

# CALL FOR PROPOSALS

## **REN21 is looking for a consultant to build a community database (CRM) of renewable energy players**

Timeline: October 2021 to February 2022

### **About REN21**

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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 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](http://www.ren21.net)

### **General Scope of the Assignment**

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REN21 is working to strengthen the African renewable energy voice. As part of this work, REN21 will build and maintain a community database of renewable energy players.

REN21 is recruiting a consultant to carry out the work already undergoing on the internal CRM platform, work with the REN21 team to optimise their use of the platform and build a community database of African renewable energy players.

### **Description of Required Deliverables**

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The consultant will be responsible for

- Understanding the organisation's and individual team member's needs in order to define the institutional purpose for a CRM.
- Learn about the CRM platform currently being used (Insightly) to understand and advise on (a) what customisation is possible; (b) what costs are related to customisation and a higher level subscription; (c) what are the integration capabilities with other platforms and applications (e.g., Mailchimp, Gmail, Microsoft Office); (c) what activity tracking options are available (i.e. communicating with a given person in the database).
- Evaluate the benefits and limitations of using the platform with a limited number of users, compared to each team member having their own account.
- Clean the database and customise the CRM settings (with support from a third-party CRM Support Team).
- Create new REN21 Team guidelines and set ground rules for Insightly as a CRM.
- Develop training programs for the team (according to their user level and use of the platform).
- Create a community database of African renewable energy players and consumers.

## Timeline

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The contract will run from October 2021 to February 2022, starting as soon as possible. Projected time commitment is 4-5 days/month.

## Proposal Requirements

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The submission should include:

- A letter outlining the contractor's specific interest in the project and the contractor's daily rate for carrying out the work.
- VAT rate, if applicable, or an explanation of why VAT does not apply.
- A CV highlighting related work experience.

## Selection Criteria

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The submission will be evaluated upon:

- Cost of the offer (30% weight)
- Quality of the offer (70%)
  - Relevant experience and references (70%)
  - Knowledge of REN21 activities and processes (30%)

**Proposals should be emailed to [secretariat@ren21.net](mailto:secretariat@ren21.net). Please mention "Submission of proposal: Community database" in the subject line.**

The **deadline** for receipt of proposals is **24 October 2021 23:59 (CET)**. All received proposals will be acknowledged but only short-listed candidates will be contacted.