

CALL FOR PROPOSAL

Project Manager for the Renewables 2023 Global Futures Report

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: encourage and enable them to shift to renewable energy happen - now. Visit www.ren21.net.

Objective

REN21 is looking for a consultant(s) to act as lead author for the next edition of the REN21 *Renewables Global Futures Report (GFR)*, and who will work in close consultation with the REN21 Knowledge and Data Team and GSR Special Advisors.

Background of the Assignment

The GFR series asks forward-looking questions. The reports do not propose a solution; rather each one presents the collective thinking of many experts on a particular topic. Previous editions of this report were published in 2013 and 2017.

The next edition will ask the question: “What is the role of renewables in decarbonising the transport sector?” The question will be applied globally and regionally (Asia) to both energy and transport experts from the public, private and non-profit sectors, looking at existing scenarios and including interviews with companies and country/regional experts.

This edition of the GFR will fall under REN21’s activities as the renewable energy voice of the NDC Transport Initiative for Asia consortium. The initiative is a joint programme of seven organisations and is funded by the International Climate Initiative (IKI) of the German Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU).

Description of Required Tasks

The contractor will be required to cooperate closely with the various teams at REN21, the Special Advisor(s)/Advisory Committee, the report author, and the report production team.

The REN21 Secretariat uses several tools to streamline the production and communication process (Slack for communications with report contractors (as needed), online survey tools, review tool,

Meltwater research and reference management software, etc.). The contractor will use sources and information shared through Meltwater and from the REN21 contributors.

Project management and research coordination: Work collaboratively in the project and research coordination team to manage the production of REN21's GFR:

- Coordinate production of GFR chapters with author, including facilitating collaboration between special advisors, copy editor, designer, and other contributors; developing chapter outlines; identifying/incorporating trends; carrying out critical review of texts, figures, tables, and additional chapter content, etc.
- Participate in the day-to-day management of the GFR production process, including setting and monitoring of milestones, timeline, editing, design, launch, etc.
- Organise peer review and expert review
- Identify and mobilise new contributors and collaboration partners

REN21 data and analysis

- Participate in defining and further developing REN21's renewable energy reporting; integrate renewable energy and relevant other indicators into REN21's data collection process (data collection questionnaires) and databases; contribute to the management of REN21 database
- Undertake qualitative and quantitative analysis of energy issues for inclusion in REN21 publications, especially the GFR as well as other REN21 reports
- Support REN21's knowledge-based outreach and communication
- Authoring of pieces and production of figures and tables as necessary

Other specific requirements

- All contributions will be written in British English
- Review and follow author guidelines, including the general guidelines for authors and the REN21 referencing guidelines
- References/citations are required for all statistics and other information/data, and should be provided by the author in full in the form of endnotes. All references will be included in the final draft report. For further information please refer to the Referencing Guidelines included in the Annex, which outlines the REN21 referencing requirements
- The contractor should provide REN21 with a list of all those who contributed significantly to the report so that they can be acknowledged in the final report
- Relevant background information and data should be made available to the REN21 Secretariat for inclusion in the Data Pack

Qualification requirements of contractor

- Proven track record of knowledge about the renewable energy and transport sectors, in particular topics relevant to the chapter/section
- Capacity to conduct high quality research and ability to write coherently following style

- Related work experience
- Proficiency in English
- Openness to the collaborative nature of the project

Proposal Requirements

The submission should include:

- The contractor’s specific interest in the project
- A detailed résumé/CV of prospective author(s), highlighting related work experience
- The contractor’s daily rate (and including VAT if applicable)
- Proposed time budget split by tasks

Selection Criteria

- Cost of the offer (30% weight)
- Quality of the offer (70%)
 - Relevant experience, references, and writing ability (95%)
 - Ability for contractor to meet short timeline (5%)

Proposals should be addressed to secretariat@ren21.net. Please mention “Submission of Proposal-GFR-Project Manager” in the subject line. The **deadline date** for receipt of proposals is **8 January 2023, 23:00 (CEST)**.

GFR Tentative Timeline

Deliverables/Date	January 2023	February 2023	March 2023	April 2023	May 2023
Support the planning and development of report outline, structure, figures, and tables.					
Incorporate comments from reviews					
Review by advisors and peer review					
Finalisation and editing					
Design of final edited version of report (text, figures, and tables)					
Development of front and back matter					
Executive summary					
Data pack, PowerPoint, Press release, and online content development.					
Report Launch					
General communication and coordination with the team; outreach; organize dialogues and workshops					