

CALL FOR PROPOSALS

REN21 is looking for a contractor(s) for the development of a virtual workshop for the Renewables in Cities Global Status Report

Timeline: 01.11.2020 to 15.12.2020 with the possibility to extend

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

Objective

REN21 is looking for a contractor(s) for the development of a virtual workshop for the *Renewables in Cities Global Status Report*. The contractor(s) will work in close collaboration with the REN21 Secretariat team to frame and develop the virtual workshop with the following goals:

- Deepen engagement with and among the REN21 community;
- Bridging stakeholders from different communities with different perspectives with the objective to develop joint recommendations and inspire action;
- Make maximum use of REN21's subject-matter expertise and ability to convene.

Background

REN21 is producing a new report series: *Renewables in Cities Global Status Report* (REC). 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 second edition will build on the findings and process learnings of the first edition, in addition to identifying new indicators that can track renewable energy advancements in cities globally.

The content for the second edition will be based primarily on data from 2019 and mid-2020 (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 developments¹. The work will build on the knowledge, data, experience and work done-to-date within REN21's community of experts as well as by the existing transnational networks such as Energy Cities, C40, ICLEI, and the Covenant of Mayors. It will also involve networks of social entrepreneurs, citizens' communities or similar, that have complementary information and can contribute to close data gaps. As with all REN21 products, the report will be open to extensive peer review.

Description of the Required Tasks

The contractor(s) will support the REN21 Secretariat by:

- Designing the overall framing of a 2.5 hours workshop for approximately 25 participants;
- Conducting an initial planning meeting with core staff at REN21 to define the scope and aims of the event and helping to create a shared action plan for delivery;
- Designing the virtual workshop and planning all of the facilitation processes and elements of the event;
- Organising the platform, workspace and activities;
- Facilitating the live workshop sessions in an engaging and participatory way;
- Participating in a workshop debriefing with the REN21 Secretariat staff.

Note: The workshop will be conducted in English.

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 (planning support, facilitation/moderation of international, virtual events; animation of virtual communities of experts)
 - Presenting the CVs of the implementing team
- The proposed rate for carrying out the work (retainer and by specific work-packages), including VAT (if applicable).

¹ REN21 will draw on its extensive experience in managing and producing the [Renewables Global Status Report](#) series, where it involves a network of over 1,500 energy experts in the annual production process, collecting disperse 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 *Renewables in Cities Global Status Report*.

Selection criteria

The selection process will be based on the following criteria:

- Price of the offer (30% weighting)
- Quality of the offer (70% weighting)
 - Content of offer (50%)
 - Experience/References (30%)
 - CVs of the implementing team (20%).

Submission

Proposals should be emailed to secretariat@ren21.net. Please indicate the following as the subject for the email: “Submission of proposal: REC-Virtual Workshop”.

The **deadline** for receiving proposals is on the **31st of October 2020 at midnight (CET)**. Please note that all proposals received will be acknowledged but only short-listed candidates will be contacted.