REQUEST FOR PROPOSALS:
Research Services

SUMMARY OF PROCUREMENT
WRI intends to award a Fixed Price type contract for a 20-25 pager paper outlining set of options to make adaptation financing more transparent in terms of where it's going, who makes decisions about how it is used, and the extent to which it is meeting the needs of vulnerable populations. The consultant(s) will work with WRI to hold a number of stakeholder consultations on various financing options. Applications due to Carolyn Turkaly (Carolyn.turkaly@wri.org) by July 13 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: A paper outlining a set of options to make adaptation financing more transparent in terms of where it’s going, who makes decisions about how it is used, and the extent to which it is meeting the needs of vulnerable populations. These options will be based on an analysis of barriers to and incentives for tracking finance for locally led adaptation, as well as an assessment of different definitions of locally led action. The paper will include recommendations for which options make sense depending on the actor (i.e. donor, government, civil society) and their objectives related to locally led action, recognizing there is no one-size-fits-all approach to more transparent finance tracking.

Objective: The ultimate objective is to help ensure the needs of vulnerable communities are met, though providing an analysis of options for funders, governments and civil society to employ to make funding more transparent, including where money is going and how decisions are made.

Target Audience: We will include perspectives of funders, national and local governments, and civil society and aim to address what each stakeholder group could do differently to improve transparency of financing decisions and effectiveness.

Key Features: The paper will include the following elements:
• Unbiased assessment and explanation of the value of tracking finance, to help make the case and provide an apolitical language to talk about finance tracking and transparency. Given this subject has been traditionally associated with different political interests and tends to be biased in one direction or another, we will aim to detoxify these concepts by explaining why transparency is important and in the interest of all parties involved.
• Assessment of different options: what government, donors, civil society, intermediaries need to do, including challenges and barriers as well as opportunities
• Objective metrics to assess quality of finance, to enable accountability for quality as well as quantity, and to assess if finance is meeting the needs of vulnerable communities. This will include:
  o A suggested basic framework to reconcile different metrics, such as a score chart of how different approaches support different metrics and objectives.
  o An approach to enable measurement and assessment across all of these metrics, and depending on what actors value they can choose and allow for more nuance
• Discussion of definitions of locally led action and categorization of options by objectives of locally led adaptation, recognizing that objectives likely vary among stakeholders. For example, giving financial control to local organizations and making sure local organizations have a role in designing a program are two different objectives.
• Recommendations for moving forward and promoting long-term transparency and accountability, keeping in mind incentives to report and continue this sort of work.

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 (UN negotiators, 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):
• UN negotiators (especially LDC Group)
• 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)

Publication:
The consultant(s) will be the lead author(s) on a WRI working paper, with Tamara Coger and another WRI expert as co-authors. 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 to 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 13, 2020
- Selection of Consultant: July 17, 2020
- Signature of Contract: July 24, 2020
- Background research and scoping: August 21, 2020
- Chatham House Rules Stakeholder Consultations (to occur simultaneously with background research): August 31, 2020
- First Draft of Paper: September 14, 2020
- Consultation at Adaptation Futures and CBA 13 (virtual): September 21-30, 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 finance
- Experience managing stakeholder consultations

**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 7, 6PM ET (Washington, DC).** Answers to the questions will be shared will all parties who have asked questions or otherwise expressed interest.
All proposals must be sent by July 13, 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.