

Request for Proposal: Climate Breakthrough Awardee Retreat 2024

Overview

Climate Breakthrough is a nonprofit organization that works to empower global climate leaders to design and launch their most ambitious climate change mitigation ideas. As a part of our support to our climate leader awardees we host an annual retreat to gather awardees, Climate Breakthrough staff, and board members. The aim of the retreat is to act as a catalyst to help awardees connect, rejuvenate, and return to their work feeling invigorated and supported as a part of our community.

We are looking for an external partner to help us plan and execute our next awardee retreat in the environs of Bali, Indonesia for July 2024.

Goals

The broad goals of the retreat include:

1. Create a sense of community, connection, and reinvigoration among participants.
2. Agenda with a good balance of structured and unstructured time, including a mixture of formal agenda, outside activity, and free time.
3. Successful integration of separate one-day board meeting.

OVERVIEW OF AWARDEE RETREAT PLANNING PROJECT

As outlined above, Climate Breakthrough is planning a retreat to bring several cohorts of our community together. We are looking for an external partner with experience planning international retreats/events that can help us handle the logistics and execution of this retreat, with emphasis on values, safety, attention to detail, excellent communication internally and externally, and seamless execution. The retreat is an annual event so ideally we would find someone who we could work with on an ongoing basis.

What we're looking for:

1. Assistance in choosing and contracting a venue.
2. Assistance in making travel and transportation arrangements.
3. Assistance in arranging an outside activity away from the venue.
4. Attendance for the duration of the retreat for on the ground execution.

5. Ability to communicate and work effectively with Administrative Coordinator, other Climate Breakthrough partners, and retreat participants.
6. Ability to accommodate changing needs of participants as they arise, such as flight changes, safety concerns, etc.

The Timeline

Response from you by **November 24, 2023**.

- Earlier is certainly welcome! We are also happy to arrange additional meetings to provide additional context if needed.
- If you have questions prior to providing a response please reach out!

Climate Breakthrough will provide a decision by **December 8, 2023**. The retreat planning project will commence immediately upon contract, with the retreat taking place **July 2024**.

WHAT WE WOULD LIKE TO GET FROM YOU

We would appreciate your clear feedback on what we can expect from this potential relationship. Our ideal is someone with whom we can work annually even as we shift locations around the world. We are open to discussions.

Below are our expectations for your response to this proposal:

1. Your timeline and capacity for this work.
2. Your capacity and expertise in working internationally across different locations.
3. Logistically, how would we work with you or your team on a project like this?
4. A draft scope of work aligned with the RFP above, your initial thoughts about how Climate Breakthrough can achieve its retreat goals.
5. An estimated budget for your services for the project.
6. 2-3 references, preferably with at least 2 at international organizations you have worked with in the past.
7. We would also appreciate any detail you could provide on your experience with:
 - a. Arranging retreats internationally (e.g., what locations have you worked in?).
 - b. Socially responsible businesses or nonprofits.
 - c. Small organizations with coordination teams of 1-2 people.

To be considered for this project interested candidates should email **Erica Chen-Johnson** at erica@climatebreakthrough.org for the full RFP, and respond according to the above timeline and expectations.