

## CALL FOR PROPOSALS

### Special Advisor for the Renewables in Cities 2020 Global Status Report

#### Background

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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](http://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*, 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.<sup>1</sup> The work will build on the knowledge, data, experience and work done-to-date within REN21's community of experts as well as

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<sup>1</sup> REN21 will draw on its extensive experience in managing and producing the [Renewables Global Status Report](#) 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

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REN21 is looking for a consultant(s) to act as a Special Advisor and support the REN21 Secretariat in guaranteeing the quality of the REC-GSR and balancing its content.

## Description of Required Tasks

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### 1. Serve as Special Advisor for the REC-GSR

The contractor will support the REN21 Secretariat and Chapter Authors through the following activities:

- **Critical review of the REC-GSR chapters:**
  - Critical reviews will be required of the following stages in the chapter authorship – Outline, draft 1, peer review draft, draft 2, final designed version.
  - Comments will be delivered to the Chapter Author and REN21 Secretariat.
- **Review and balancing of the chapters/sections**
  - Prior to authoring, discuss with author(s) and Secretariat the overall direction of the chapters/sections and which aspects may be critical to highlight
  - Critically review **chapters/sections** and discuss with the REN21 Secretariat on balance, orientation, and possible issues
  - Critically review **figures, tables and reference tables** and suggest possible improvements to help illustrate the status of renewable energy and trends
- Suggest **individual expert reviewers** for (specific pieces of) the chapter/section, preferably prior to the formal review. For this, the contractor will suggest identified experts to review (parts) of the chapter/section
- **Participate in the expert review** to review all pieces of the REC-GSR (i.e., during peer review period)
- As **follow-up to expert reviews**, the contractor will review the comments and consult with the Chapter Author and REN21 Secretariat on how to address critical comments, topics or how to close remaining data gaps
- **Support the REN21 Secretariat in defining the content of cross-cutting pieces of the REC-GSR** by potentially reviewing summaries of sections prepared by the chapter/section authors to be used for the Executive Summary, as well as potentially reviewing the press release

For these tasks, the contractor will work in close collaboration with the REN21 Secretariat and Chapter Authors and maintain a regular exchange regarding content, status, and how she/he can contribute.

## 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](http://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.

## Proposal Requirements

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### The submission should include:

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

Proposals should be addressed to [secretariat@ren21.net](mailto:secretariat@ren21.net).

The **deadline date** for receipt of proposals is **5<sup>th</sup> April 2020, 23:00 (CEST)**.

## REC-GSR 2020 Tentative Timeline

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Below is a provisional timeline for report production:

By when	What
April/May 2020	<ul style="list-style-type: none"><li>- Preparing of outreach material, mobilising partners (e.g. transnational, regional and city networks)</li><li>- Focus group discussions on structure, data, on-going collaboration</li><li>- Define structure of report</li></ul>
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