REQUEST FOR PROPOSALS:
Developers for the SBTi Training Programme

February 2024
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1. CONTACT DETAILS

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2. PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call launch</td>
<td>29 February 2024</td>
</tr>
<tr>
<td>Deadline for submitting proposal via Google Form (see Section 7)</td>
<td>28 March 2024</td>
</tr>
<tr>
<td>Estimated contract awarding date</td>
<td>19 April 2024</td>
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<tr>
<td>Estimated kick-off date</td>
<td>6 May 2024</td>
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<tr>
<td>Estimated project completion</td>
<td>Q3 2024</td>
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3. SUMMARY

The Science Based Targets initiative (SBTi) is developing a comprehensive training programme to educate and empower its stakeholders. This initiative aims to engage partners promoting science-based targets, corporate sustainability professionals setting science-based targets for their companies, and advisors assisting companies in preparing their target submissions. The primary objectives of the training programme are twofold:

1. Global Network Activation: To activate a global network of partners and advisors to drive SBTi awareness and demand in the corporate ecosystem by equipping stakeholders with relevant knowledge, skills and understanding of SBTi standards and target validation criteria and processes.

2. Target Quality Improvement: To enhance the quality of targets submitted to the SBTi for validation through a consultant accreditation scheme. The scheme will award official, time-bound recognition of their understanding of SBTi target-setting methods, guidances and GHG Protocol accounting standards application.
4. ABOUT THE SBTi

The SBTi drives corporate climate action by enabling businesses and financial institutions globally to set science-based greenhouse gas (GHG) emissions reduction targets.

It was formed as a collaboration between CDP, the United Nations Global Compact, World Resources Institute (WRI), the World Wildlife Fund (WWF), and the We Mean Business Coalition and is now an independent entity.

The SBTi's goal is to enable companies worldwide to do what climate science requires of the global economy: to halve emissions by 2030, and achieve net-zero before 2050. The SBTi develops criteria and provides tools and guidance to enable businesses and financial institutions to set greenhouse gas (GHG) emissions reduction targets in line with what science tells us is needed to keep global heating below 1.5°C. Offering a range of target setting resources and guidance, the SBTi independently assesses and approves companies' targets in line with its strict criteria.

5. PROJECT DESCRIPTION

The SBTi is seeking to hire a professional technical content developer to create a series of bespoke digital and hybrid training modules for corporate clients, tailored to its distinct stakeholder categories. These e-learning modules will cover a wide range of levels, from introduction to expert, and include self-directed digital training and live hybrid group training complemented by self-directed modules. We foresee the educational content to have core (free) tiers, as well as premium (paid-for) tiers, with assessments, certification and other options also available. The modules should be informative, interactive and engaging, with the option to accommodate varying numbers of users from across the globe.

Key requirements for the training include:

1. **Flexibility**
   - Ad hoc updates and potential additions to the modules (map areas to update) - possibility to update content based on new resources released by SBTi, potential for in-house editing for small updates
   - Creation of new modules, option to add segments to existing modules or create new modules within the platform

2. **Accessibility**
   - Easily accessible from a variety of devices, locations, operating systems/browsers
   - Translation of modules into other languages: Italian, French, Japanese, Mandarin, Portuguese and Spanish
   - Integration of modules into a variety of platforms which will host the training (e.g., can the content be housed/duplicated within external locations?)

3. **Progress tracking**
4. Media features
   - Multimedia integration
   - Assessments with immediate feedback
   - Gamification - leaderboards and badges for quizzes (anonymous)
   - Questions throughout plus at the end of each module

5. Structure
   - Free access to certain modules
   - Certain modules paid-for with completion resulting in accredited status
   - Content/modules delivered in batches, with estimated completion by Q3 2024

6. Assessment and accreditation
   - Exam/assessment writing based on content
   - Wide range of randomized assessment questions to ensure students cannot ‘leak’ questions, ensuring integrity of results

6. PROJECT SCOPE

The initial phase of this project will include a series of modules, with several learning topics within each module. Modules will span from introductory and explanatory content about the SBTi, to more detailed technical content about target setting methods and sector-specific guidance. Exact module structure to be agreed upon with the selected developer.

7. RESPONDING TO THE CALL

Candidates are requested to respond to this call by filling out this Google Form by 28 March 2024. Only applications received via the Google Form will be considered.

It is recommended that interested parties review the questions set out in the Google Form in full before filling in the form. You can find the Google Form questions in Section 10 of this document. Should you wish to provide supplemental information relating to the Google Form questions in a different format (e.g., pdf) it is permitted to do so via email.

If you have any questions relating to the proposal, please email the named contacts with the subject line titled: RFP - Developers for the SBTi Training Programme.

Please note that should you be selected to collaborate with SBTi on this project, it is expected that the following will be provided by your company:

1. Signed and dated statement acknowledging that any intellectual property resulting from this engagement will belong exclusively to the SBTi.
2. A statement of terms and conditions relating to: Data sharing agreements, Confidentiality agreements, Geographical location(s) for data storage.

8. TIMING OF DELIVERABLES

A Contractor will be selected by the SBTi by 19 April 2024. After contract award, the project should begin with a kick-off meeting (estimated to be during the week of 6 May 2024). The final project should be delivered by Q3 2024, but the contractor should design the proposal in a way where content could be delivered in batches, from June 2024 onwards.

9. EVALUATION CRITERIA

The SBTi will assess all proposals and potential providers against the same criteria, to ensure that a fair and rigorous selection is made.

The following criteria will be used to evaluate the Google Form responses to this RFP:

1. Key requirements: flexibility, accessibility, adaptability, progress tracking, creativity, forum for learning participants, assessment and accreditation.
2. Contractual elements: Potential conflicts, statement regarding terms and conditions on data storage
3. Ownership: acknowledgement that any intellectual property resulting from this engagement will belong exclusively to the SBTi.
4. Resourcing: Personnel, proposed timeline, preferred ways of collaborating
5. Costing: Overall cost of the Contractor’s proposal.
6. Sustainability: the SBTi values sustainability and all other factors being equal, will favor a proposal to perform the work more sustainably.

10. GOOGLE FORM QUESTIONS

Key requirements

- Flexibility: Please outline how your proposal can meet the flexibility features described in the RFP.
- Accessibility: Please outline how your proposal can meet the accessibility features described in the RFP.
- Translations: Considering that the content should be translated into at least five languages, please explain how you aim to achieve this.
- Adaptability: Given that the participants of this training will be from a global audience, please outline how you would adapt learning content for different regions and cultures?
- Progress tracking: Please outline how your proposal can meet the progress tracking features described in the RFP.
Creativity: Please describe your creative style and how you will generate engaging content for users?
In case your proposal includes a forum (or similar) for learning participants and registered users to connect and discuss with one another, please share details with us.
Media features: Please outline how your proposal can meet the media features requirements described in the RFP.

Assessment and accreditation
• Would you be able to provide the possibility for formal assessment? If yes, please provide details.
• Would you be able to provide the possibility of formal certification/accreditation? If yes, please provide details.

Structure and suitability
• Based on your knowledge of the SBTi and the main objectives of this programme, please describe how you would structure the learning.
• Provide feedback based on the review of our initial module outline.
• Considering your knowledge of the SBTi’s stakeholders and the intended audience of the programme, please explain how your proposal meets their needs and learning styles.
• Please share why you would want to work with the SBTi?
• Please share with us why you are the right company for this job?

Contractual elements
• Please outline potential conflicts (conflict of interest, bias, etc) and how this will be managed.
• Please explain the ownership structure of the training programme once developed, specifically in relation to the course content and participant data.
• Please provide a financial proposal detailing the fees required, along with payment terms. All quotes should include VAT. Please provide a separate quote for the creation of the assessment/accreditation element (bullet point 6 of section 5).

Resourcing
• Please provide an overview of the key personnel and teams that will be assigned to the project.
• Please explain your proposed timeline for the development of this programme.
• Please explain your preferred ways of collaboration and the level/type of input required from the SBTi in the development process.

Examples of work
• Please provide us with examples of previous work through links. Note: attachments should be provided via email

Conclusion
• Please share any additional comments and thoughts.