



Climate & Development
Knowledge Network

Invitation to Tender

Understanding climate diplomacy

21 December 2012

CDKN Project Reference ADGL-0021

Contents

1. Background

2. Terms of Reference

3. Proposal requirements and evaluation

4. Tendering process

1. Background

1.1 About CDKN

The Climate and Development Knowledge Network (CDKN) is a five-year initiative funded by the UK Department for International Development (DFID) which started in 2010, which aims to help decision-makers in developing countries from up to 60 developing countries design and deliver climate compatible development.

CDKN does this by providing demand-led research, technical assistance and negotiations support, and channelling the best available knowledge on climate change and development to support policy processes at the national and international level.

A key feature of the CDKN is that it is demand led – we respond to gaps and needs identified on the ground as we roll out our country engagement strategy and our work supporting climate negotiators.

The CDKN is being managed by an alliance of partners led by PricewaterhouseCoopers LLP and comprising the Overseas Development Institute (ODI), LEAD International, INTRAC, and three regional partners – Fundación Futuro Latinoamericano (Latin America), South-South-North (Africa) and LEAD Pakistan (Asia). Services are provided through a network of collaborating organisations and individuals around the globe. Please see www.cdkn.org for further information about CDKN.

1.2 Introduction to the Project

Background to the project

The need

In recent years there has been increasing interest in how to integrate climate change into foreign policy, known as ‘climate diplomacy’. Climate diplomacy encompasses the actions of diplomats, negotiators and policy makers representing national climate change interests in international forums.

While climate change has long been discussed in the context of foreign policy, it has not always been integrated into wider diplomatic efforts especially in the poorest and most climate vulnerable (PMV) countries. An emphasis on climate diplomacy could potentially be a significant vehicle for PMV countries to influence international climate change negotiations. For example the Marshall Islands has made climate change central to their foreign policy through the development of a new climate diplomacy (supported by CDKN). The implementation of which has seen the country putting forward progressive and innovative solutions as part of the Cartagena Dialogue¹ and the broader UNFCCC process, as well as taking a leadership role in the Alliance of Small Island States (AOSIS).

However there is limited consideration of how to support diplomats, negotiators and policy makers in PMV countries to bring climate change to the foreground in foreign policy, and pursue effective international action beyond the UNFCCC. In particular in PMV countries there is lack of knowledge and guidance on how the integration of such issues can be achieved, and a lack of capacity and training to be able to integrate national and international climate change priorities into foreign policy.

Given that progress on the international stage in the UNFCCC is slow and successful outcomes are not guaranteed, it is important for governments to also consider climate change in other international forums

¹ The Cartagena Dialogue for Progressive Action is made up of overall of 42 developed and developing countries, and was formed in Cartagena, Colombia, in 2010.

(e.g. the Association of Southeast Asian Nations, the Major Economies Forum on Energy and Climate, the World Economic Forum, bi-lateral discussions and other forums), in order to exert influence that can translate into a global deal on climate change.

CDKN Negotiation Support

Negotiations Support is one of CDKN's four strategic themes, as well as being the focus of the Climate Window of the Advocacy Fund which aims to provide effective negotiation support to the poorest and most climate vulnerable countries. CDKN has a number of ongoing negotiations support projects that help developing country negotiators from the LDC, AOSIS and Africa negotiating groups in the UNFCCC, as well as a range of other projects supporting capacity building and other initiatives. For more details of the work of the Advocacy Fund please go to our website at www.cdkn.org.

This project aims to improve understanding of how to help developing countries effectively integrate climate change into foreign policy and to undertake climate diplomacy. The research to be undertaken in this project needs to be mindful of existing literature and seek to enhance knowledge and networks in the context of CDKN goals. 'Understanding climate diplomacy' will specifically focus efforts on establishing a baseline of understanding from which to operate, and to identify knowledge gaps and insights and interventions.

The work should primarily focus on CDKN deep engagement countries² to complement our work integrating climate change into national planning and policy processes (note this work has for the most part not focused on foreign policy).

Throughout the project suppliers should aim to engage developing country diplomats, negotiating teams and policy makers, with a view to developing the capacity of certain individuals to integrate the issue of climate change, e.g. by helping them to identify how to develop their climate change diplomacy. The work should identify further technical assistance needs that CDKN could support.

As well as helping developing countries with their climate change goals we also expect this project to help CDKN develop understanding internally so as to inform its strategy for aiding developing countries in their climate compatible development work. This understanding is expected to feed into various other workstreams of CDKN, particularly technical assistance. For more information on CDKN's work on technical assistance, please visit our page [here](#).

There are two key workstreams in this project; the first is conducting a review of climate diplomacy and the second is organising a London workshop on climate diplomacy.

The review itself consists of two parts:

1. A desk based review looking at existing literature, culminating in the production of a briefing paper.
2. A high level assessment of global climate diplomacy in countries across the globe, culminating in the production of a briefing paper discussing lessons learned, and highlighting best practice in climate diplomacy. This should include a detailed assessment of climate diplomacy in CDKN's 12 deep engagement countries. CDKN will contribute to this assessment by conducting surveys and semi-structured interviews with key stakeholders, particularly from CDKN deep engagement countries.

A review of climate diplomacy to be carried out will form the basis of the agenda and materials of the climate diplomacy event.

² Pakistan, Bangladesh, Nepal, India, Kenya, Rwanda, Mozambique, Ethiopia, Caribbean, Peru, El Salvador and Colombia

An output of this work will be an internal report to CDKN, delivering an assessment of how climate diplomacy can link with and complement CDKN's current work, with a particular focus on the 12 CDKN deep engagement countries.

2. Terms of reference

2.1 Project Objectives

Project objectives are to:

- Increase understanding of how to integrate climate change into foreign policy.
- Make recommendations to CDKN, in terms of actions and strategies in the future, to further support decision-makers in designing and delivering climate compatible development through effective foreign policy design and implementation.
- Build the knowledge and capacity of developing country negotiators and diplomats in climate diplomacy and how climate diplomacy can be fostered and enhanced at the national level, at the level of the negotiations and through other forums.

2.2 Terms of Reference

The following Terms of Reference have been developed for this project. CDKN expects bidders to suggest activities that accommodate the below elements, but which also builds on their experience and expertise in the field, to develop a project that what will have the biggest impact on diplomats and negotiators from developing countries. The majority of the work will be carried out by an external supplier. Some stakeholder engagement (for data collection) will be carried out by staff from CDKN, through our networks.

Project Scope

The supplier should provide the following services:

1. Review of climate diplomacy

The supplier should undertake a desk based review.

This should seek to answer the following questions:

1. What are the benefits and challenges of integrating climate change into foreign policy?
2. What are the most effective forums for climate diplomacy?
3. How have countries integrated climate change into foreign policy?
4. What interventions are possible to support the poorest and most climate vulnerable countries to integrate climate change into foreign policy?
5. To what degree would a focus on climate diplomacy complement the current focus on the Advocacy Fund on the UNFCCC?

To answer these questions the supplier should do the following:

1. Analysis of long list of 'case study' country actions on integrating, climate change into foreign policy
2. Literature review of benefits and challenges of integrating climate change into foreign policy
3. Literature' review of alternative forums for climate diplomacy outside of the UNFCCC
4. Identify countries suitable for further analysis, which will serve as a short list of 'Case study countries' (including CDKN countries)
5. Data collection of current country level activities relevant to climate diplomacy
6. Assistance in the development of a survey, to be distributed by CDKN.

In addition to the desk based research carried out by the supplier, CDKN will conduct a survey / semi-structured interviews based on the initial research conducted by the supplier(s) on the key issues regarding climate change in foreign policy. The survey would be carried out both remotely preceding the workshop in mid-late March and also at the workshop with attending stakeholders.

The supplier will use the data from this survey in the development of their analysis, as well as to form the basis of the workshop agenda and material.

2. *Climate diplomacy event*

The supplier should conduct a workshop in London. The workshop will cover the following:

- The key findings of the research to date (including some initial points emerging from surveys) to form the basis of thought-provoking discussions; share best practice in the process for integrating climate change into foreign policy
- Engage with attendees to hear their experiences and ideas on climate diplomacy and explore options for progress in putting climate change on the diplomatic agenda

The supplier will be expected to organise and facilitate the event working with CDKN. Their responsibilities would include:

- Managing the logistics of speakers
- Generating a list of relevant attendees, to be tailored and finalised by CDKN
- Drafting invitations and the agenda
- Support audio/ visual/ multi-media coverage of the event
- On the day management of arrangements
- The facilitation of some of the discussions (to be shared with CDKN)
- The recording, analysis and communication of the event / outcomes

The event should be designed for diplomats and officials representing developing countries' governments, as well as academics and practitioners with relevant interests and expertise. Please note that a proportion of funding made available for the workshop should go towards involving key individuals from CDKN deep engagement countries in the London workshop, i.e. to cover their airfare and expenses. These must be in line with CDKN expenses policies. We anticipate inviting approximately 5 developing country delegates. The event will be hosted by CDKN, so no venue hire or related logistical costs need to be considered.

Follow on work:

Please note that we expect there to be a continuation of this work beyond this project, the supplier for which will be decided upon by the CDKN through an additional and separate procurement process. The follow on work and possible further research is likely to involve working directly with developing country governments which have demonstrated an interest in developing their climate diplomacy. This could potentially consist of offering technical assistance to CDKN deep engagement countries and/ or organising a number of regional workshops, working alongside local partners.

Target audience

There are three main audiences for this work: (1) developing country diplomats, negotiators and policymakers; (2) CDKN and (3) diplomats, negotiators and policy makers generally. The findings from the research (both desk based, and data collection) should help to inform the strategies and actions of CDKN with regards to support of the developing countries. Secondly the findings of the research and the workshop outputs should begin the development for communicating lessons learned and any best practice in climate diplomacy.

Critical success factors

The following factors are considered important to the success of the project and suppliers should show how these factors have been integrated into their approach.

1. *Building understanding based on need* -
 - o The research should be based on the needs of developing countries' diplomats negotiators and policy makers to achieve more effective integration of climate into foreign policy.
 - o The research must be based on the needs of CDKN. In particular the research should help to develop CDKN's ability to support decision-makers in designing and delivering climate compatible development through effective foreign policy strategies.
2. *Consideration of other fora* – Relevant fora for climate change talks are increasingly moving beyond the traditional UNFCCC processes. Research and workshop agendas should aim to build understanding and capacity of these.
3. *Foreign policy implementation* – The report and workshops should enable the CDKN and developing countries', to develop their understanding of how to integrate climate change into foreign policy to reflect national interests and needs.
4. *Duplication of existing research* – The research, workshop materials and outputs provided under this project should build on existing research and be complimentary to other ongoing initiatives in climate diplomacy. CDKN will be able to provide guidance to the successful supplier on initiatives that are receiving CDKN funding.
5. *Equality* – Where possible the research should aim to support gender equality and work to better engage women to participate effectively within in climate change talks. The participation of indigenous peoples in talks should also be addressed where appropriate.

Supplier requirements

- Experience and expertise in carrying out high quality research in national and international climate change policy, and also ideally an understanding of a number of fora in which climate change talks have been and could potentially be taking place.
- Experience and expertise in designing, delivering and facilitating workshops with a wide range of stakeholders and in a developing country context
- Suppliers must clearly demonstrate that they have experience of carrying out of research within a developing country context.
- Relevant qualifications, experience and expertise in the area of climate change diplomacy and negotiations
- Excellent communication skills (English) and ability to produce research findings and analysis of the outputs from workshop.
- The supplier should be flexible in bringing on board and working with additional experts and organisations as the project gets underway if and when the supplier and CDKN, identify a need and an opportunity for collaboration.

Timeframe

Overall: Approximately a four month period, commencing late January 2013 following contracting.

End of January: Project start

- Literature review: findings to form the basis of the London workshop and the surveys and semi-structured interviews
- London workshop preparation

February – Mid-March:

- Continue Research
- Survey
- London workshop preparation

Late March: London workshop

April:

- Analysis of survey and interview findings
- Reporting:
 - o Literature review
 - o Briefing paper: Lessons learned on climate diplomacy
 - o Recommendations to CDKN
 - o Final report

Budget and payment

The budget for this piece of work is up to £70,000 for the four month period, including approximately £5,000 should go towards the logistics of flying in key individuals from CDKN deep engagement countries to the London workshop.

Proposals will be evaluated on the basis of value for money and quality criteria as per the weightings in section 3 of this document.

2.3 Project Outputs

Specific outputs (deliverables) are listed below. Suppliers should, as part of their proposal, provide a work plan outlining activities and expected deliverables.

Expected Deliverables:

Research

- Literature review: Understand the most influential types of intervention that can be made in climate diplomacy, analysis of possible actions to integrate issues (incl. climate) in foreign policy

Workshops

- London workshop: design and delivery:
Managing the logistics of speakers, Generating a list of relevant attendees, to be tailored and finalised by CDKN, drafting of the agenda, arranging of audio/ visual/ multi-media coverage of the event, on the day management of arrangements, facilitation, recording, analysis and communication of the event / outcomes, liaising with media to present and promote the events.

Reporting

- Brief monthly update reports on progress (via email or teleconference).
- Final report: outline all activities that have taken place over the lifetime of the project, and include a cost breakdown;
- Briefing paper: summarising lessons learned and good practice in climate diplomacy
- Literature review
- Recommendations to CDKN

2.4 Project Governance, Monitoring and Reporting

The day to day management of the project should be will be undertaken by supplier. The supplier will be accountable to CDKN.

A monitoring and evaluation framework will be developed at the onset in conjunction with CDKN.

3. Proposal requirements and evaluation

3.1 Proposal contents

In their proposals supplier should include the following:

1. Solution Statement

The programme outline must provide a view of the structure, content and methodology for delivering the research and workshop programmes that meets the requirements of the Terms of Reference. This document must be no longer than 20 A4 sides. Expert CVs should be included separately in an appendix and should be no longer than 2 A4 sides each.

The following areas should be covered within this document:

- Background
 - ✓ Name and contact details of lead organisation, and sub-contractors
 - ✓ Overview of the main services each organisation will provide
- Project Methodology, Approach and Plan
 - ✓ An overview of the programme of research and workshops that you plan to deliver. This should include:
 - Structure and methods for delivering the research and workshop programmes
 - Proposed content of the different activities
 - Rationale for the above and how the proposed content and methodology will meet the programme objectives
 - Expected benefits and deliverables
 - ✓ Details of how you will respond to the critical success factors listed in the terms of reference
 - ✓ A detailed work plan including timescales for the implementation of activities, proposed delivery dates for key outputs and any other key milestones.
 - ✓ Details of how the project will be managed and how you propose to meet CDKN's reporting and monitoring requirements.
- Quality assurance
 - ✓ Details of how you will ensure quality of deliverables throughout the project.
- Proposed Personnel/Project staffing
 - ✓ Please provide a breakdown of the personnel who will be conducting the work.
 - ✓ For each individual, please provide details of their roles and responsibilities for this project and indicative number of days, along with brief description of previous experience in this area.
 - ✓ Please submit detailed CVs along with this document in an appendix. CVs should be no longer than 2 A4 sides.

If supplier is proposing an approach that has elements which are at variance to the requirements of the Terms of Reference, or deliver the solution in what might be perceived as a non-standard way, they must explain the additional benefits and value that will be gained by CDKN for adopting this approach.

2. Risk Proposal

Suppliers should produce a separate statement of the risks, assumptions, issues and challenges that you believe this programme will face during development, implementation and ongoing management, along with the recommended mitigating actions.

This statement must be no longer than 2 A4 sides.

3. Commercial Proposal

Suppliers must provide a detailed commercial proposal in GBP, inclusive of VAT and all other applicable taxes. The commercial proposal will be evaluated on the extent to which it demonstrates value for money. Please note the total budget for this project is exclusive of VAT.

- ✓ The budget should be structured in line with delivering the supplier's workplan and include a breakdown of all component costs, including third party costs.
- ✓ Fees should be broken down by individual, day rate and activity.
- ✓ Expenses should be estimated separately- Logistics, travel, printing, venue hire etc. Suppliers must ensure they refer to the CDKN Expenses Policy which is provided with this ITT.
- ✓ Overhead expenses can be included in the total cost of the project but should be incorporated into fee rates for staff members.
- ✓ Suppliers should ensure that they state any assumptions that have been built into the costing provided.
- ✓ Suppliers should briefly summarise how their proposal represents value for money.

4. Legal and Contractual Compliance

CDKN is an alliance of six organisations, led by PricewaterhouseCoopers LLP (PwC). Your contract will therefore be with PwC.

Terms and conditions of contract have been made available to suppliers as part of the EOI and are further attached with this ITT for reference. CDKN does not anticipate making changes to our terms and conditions, many of which are a direct flow down from our own contract with DFID and are non-negotiable.

3.2 Proposal Evaluation

Proposals will be evaluated against the following weightings.

Solution Statement – 65%

Risk proposal – 10%

Commercial proposal – 25%

4. Tendering process

4.1 Timeframe

The Bidder is requested to submit a proposal electronically to the cdknetwork.procurement@uk.pwc.com detailing how they would deliver the programme of work as set out in this document.

The deadline for this submission is 17.00 GMT on 21st January 2013.

The deadline for submission of questions is 17.00 GMT on 11th January 2013.

Bidders are also asked to confirm by 17.00 GMT on 14th January 2013 whether they intend to submit a proposal in response to this ITT. This confirmation should be sent via email to cdknetwork.procurement@uk.pwc.com.

Please note any clarification questions from the bidder to PwC should be sent to cdknetwork.procurement@uk.pwc.com. Please see section 4.2 for more information on questions submission.

4.2 Instructions to Bidder

1. Responses to this ITT must be clearly marked: "ADGL-0021: Understanding climate diplomacy".
2. Where the Bidder relies on the capacities of other entities (e.g. proposed sub-contractors and/or consortium partners), they must make this clear in their tender response where this is the case and explain their role.
3. All responses should demonstrate openness, transparency, attention to detail and the ability to work in the spirit of collaborative working.
4. If the Bidder fails to provide the required information or fails to supply documentation referred to in their responses, PwC may make further requests to the Bidder for the required information. If this is not supplied in the given time, or is unsatisfactory, PwC may treat the response as a non-compliant response and it will therefore score zero and this will be taken into account during the evaluation process.
5. PwC expressly reserves the right to require the Bidder to provide additional information supplementing or clarifying any of the information provided.
6. Where a length of response is stipulated, that response length relates to the number of A4 Pages or word count. Only the information within the set limit will be evaluated. Additional information will not be evaluated and therefore should not be supplied. Text based information must be answered in English and be in minimum 11 point, Arial font, A4 paper. Text in diagrams must not be any smaller than 8 point font and must also be in Arial font.
7. Under no circumstances should the Bidder provide general marketing and sales brochures or other materials.

8. The deadline for submission of questions is **17.00 GMT on 11th January 2013**. The email must clearly state in the subject matter of the email “ADGL-0021: Understanding climate diplomacy”.
9. PwC will respond to all reasonable requests for clarification as soon as reasonably possible. All queries and responses will be dealt with by e-mail only. PwC reserves the right to issue the response to all Bidders.
10. If a Bidder wishes PwC to treat a request as confidential and not issue the response to all Bidders, it must state so at the time of request for clarification, stating the reasons for the desired confidentiality.
11. If, in the opinion of PwC, the content of a request is not considered to be confidential, PwC will inform the Bidder and it will have an opportunity to withdraw the request for clarification. If the request for clarification is not withdrawn within the timeframe specified by PwC, the response will be issued to all Bidders.
12. PwC may itself issue clarification requests to the Bidder. The Bidder is asked to provide a single point of contact (including telephone and e-mail details) in their organisation for the receipt of such requests.
13. PwC will expect the Bidder to provide a prompt response to all clarifications issued.

4.3 Contact Information

CDKN Procurement
7 More London Riverside, London, SE1 2RT
Email: cdknetwork.procurement@uk.pwc.com

4.4 Conditions of Procurement

Consortium bid

If a bid is submitted by a consortium, PwC will require any agreement(s) to be entered into by a lead single entity on behalf of the consortium. In addition, other consortium members may be required to enter into direct agreements with PwC in connection with their subcontracts and PwC will require a right of approval over subcontracts.

Change in circumstance

Bidder must inform PwC in writing of any change in control, composition or membership of a Bidder or its consortium members and of any other material change to the Bidder's response to the Selection Document, if any, which has taken place subsequent to their expression of interest. PwC reserves the right to disqualify any Bidder subject to such changes from any further participation in the procurement process.

Tender validity

All Responses must remain valid without change or qualification following the response submission for a period of 90 days.

Bidder costs

PwC shall not, under any circumstances, be liable for any costs incurred by the Bidder in relation to their participation in this procurement process or otherwise.

Copyright

The copyright in this documentation and its related materials belongs to PwC. The Bidder should not reproduce any of the documentation or materials in any form (including photocopying or storing by electronic means) without the permission of PwC, other than the purposes of preparing their Response and/or responding to this tender.

Law

The Laws of England and Wales shall apply to this Procurement and in connection with any proceedings arising there from. Likewise, the English courts shall have exclusive jurisdiction in respect of any disputes arising out of or in relation to the Procurement.

Publicity

This ITT Response Document is only to be used in connection with the preparation and submission of Responses by Bidder in relation to this procurement. No publicity regarding the Project or the award of any contract will be permitted unless and until PwC have given express written consent to the relevant communication. For example, no statements may be made to the media or other similar organisations regarding the nature of any Response, its contents or any proposals relating thereto without the prior written consent of PwC.

Conflict of interest

Bidder is instructed to ensure that their potential appointment as the service provider to PwC for the project has not and will not create any conflict of interest or any situation that might compromise or prejudice PwC's duty to manage an open, fair, non discriminatory and competitive procurement process. In the event of a conflict (or potential conflict) arising at any time during the Procurement, the affected Bidder shall be responsible for reporting the occurrence of potential or actual conflict and the means for resolving it to PwC forthwith. In the absence of any compelling reason acceptable to PwC, the assumption will be that the conflicted party shall have no further involvement in the Procurement.

Discontinuance or Suspension

PwC may elect to discontinue or suspend the Procurement at any time without accepting any response or entering into an agreement with the Preferred Supplier. PwC may discontinue or suspend without responsibility or liability to any Bidder including (without limitation) any liability for any costs or expenditure incurred by, or inconvenience caused to, any Bidder.

Should PwC decide to suspend the Procurement, PwC will issue instructions to the Bidder regarding the suspected duration of the suspension and any other relevant information.

Revisions to the ITT and Associated Documentation

PwC reserves the right to make revisions to the ITT and any associated documents at any time. No additional time in relation to submission deadlines will be granted following notification of any such revision unless the Bidder is expressly notified of any extension by PwC.

PwC may issue updates to the Bidder at any time containing details of any revisions to this ITT Response Document, together with any further information which may assist the Bidder in the preparation of their Responses. It is the Bidder's sole responsibility to ensure that they have understood PwC's requirements and all instructions and information issued under this ITT.

For the avoidance of doubt, PwC reserves the right to:

- Waive the requirements of this ITT and the Terms of Reference;
- Disqualify bids that do not comply with the instructions in this ITT Response Document, or does not submit a compliant Response in accordance with the instructions relevant to that Response;
- Withdraw this ITT at any time or to re-invite Responses on the same or any alternative basis;
- Not to award any contract as a result of the current procurement process; and
- To make whatever changes it sees fit to the timetable, structure or content of the procurement process, dependent on approvals processes or for any other reason.

www.cdkn.org

This document is an output from a project funded by the UK Department for International Development (DFID) for the benefit of developing countries. However, the views expressed and information contained in it are not necessarily those of or endorsed by DFID, which can accept no responsibility for such views or information or for any reliance placed on them. This publication has been prepared for general guidance on matters of interest only, and does not constitute professional advice. You should not act upon the information contained in this publication without obtaining specific professional advice. No representation or warranty (express or implied) is given as to the accuracy or completeness of the information contained in this publication, and, to the extent permitted by law, the Climate and Development Knowledge Network's members, the UK Department for International Development ('DFID'), their advisors and the authors and distributors of this publication do not accept or assume any liability, responsibility or duty of care for any consequences of you or anyone else acting, or refraining to act, in reliance on the information contained in this publication or for any decision based on it.

Copyright © 2012, Climate and Development Knowledge Network. All rights reserved.