

REQUEST FOR PROPOSALS

About Climate Analytics

We are a global climate science and policy institute established in 2008 to bring cutting edge analysis to bear on the most pressing issue of our time – climate change. As the urgency of this problem has grown, so have we. Our team of over 130 comprises 32 different nationalities working at our offices in Togo, USA, Australia, Trinidad and Tobago, Nepal and Germany, as well in a diverse set of countries. We are motivated by the desire to empower those most vulnerable – Small Island Developing States and Least Developed Countries – to use the best science and analysis available in the international climate negotiations, as well as developing policies and institutional capacity to adapt to climate change.

Scope of Work

Background

Climate Analytics seeks a consulting team to design and deliver practical trainings that strengthen results-based project design and monitoring across our work areas. The assignment will upskill staff to:

- (i) develop robust Theories of Change (ToC) and translate them into logframes,
- (ii) integrate Gender Equality, Disability and Social Inclusion (GEDSI) throughout project design and monitoring, and
- (iii) build results-based monitoring (RBM) systems with clear indicators and data-collection plans.

As a primarily project funded organisation, we aim to strengthen our abilities to develop strong, proactive project concepts as well as our capacity for writing proposals in response to open calls or direct requests. Therefore, the training approach should prioritise hands-on learning and immediate application to live or near-term projects. A staged process—ToC, then logframe/indicators, then data plan—is expected.

Training participants

Participants in the trainings are staff already involved in proposal development, including current team and project leads, as well as additional content staff looking to develop their proposal development skills. Project managers are also a key audience for the trainings, as they are involved in the full project cycle from development to implementation to monitoring and evaluation. Participants would be globally distributed

among our headquarters in Berlin and five regional offices (Africa, Australia Pacific, Caribbean, South Asia, North America).

Expected Approach

Suppliers should propose a learning approach that blends interactive workshops with light coaching and templated tools. Trainings should be conducted in an online (remote) format to facilitate access to our globally distributed team. Half-day sessions are preferred to accommodate time zones, and we expect trainings sessions will be held more than once to accommodate participants based outside of the CET time zone (e.g. each module is held twice - once in the morning CET and once in the afternoon CET).

The following modules are a suggested structure, and consultants may propose an alternative format. This is provided to give a sense of the material that we would like to cover in the trainings.

Module A – Theory of Change & Logframe Development

- Co-create ToCs for one or more priority projects, clarifying causal pathways, boundaries (what is and isn't attributable), key assumptions, and external factors.
- Prioritise objectives and transfer ToC elements into a concise logframe (impact, outcome, outputs), with a manageable number of objectives suitable for ongoing management.

Module B – Incorporating GEDSI

- Practical methods to embed GEDSI in ToC and logframe: problem analysis and stakeholder mapping with intersectionality; inclusive objective statements; GEDSI-responsive outputs and activities.
- Indicator design with sex, age, disability and other relevant disaggregation; inclusive data-collection practices; safeguarding and “do no harm”; accessibility in workshop facilitation and materials.

Module C – Results-Based Monitoring (RBM)

- Define SMART indicators with baselines/targets and means of verification that reflect both accountability and learning/steering functions.
- Build a lightweight data-collection plan (who/when/how/source/frequency), including responsibilities and QA steps; align to reporting requirements.

Training Format (indicative)

- **Needs scan & inception** (brief interviews/document review).
- **Workshops:** a sequence of 6 half-days across 3–5 weeks in January – February 2026 (e.g., 2× ToC; 2× logframe & indicators; 2× GEDSI deep-dive).
- **Light coaching** on drafts of project concepts between sessions (max 8 hours).

Expected Outputs and Success Criteria

D1. Inception note: final agenda, cohort profile, case projects, and adapted toolset (ToC canvas, logframe template, indicator & means of verification sheets, data-plan template).

D2. Training delivery: facilitation of all modules (slides, exercises, breakout tasks, worked examples).

D3. Draft ToC(s) & logframe(s) for at least one live project with documented assumptions and risks.

D4. Indicator register with baselines, targets, definitions, and means of verification; includes GEDSI-disaggregated indicators where relevant.

D5. (Optional) Data-collection plan assigning roles, tools, sources, frequency, and QA steps.

D6. (Optional) Brief coaching memos (per project team) summarising feedback on drafts.

D7. Evaluation & final report (≤10 pages): pre/post assessment, participant feedback, examples of improved designs, recommendations for next steps.

Success criteria:

Participants are equipped to produce a ToC and logframe judged “fit for purpose” against a rubric (clarity of causal chain, realistic scope/assumptions, measurable indicators).

Participants are equipped to develop clearly defined Indicators with baseline/target, and feasible data sources; applicable indicators include relevant GEDSI disaggregation.

Participants report increased confidence (≥ 1.0 point average gain on a 5-point scale) across the three modules.

Tasks & Timeline

T1. Inception & review (documents/interviews; 1–2 weeks before training).

T2. Delivery of Modules A–C (6 half-days over ~3–5 weeks, remote delivery, targeted for January – February 2026).

T3. Coaching clinics & revisions (max 8 hours).

T4. Final report & handover (within 2 weeks of last session).

Bidders may refine this sequence; however, proposals should retain the flow and half-day structure

Roles, Reporting & Logistics

- The supplier will report to the designated CA Head of Projects
- CA will recruit participants and provide background project documents, and coordinate scheduling.
- All materials to be provided in editable formats (slides, canvases, templates).
- Language: English.

Required expertise and qualifications

- Experience designing and facilitating ToC/logframe and results-based monitoring trainings and advisory support
- Skilled facilitation of hybrid / remote workshop formats; excellent adult-learning design
- Experience in training others on GEDSI concepts, as well as mainstreaming GEDSI in programme design and M&E; expertise in inclusive indicator design, disaggregated data, and safe, ethical data practices.
- Practical experience defining indicators, baselines/targets, and building feasible data-collection plans (sources, tools, roles, frequency, QA).
- Experience on developing proposals / familiarity with project design requirements for institutional funders (e.g. EU DG International Partnerships, GIZ and UK PACT)

- Experience in climate/energy or international development contexts; excellent written/oral English; experience working with globally distributed teams

Proposal Requirements

Technical proposal (max 10 pages)

- Understanding of needs and brief literature-informed approach.
- Proposed methodology and agenda (session objectives, methods, exercises).
- Descriptive examples of two recent, comparable trainings (with reference contacts).
- Team composition, roles, and CV summaries.
- Workplan and timeline.
- Risk management approach.

Financial proposal

- Lump-sum price, with day rates and assumptions; include up to two coaching rounds.

Criteria for Selection

Only consultants who fit the minimum requirements and qualifications will be technically evaluated and considered for the consultancy.

Technical

- *Approach & methodology*: understanding of needs and coherence of staged design; practicality of tools; alignment to adult-learning principles
- *Trainer qualifications*: depth of experience in RBM/ToC/logframe and facilitation track record.
- *GEDSI integration*: quality of GEDSI mainstreaming in design and M&E.
- *Workplan & deliverables*: feasibility and clarity; flexibility and adaptability

Price (30 points)

- Value for money consistent with scope and level of effort.

Conditions

Intellectual Property, Ethics & Data Protection

All materials developed remain the property of Climate Analytics. The supplier will adhere to ethical, inclusive, and safe data-collection practices and comply with CA's data-protection expectations.

Location

Proposed trainings will take place online to accommodate our globally distributed teams. Please note that we expect training sessions to be offered twice to accommodate participants across multiple timezones.

Application Deadline: 3 November 2025

Starting date: January 2026 – exact date to be determined in the contract negotiation process

For further information send your questions via email to contact@climateanalytics.org

Applications sent to an address other than the specific email address provided here will not be considered.