Request for Proposals:

The International Climate Councils Network invites interested parties to submit proposals for secretariat hosting.

Introduction:

The International Climate Councils Network (ICCN) was created in 2021 as a forum for climate councils to establish collective strength, presence, and influence through collaborating on key agendas and challenges. Climate councils have been created across the world in an effort to embed independent analysis and advice at the heart of climate decision-making. The Network aims to use international cooperation to strengthen and expand councils' capabilities, and to amplify the role that climate councils can play in effective global climate governance. To do this, the Network meets twice a year in virtual Plenary meetings and also comes together in working groups, monthly thematic discussions and bilateral exchanges. The Network held events at COP26 and COP27, and published joint letters to the UNFCCC Executive Secretary and COP President for both summits. Beyond these activities, Network members engage new councils outside of the Network.

The ICCN membership is made up of national-level advisory bodies with a mandate to provide expert, science-based advice to governments on mitigation and/or adaptation. Some degree of independence is required. The ICCN Steering Committee handles the strategic coordination of the network, and is made up of representatives from three councils that rotate on an annual basis. The strategic priorities of the network include:

- Increase ICCN visibility and build awareness on the importance of climate councils as part of international climate governance structures.
- Supporting the creation of new climate councils, and providing guidance on capacity building for newly established councils.
- Engaging ICCN membership through knowledge exchange programming, such as working groups, thematic discussions, workshops, and yearly events at COPs.

The ICCN is looking to set up a dedicated secretariat to support the Steering Committee to ensure that the Network has sufficient resource to deliver against these priorities.

Deliverables:

The ICCN is seeking an independent third party organization to host a secretariat that would work under the direction of the Steering Committee. Secretariat services would include:

- **Providing coordination and support for ICCN member councils**. This includes managing administrative duties including financial management, website management and communication with existing members.
- **Providing support to the ICCN Steering Committee**, including meeting set up, agenda setting, and recording actions.
- **Coordinating ICCN knowledge exchange activities** to facilitate sharing of best practices and lessons learned.
- Working alongside the Steering Committee to build network membership, including developing and implementing strategies to recruit new members.
- Work alongside existing members to **support the establishment and capacity building of new climate councils.**
- Managing external communications and planning events to increase ICCN visibility, amplify network activities, and build partnerships with key stakeholders.
- Event and meeting management, including virtual and in-person ICCN Plenary meetings and in-person events at annual UNFCCC COPs.

It is envisaged the secretariat would be **established and running by January 2024**.

Evaluation Criteria:

The ICCN Steering Committee invites interested parties to submit proposals. Candidates must ensure that the information they provide includes sufficient material to assess capabilities in the areas indicated below. Subsequent to review of the written proposals, the Steering Committee reserves the right to request that one or more candidates attend an interview in order to further explain their approach or qualifications. The Steering Committee may disqualify candidates if response contains misrepresentations or any other inaccurate, misleading, or incomplete information.

Mandatory Criteria

Criteria	Description	Pass/Fail
• Ability to enter into a multi year agreement.	The Candidate MUST be able to provide continuity in support over multiple years, pending secured funding.	

• Independence and alignment.	The Candidate MUST be compatible with the principles of the ICCN, including independence.	
• Ability to legally receive funding from philanthropic and government sources.	The Candidate MUST be able to accept and manage funding that is directed to the ICCN.	
• Verifiable status as a legal entity and good employer.	The Candidate MUST be a recognised entity, with the legal status, management and HR capability to be a good employer of staff. (The ICCN will not be responsible for employment matters.)	
• Ability to work fluently in English	The Candidate MUST be able to provide support to members in English, which is the working language of the Steering Committee.	
• Submission of a proposal of no more than ten pages that addresses the mandatory and technical evaluation criteria.	The Candidate MUST provide evaluators of the RFP with sufficient information to inform a decision on a Secretariat host. This includes information needed to adjudicate the mandatory and technical criteria. Where a Candidate does not meet a given criteria, the proposal needs to indicate as much.	

Technical Criteria

Criteria	**Description**	**Score**
• Experience working on climate governance across	Candidate organizations SHOULD have experience engaging organizations in	**Points** | **Condition**

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<td>globally diverse settings E.</td>
<td>both the Global North and Global South, including an understanding of differing contexts with respect to climate governance and government priorities.</td>
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<tr><td>20</td><td>More than ten years experience</td></tr>
<tr><td>10</td><td>Between five to ten years experience</td></tr>
<tr><td>5</td><td>Between zero and five years experience</td></tr>
<tr><td>0</td><td>No experience</td></tr>
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- Previous experience acting as a third-party secretariat, including financial management.

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<td>Candidates SHOULD highlight in a one-page summary relevant experience operating a third-party secretariat. Consideration will be given to the cumulative years of experience (e.g., operating one secretariat for two years and another secretariat for five years would represent 7 years cumulative experience).</td>
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<table>
<tr><th>Points</th><th>Condition</th></tr>
<tr><td>20</td><td>More than ten years cumulative experience</td></tr>
<tr><td>10</td><td>Between five to ten years cumulative experience</td></tr>
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- Previous experience with network building activities, including recruitment, event management, and member engagement.

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<td>Candidates SHOULD demonstrate a sustained track record of network building activities.</td>
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Points	Condition
20	More than ten years experience
10	Between five to ten years experience
5	Between zero and five years experience
0	No experience

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- Previous experience coordinating with stakeholders in government/civil society.

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<td>Candidates SHOULD demonstrate experience coordinating with a diverse range of stakeholders in government and across civil society.</td>
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Points	Condition
20	More than ten years experience
10	Between five to ten years experience
5	Between zero and five years experience
0	No experience

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- Previous experience planning events at UNFCCC COPs and other international climate gatherings

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<td>Candidates SHOULD have extensive experience planning and executing events at international climate gatherings.</td>
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- Ability to provide multilingual support to members beyond English.

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<td>Candidates SHOULD have the ability to provide support to members in French, Spanish, and potentially other languages.</td>
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<tr><td>10</td><td>Per language</td></tr>
<tr><td>Maximum 40</td><td></td></tr>
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- Quality of application

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<td>Candidates SHOULD clearly and effectively communicate how they meet proposal criteria.</td>
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<tr><td>20</td><td>Excellent</td></tr>
<tr><td>15</td><td>Good</td></tr>
<tr><td>10</td><td>Fair</td></tr>
<tr><td>5</td><td>Poor</td></tr>
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Cumulative Points	
Total Possible Points	160

Budget:

The total proposed price for secretariat staffing should not exceed **150,000 USD** per annum, inclusive of all applicable taxes for the jurisdiction where candidates are based. This should cover the full employment cost (including salary, benefits and overheads) of one full time and one part time employee. Additional funding will be made available for secretariat travel for ICCN purposes and for ICCN expenses such as translation costs for materials and meetings.

Timeline:

Activity:	**Date:**
RFP published	July 17th, 2023
Deadline for proposal submissions	August 31st, 2023
Proposal review period (which may include interviews)	September 4th - September 29th, 2023
Final Decision Communicated	Post October 2023 Plenary

Disclaimer:

Candidates must not engage in any unethical conduct, including lobbying or other inappropriate communications; offering gifts to any representatives of the ICCN; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

Any questions, special requirements, and application packages can be sent to
info@climatecouncilsnetwork.org

Deadline for Submission: **August 31st, 2023**