

**REQUEST FOR PROPOSALS**  
to undertake an  
**Interim Evaluation of Support**  
for the International Institute for Sustainable Development

## **1. INTRODUCTION**

The work of the International Institute for Sustainable Development (IISD) is currently guided by its 2020–2025 strategic plan, [Tomorrow Needs Us Today](#), which spells out a vision for a “world where people and the planet thrive.” IISD’s funding comes from diversified sources, a core of which is through bilateral government grants. Since July 2023, IISD has received support from the Government of Ireland to advance priorities in IISD’s 2020–2025 strategic plan, with a particular focus on adaptation to climate change in developing countries. Specifically, this funding supports activities implemented under three work streams:

- IISD’s Resilience Program
- National Adaptation Plan (NAP) Global Network Secretariat (hosted by IISD’s Resilience program)
- IISD Earth Negotiations Bulletin

As outlined in the attached [Statement of Work](#), IISD is seeking a consultant to undertake the interim evaluation of the performance of the three IISD work streams funded by the Government of Ireland between July 2023 and June 2025. This document outlines the expected content of the proposals received in response to this Request for Proposals.

## **2. PROPOSAL CONTENT**

Received proposals are expected to contain the following information.

### **2.A. Applicant Profile**

Applicants should provide:

- Name, role, and communication details of the main contact person for this project within your organization or the lead organization of a consortium of partners.
- A short profile of your organization or consortium of partner organizations submitting the application that highlights how your capacity and experience make you suitable to undertake the activities described in the [Statement of Work](#).

## **2.B. Statement of Understanding of the Assignment**

Each applicant is asked to provide a short statement outlining their understanding of the purpose of the evaluation, its anticipated scope, and the key learnings expected to arise from its completion.

## **2.C. Demonstration of Prior Experience in Undertaking Similar Assignments**

Provide up to 10 examples of work completed in the past 5 years undertaking assignments similar to the [Statement of Work](#) that demonstrate the capacity of your organization or consortium to effectively and efficiently undertake the described evaluation.

## **2.D. Proposed Approach to the Evaluation**

Describe how your organization or consortium proposes to undertake the activities described in the [Statement of Work](#) and answer the presented evaluation questions. Within your response, identify your rationale for the approach selected and illustrate your capacity to implement it by referencing your experience. Identify any challenges anticipated to be experienced in implementing your planned approach and possible means by which these challenges could be ameliorated or mitigated. Highlight any deviation from the expectations outlined in the Evaluation Design and Methodology section of the [Statement of Work](#) and the rationale for your proposed change(s).

## **2.E. Proposed Work Plan (Timeline and Deliverables)**

In a Gantt chart, clearly present the proposed activities to be completed as part of the evaluation, including main deliverables and anticipated timeline for their completion, consistent with your proposed approach and the requirements set out in the [Statement of Work](#). The chart should demonstrate how all aspects of the evaluation will be completed in the total time available for this contract, not exceeding the contract's period of performance.

Highlight any deviations from the timeline and schedule of deliverables contained in the [Statement of Work](#) and the rationale for your proposed change(s).

## **2.F. Planned Personnel**

Consistent with the guidance provided in the [Statement of Work](#), identify each member of your proposed team, their planned position within the team, and their anticipated role in completing the evaluation's proposed activities. For each member, provide a short biography demonstrating their suitability for their proposed position and role within the evaluation team. CVs for proposed team members of up to four pages in length per person must be included in an appendix to the proposal.

## **2.G. Proposed Budget**

Provide a budget that includes:

- Estimated total cost associated with each of the proposed members of the implementation team.

- Breakdown of other anticipated direct costs such as travel, engagement of local contractors (if applicable), and communications.
- A Summary Budget, including category summaries for personnel costs, other direct costs, and totals.

A separate Budget Narrative is encouraged to provide additional detail on any of the budget line items. For personnel, actual names of persons being proposed, as well as their titles, are requested.

### **3. PROPOSAL FORMAT**

Received proposals should be no longer than 15 pages in length, not including an appendix containing CVs of proposed personnel. The applications should be in English, in an easy-to-read font (10-point minimum, with the exception of any included figures and tables), and 1-inch margins (or equivalent) on all sides. Applications will be submitted electronically in PDF format.

### **4. APPLICATION PROCESS**

To apply for this consultancy, please submit your proposal to: [info@napglobalnetwork.org](mailto:info@napglobalnetwork.org)

**Application deadline:** June 27, 2025

**Anticipated start date:** No later than July 14, 2025

The evaluator is advised to submit their most competitive offer. All submitted proposals will be reviewed utilizing the same standard criteria.

### **5. CONTRACTING PROCESS**

IISD will issue a contract to the successful applicant. The General Terms and Conditions of all IISD contracts are available upon request.

*This project is undertaken with the financial support of the Government of Ireland.*



**Government  
of Ireland**  
International  
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Programme