consultations: August 31, 2020
- First Draft of Paper: September 14, 2020
- Final draft of paper incorporating comments from up to 10 reviewers: November 30, 2020
- Paper Launch at Climate Adaptation Summit and Gobeshona- January 25, 2021

BUDGET

This is a fixed price contract. **Bids not to exceed USD 30,000.** 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 consultant be able to demonstrate capacity in similar work, particularly:

- Cost
- Background and experience working on climate adaptation, especially locally-led or community based adaptation
- Background and experience working on monitoring, evaluation, and learning, especially for climate adaptation
Proposal content

Prospective consultants should submit:

- A statement of interest describing the proposed team and how it meets the above requirements;
- CVs of team members;
- Examples of and references for similar previous work;
- An outline of the proposed methodology and workplan;
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements. Please also include a 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 July 9, 6PM ET (Washington, DC). Answers to the questions will be shared will all parties who have asked questions or otherwise expressed interest.

Carolyn Turkaly
Project Specialist II
Carolyn.turkaly@wri.org

All proposals must be sent by July 16, 6PM ET (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 consultant’s proposal fulfills WRI’s stated requirements as set out in the RFP;
- Background in climate adaptation and finance tracking;
- Experience with similar projects on a similar timeline;
- Overall cost of the consultant’s proposal

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

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 consultants, choose to discontinue this RFP without obligation to such prospective consultants or make multiple awards under this RFP.