CALL FOR PROPOSALS

REN21 is looking for a technical consultant/s to support the virtual 2020 REN21 Academy (includes Young Professional Academy)

Timeline: November-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 consultant(s) to provide technical support in executing the 2020 REN21 Academy as an **interactive, 100% virtual event**.

The core events of the 2020 REN21 Academy will be held across 4 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 consultant(s) will support the technical implementation, including platform configuration and facilitation support 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:

- Core events
  - Support technical implementation of a high-level component, content-led sessions, networking/informal events, inspirational talks and workshops
  - Support in configuring, managing and running the virtual event platform – troubleshooting as required
  - Implement the facilitator flow – activating speakers, managing whiteboards, ensuring content is captured and saved, delivered to the right teams, etc.

- Participate in debriefing meetings with the REN21 team

- The events will be conducted in English.

Timeline

Below is a provisional timeline:

By when	What
November 2020	- Onboarding and co-development of facilitation flow - Support rehearsals and prepare for core events
22-25 November 2020	Core event and Young Professionals Day
November-December 2020	Debriefing and follow up

Proposal Requirements

The submission should include:
- The contractor's specific interest in the project and availability
- Brief outline of deliverables
- Profile and experience, including examples of relevant previous experience
- The proposed rate for carrying out the work, *including VAT* (if applicable)

Selection Criteria

The submission will be evaluated upon:
- Price (30%)
- Perceived quality (70%)
  - Relevant experience and references, with strong emphasis on similar projects
  - Outline of expected deliverables
  - Profile of team
  - Experience working across difficult cultures, time-zones
  - Creativity and uniqueness of proposed ideas

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

The deadline for receipt of proposals is 16 November 2020 midnight (CET). All received proposals will be acknowledged but only short-listed candidates will be contacted.