

CALL FOR PROPOSALS

Citizen Participation in Cities Chapter Authorship for the Renewables in Cities 2020 Global Status Report

Background

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date and peer-reviewed facts, figures and analysis of global developments in technology, policies and markets. Our goal: enable decision-makers to make the transition to renewable energy happen – now. For more information, visit www.ren21.net.

REN21 has begun a new report series: *Renewables in Cities Global Status Report* (REC-GSR). This spotlights the key role that cities have in the energy transformation and how they can inspire continued ambitious action. The first edition, *the Renewables in Cities 2019 Global Status Report*, was launched in November 2019 in the lead up to COP25. Considering the lack of consolidated and reliable data on renewable energy in cities, as well as the decentralised nature of the available data, this report was the start of a continuous process to become a single source of reliable and up-to-date data on this topic. The 2020 edition will build on the findings and process of the first edition, in addition to identifying new indicators that can track renewable energy advancements in cities around the world.

The Renewables in Cities 2020 Global Status Report will most likely contain the following chapters:

- Global Overview
- Urban Policy Landscape
- Urban Renewable Energy Markets
- Investment in Renewable Energy in Cities
- Citizen Participation
- Feature: Renewable Energy in Sub-Saharan African Cities

The content for the REC-GSR 2020 will be based primarily on data from 2018 and 2019 (or, if unavailable, the latest accessible data). In addition, the report will have an executive summary and supplementary sidebars, tables and notes.

The research and writing process of this report will be collaborative and build on REN21's successful multi-stakeholder approach to tracking renewable energy developments.¹ The work will build on the knowledge, data, experience and work done-to-date within REN21's community of experts as well as

¹ REN21 will draw on its extensive experience in managing and producing the [Renewables Global Status Report](http://www.ren21.net) series, where it involves a community of over 900 energy experts in the annual production process, collecting dispersed information and consolidating it to produce the reference report on the status of renewable energy trends, markets, industry and policies. The experience and knowledge gained from this process will be applied to the REC Status Report.

by the existing transnational networks such as Energy Cities, C40, ICLEI, and the Covenant of Mayors. It will also involve private stakeholders, citizens' communities, development banks or similar, that have complementary information and can contribute to close data gaps. Thus, preliminary activities will include holding focus group meeting with different players to discuss the data collection process, to onboard partners and to define the report's structure. As with all REN21 products, the report will be open to extensive peer review.

Objective

REN21 is looking for a consultant(s) to act as chapter author for the Citizen Participation in Cities chapter and who will work in close consultation with the REN21 Secretariat and REC-GSR Special Advisors.

Description of Required Tasks

1. Authorship of chapter/section

- Co-define the chapter outline and/or update chapter outline, including list of figures and tables, if applicable
- Review data collection questionnaires, critically evaluate indicators, and propose new indicators
- Undertake research / collect data and information as necessary
 - Draw relevant information from the contributions collected by the REN21 Secretariat from country/regional, technology, and topical contributors; follow up with contributors as necessary to close data gaps
 - Complement available information through desk research and interviews with experts
- Author chapter
- Incorporate comments following review periods
- Produce related figures and tables
 - Critically review figures & tables from the previous edition of the REC-GSR
 - The contractor may propose and develop new figures and tables relevant to the section that help to illustrate the status of renewable energy and important trends. Changes and additions should be discussed with the REN21 Secretariat, Special Advisors, and the co-author (if any).
 - Provide data for relevant figures, tables, and reference tables for selected indicators
- Review chapter in layout to check for errors, inconsistencies in data and messaging, etc.
- Ensure that references/citations are provided for all statistics and other information/data, and noted in full as endnotes. All references will be included in the final report. Referencing for all information will be done in accordance to REN21's authoring guidelines.
- Support the REN21 Secretariat in the authoring of cross-cutting pieces of the REC-GSR.

For indicative length, see chapter/section from last REC-GSR (www.ren21.net/cities).

2. Follow-up and Outreach Activities

- Where possible, the contractor should collaborate in REC-GSR dissemination and communication activities at the country and/or regional level. Ideally, this should include:

- **Presentation of the report on the contractor’s website**, and if existing, blogs, social media along with a link to www.ren21.net/cities
- **Organisation of and/or participation in REC-GSR outreach events** – Regional events to promote the REC-GSR and your role in its production along with linking the REC-GSR to the national and regional debate. This can be done through standalone workshops, media launch events, side events at conferences, etc.

3. Other Authorship tasks

- Communication with the REN21 Secretariat, data contributors and Special Advisors
- Review contributor database, data contributions, etc.
- Review of report back matter (glossary, methodological note, etc.)
- Recognise in the Acknowledgements section all contributors who provided data for the chapter/section
- Consult and collaborate closely with the REN21 Secretariat on report preparation and incorporation of comments received during the peer review process
- Make available all relevant background information and data to REN21

Qualification requirements of contractor

- Proven track record of knowledge about the renewable energy sector and city environment, in particular topics relevant to the chapter
- Capacity to conduct high quality research and ability to write coherently following REN21 style
- Related work experience
- Proficiency in English
- Openness to the collaborative nature of the project

Proposal Requirements

The submission should include:

- The contractor’s specific interest in the project
- A detailed résumé (including that of prospective co-author(s), if any), highlighting related work experience
- An overview of written reports covering similar scope and focus
- A writing sample that illustrates the contractor’s knowledge of renewable energy in cities
- The contractor’s daily rate

Proposals should be addressed to secretariat@ren21.net.

The **deadline date** for receipt of proposals is **25 March 2020, 23:00 (CEST)**.

REC-GSR 2020 Tentative Timeline

Below is a provisional timeline for report production:

When	What
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April/May 2020	<ul style="list-style-type: none"> - Preparing of outreach material, mobilising partners (e.g. transnational, regional and city networks) - Focus group discussions on structure, data, on-going collaboration - Define structure of report
May/June 2020	Data collection process
July – Sept. 2020	Report writing
Sept. 2020	Peer Review
Oct. – Nov. 2020	Report Finalisation
Late 2020/ early 2021	Launch of Final Report