PAGE PARTNERSHIP FOR ACTION
ON GREEN ECONOMY

Building long-term capacity for inclusive green economy modelling

Designing a course for education and training institutions in PAGE partner countries and beyond

Call for Proposals

The Partnership for Action on Green Economy (PAGE) is looking for a partner (institution or individual consultant) interested in collaborating on the development of a course on inclusive green economy modelling.

Deadline for submissions: **4 November 2018**

1   Background

Green economy modelling is a critical analytical tool for informed Inclusive Green Economy (IGE) policy-decisions. PAGE has been providing technical assistance and capacity building support for IGE modelling in a number of partner countries, including: South Africa, Peru, Burkina Faso, Guyana, Mongolia and Senegal. However, beyond existing support programmes capacity for IGE modelling needs to be built on a recurrent basis in the medium to long-term, working through local education and training institutions. In this context, PAGE is investing in a package of training materials on IGE modelling that can be tailored to national circumstances. The package will include:

- Course syllabus
- Guidance manual for lecturers/trainers
- Presentations with speaker notes and instructions for exercises
- Training manual for students
- List of additional resources/background readings
- Sample evaluation form

The intention is that the package will subsequently be taken up by local partner institutions, such as universities or civil service training institutes, that are interested in establishing a recurrent course on modelling. Partner institutions can also choose to integrate components of the course into existing modules on macroeconomic modelling or to use components of course for a series of regular seminars. Support for adapting the materials to national circumstances and training local professors/lecturers can be provided through national PAGE projects. All materials will be also available to interested institutions outside PAGE partner countries.

The work is led by UNITAR and UN Environment which both bring their comparative advantages to the partnership, i.e. results-based and systematic learning and capacity building approaches in the case of UNITAR, and technical knowledge of IGE modelling approaches in the case of UN Environment. To provide quality assurance, an advisory mechanism will be created under UN Environment's management. The mechanism will be composed primarily of selected international green economy experts with expertise in a range of modelling approaches. It will advise on the learning objectives and main elements to be included in the course, and provide feedback on draft materials and validate the final course content.

The project is split into two phases. The first phase will run from October 2018 to June 2019. The second phase would run from July 2019 to June 2020, contingent upon substantial progress being made with phase one and the approval of the PAGE Technical Committee to proceed to the next phase.

2   Tasks

The service provider will perform the following tasks:

- Specify the target audience and learning needs that the course will address;
- Define the learning objectives and methodology of the course.
- Develop the course syllabus, containing: course structure, learning activities, course duration, workload, methodology, and the requirements for successful completion and certification;
- Develop an annotated course outline, including learning objectives for each module;
- Develop training materials, including guidance manual for lecturers/trainers; training manual for students; presentations with speaker notes; instructions for exercises; list of additional resources/background readings, and a sample evaluation form.

All tasks will be carried out in close collaboration with UNITAR and UN Environment and with guidance and technical inputs by the advisory mechanism.

It is expected that the service provider will also be involved in the pilot-delivery of the course during Phase 2 of the programme.

3   Budget

PAGE will provide a grant/fee of max. 18,000 to 20,000 USD, depending on the profile and experience of the service provider and final list of tasks.

4   Timeline

Activity	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19
(i) Preparations and contracting	███						
(ii) Definition target audience and learning objectives		███					
(iii) Course development			███	███	███	███	
(iv) Final revisions							███

5   Eligibility, required capacities and experience

The preferred service provider should have proven experience in developing learning materials in the area of inclusive green economy modelling. The provider should be able to allocate an appropriate amount of time for completing the work, use time and resources efficiently, and foresee and proactively address risks that might delay implementation of tasks.

6   Submission of proposal

To submit a proposal please complete the form in Annex 1 of this Note and send it together with all requested documents to page@unitar.org by **4 November 2018**.

All proposals received will be reviewed by UNITAR in coordination with UN Environment, based on a number of criteria (including technical expertise; relevance of past projects; quality of sample materials; cost-efficiency; availability). A decision will be reached by mid-November 2018.

Annex 1: Form for Submission of Proposals

General information

Name of the Institution:
Name of focal point:
Address:
Phone:
Email:
Website:

Expression of interest
Please explain why the institution is interested in developing and delivering the course.

Relevant capacities and expertise
Please explain how the institution's expertise relate to the tasks to be completed.

Proposed Methodology and Project Plan
Please demonstrate how the institution will approach the development of the course, referring to the tasks outlined in section 2 of this Call for Proposals.

Budget
Please propose a detailed budget that covers all tasks outlined in section 2 of this call for proposals.

Additional documents to be submitted
- 1-2 CVs of staff to be involved in developing the course
- Information about 1-2 sample courses developed by the consultant/institution