

CALL FOR PROPOSALS

REN21 is looking for a consultant to support digital communications

Timeline: December 2021 through February 2022

About REN21

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 shift to renewable energy happen – now. For more information, visit www.ren21.net.

General Scope of the Assignment

The consultant will support REN21's digital communication activities, particularly focusing on the secretariat's website and institutional emails. This will include assisting in the implementation of ongoing communications campaigns, events, blog posts, and communicating with the REN21 community.

Description of Required Tasks

For the duration of the contract, the consultant will:

- Support the whole REN21 Team on communications related activities.
- Work with WordPress to publish blog posts, update the website, publish calls for proposals, create redirect links.
- Support events by creating registration pages (with SoGo surveys), AddEvent calendar adds, and event-related tasks.
- Support the creation of Mailchimp email blasts, and YAMM email outreach campaigns.
- Create graphics for blog posts, and emails.
- Support the secretariat with other tasks, as required.

Timeline

The contract will run from 13 December 2021 to 11 February 2022. Time commitment is 10 hours/week, Monday-Friday (excluding French public holidays).

Key Selection Criteria

The selection of the contractor will depend on:

- Price – 30%
- Relevant experience – 30%
- Quality – 30% to be evaluated based on:
 - Portfolio
- Flexibility and timeline – 10%

Proposal Requirements

The submission can be made in any format, and should include:

- The contractor's specific interest in the project and availability (statement of interest)
- Profile and experience (CV)
- The proposed rate for carrying out the work in the timeframe provided
- VAT rate, or indication that VAT is not applicable

Proposals should be emailed to secretariat@ren21.net. Please mention "Submission of Proposal: Winter Communications" in the subject line.

The deadline for receipt of proposals is 11:59pm (23:59) CET, **Tuesday 7 December 2021**.

All received proposals will be acknowledged but only short-listed candidates will be contacted.