

CALL FOR PROPOSALS

REN21 is looking for a consultant/s to design and facilitate a virtual 2020 REN21 Academy (includes Young Professional Academy)

Timeline: September to December 2020

About REN21

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

General Scope of the Assignment

The **REN21 Academy** is a biennial event, designed to be a dynamic laboratory for the diverse REN21 community. It is built around three aspirations:

- 1) to be a place for the community to exchange ideas, trigger new concepts and have strategic conversations around making the shift to renewables,
- 2) to deepen and expand REN21's and the REN21 community's role in delivering these solutions globally; and
- 3) to strengthen personal connections among community members.

Carrying out the **2020 REN21 Academy** is even more important in the context of COVID-19 and overall economic recovery. The Academy also allows the REN21 community to connect/reconnect, learn and exchange and strengthen joint activities; an important process of reinforcement in this current landscape. Given restrictions on travel, REN21 seeks the support of a professional virtual-facilitation team to host the 2020 REN21 Academy as an **interactive, 100% virtual event**.

The core events of the 2020 REN21 Academy will be held across 2-3 days in November 2020, and will include a 1-day Young Professional Academy. The core events will be enveloped by a framing programme, which will include lead-up events (onboarding, surveys, collaboration platform etc.) and continuity events (animating collaborative workspace, community outreach events, etc.)

Description of Required Tasks

The contractor(s) will support the design, development and facilitation, including project roadmap and related materials for a completely virtual 2020 REN21 Academy; a 200-300-person community summit/bootcamp, with the following goals:

- Deepen engagement with and among the REN21 community, and empower the community;
- Strengthen the renewable energy voice in the context of COVID-19 and economic recovery;
- Strengthen the collective renewable energy voice;
- Engage young professionals in energy to develop a culture around leadership
- Make maximum use of REN21's ability to convene.

The consultant(s) will carry out the following tasks:

- Concept development and project management:
 - Map the opportunities, challenges and possibilities in planning a virtual REN21 Academy
 - Design and facilitate three workshops with REN21 team to shape the concept note along with agenda and scope
 - Co-develop a process road-map with REN21 team to map and keep track of important milestones and process
 - Define technology, tools, artists and other elements required to create engagement and build human connections in a virtual space
- Lead-up/framing events and processes
 - Co-develop events and process for keeping the community engaged in the lead-up to the core events of the REN21 Academy and the Young Professional Academy
 - Support the onboarding of participants with technology/tools and a collaboration platform
 - Conduct surveys together with REN21 team for participants to co-create content, intentions, expectations, etc.
 - Design and facilitate virtual events during this time with participants
- Core event
 - Design and facilitate a high-level component, content-led sessions, networking/informal events, inspirational talks and workshops – support in identification and training of speakers, participants, etc.
 - Design an open space for members to host side events during 0.5 day
 - Design and facilitate a one-day Young Professional Academy¹, including inspirational sessions, workshops, debates and expert presentations
- Continuity/framing programme
 - Co-animate with REN21 team, the collaborative workspace and platforms to continue engagement and inspire actions; conduct debriefing surveys with participants

¹ designed and dedicated to young professionals who will be the future decision-makers and will shape the development of the renewable energy sector. Specific content will be developed in cooperation with young professional networks

- Develop and facilitate events to continue the dialogue
- Support community-outreach events by providing guidance and training to participants
- Participate in debriefing meetings with the REN21 team
- The events will be conducted in English.

Timeline

Below is a provisional timeline:

By when	What
September 2020	<ul style="list-style-type: none"> - Design, organisation of workshops with REN21 team - Development of concept note - Workshop with team and summary of discussions/ideas
September-November 2020	<ul style="list-style-type: none"> - Further development of concept, agenda and processes - Lead-up/framing events
22-25 November 2020 ²	Core event and Young Professional Academy
November-December 2020	<ul style="list-style-type: none"> - Continuity/framing events - Debriefing and follow up

Proposal Requirements

The submission should include:

- The contractor's specific interest in the project and availability
- Brief outline of deliverables (all outlined activities)
- Profile and experience, including examples of relevant previous experience (highlighting any previous in-person and online facilitation experience)
- The proposed rate for carrying out the work, including VAT (if applicable)

Proposals should be emailed to community@ren21.net. Please mention "Submission of proposal: 2020 REN21 Academy" in the subject line.

The deadline for receipt of proposals is 24 September 2020 midnight (CET). All received proposals will be acknowledged but only short-listed candidates will be contacted.

² Tentative dates, to be confirmed