

## ATLANTIC SENIOR FELLOWS CALL FOR EXPRESSIONS OF INTEREST SHORT-TERM CONSULTANCY SUPPORTING THE DEVELOPMENT OF A CLIMATE ACTION PLAN

### 1. Overview

The Atlantic Institute connects the seven Atlantic Fellows programs, building a global community of courageous leaders who address systemic causes of inequity. The Institute is pleased to invite proposals to support the development of a climate change action plan for the Atlantic Institute. The consultancy contract will be for four months or less to provide operational support to the Atlantic Institute and Atlantic Fellows community to develop best practice and policies that will reduce our carbon emissions and climate impacts.

The expected outcome of the research will be:

- A well-researched proposal on optimal solutions for tracking and offsetting emissions for the Atlantic Institute and Atlantic programs where core activities are likely to involve significant travel.
- An analysis of the current carbon emissions and climate impacts of the community, with an outline assessment of what reductions could be feasible.
- An analysis of any potential partnerships for the Atlantic Institute (including climate change funding bodies), with an analysis of the benefits and/or drawbacks of such potential partnerships.
- A proposal to improve the Institute's current climate and travel policies to reduce impacts.

Please note that the proposal should not be limited to the above expertise; proposals can include additional considerations for the Institute.

The consultant will also be expected to work with the Atlantic Institute and the Senior Fellow community to host two virtual workshops with interested parties on findings. These should take place both during the research phase and after the completion of the research.

The consultant will also be expected to:

- Present their findings to the Global Atlantic Senior Fellows Advisory Forum and the Atlantic Institute Governing Board.
- Contribute to a multi-media output with the Atlantic Institute (for example, as a guest in a podcast produced by the Atlantic Institute).
- Provide regular updates to the Atlantic Institute.
- Engage with Atlantic Fellow program staff in other key roles, such as those working in areas related to augmented and virtual realities, and impact assessment.

# Atlantic Institute

As climate change becomes one of the greatest global challenges of our times, the successful consultant will play a critical role in supporting the work of the Institute. This work will build on the Atlantic Institute's need to control the cost of travel for Atlantic Institute staff and activities for Atlantic Fellows while at the same time being mindful of the potential climate impacts.

## 2. Proposal

In your proposal, please provide the following information:

- Proposals should be no longer than three pages and should broadly outline the methodology to be used in the research as well as a letter about the applicant's motivation.
- A current CV.
- An overview of the estimated costs to be incurred in carrying out this research project as a consultant (in pounds sterling and including VAT). This should include a breakdown of the likely costs of activities not in detail but as a high level estimate.
- If additional personnel are needed, please outline their roles and responsibilities, including details of their bios specifying their grade/experience, the timing for each activity and associated day rates. If a person is not identified by name, please outline the experience, expertise and day rates expected. Please do not add the details of those who are not confirmed.
- The successful applicant in this role will be compensated to a maximum of GBP 250 per day.
- Proposals should not exceed GBP 15 000 and should not exceed four months in length.
- Travel costs associated with the consultancy may also be reimbursed in consultation with the Institute.

## 3. Skills, Experience and Attributes

We are looking for an applicant with the following:

- Has a background in climate change and climate change policy.
- Has experience and expertise in conducting and evaluating research.
- Has an understanding of the climate impacts and policies in the Global South.
- Has excellent communication and organizational skills.
- Is able to build and sustain productive working relationships with others from diverse backgrounds and disciplines across the Atlantic community.

## 4. Application

This Request for Proposals (RFP) does not imply any commitment on the part of the Atlantic Institute. The successful proposal and quotation will be accepted by email agreement. The Atlantic Institute is not liable for any costs incurred by you in preparing your response to this RFP and reserves the right to terminate this procurement process at any time.

Please send your proposal and quotation to Khalil Goga: [k.goga@atlanticfellows.org](mailto:k.goga@atlanticfellows.org); and copy in Evie O'Brien: [e.obrien@atlanticfellows.org](mailto:e.obrien@atlanticfellows.org) by **noon (BST) on May 7, 2021**.

Your quotation must be valid for 30 days from the date of receipt.