

Request for Proposal: Coordinating Team for the Washington State Climate Assembly

Objective: Conduct a Climate Assembly in Washington State, using current best practices.

Description: Use principles of deliberative democracy to prepare and conduct the [Washington State Climate Assembly](#) (hereinafter referred to as the Assembly), to develop recommendations to the State government for reducing our net greenhouse gas emissions. For the first Climate Assembly in the USA, the Coordinating Team should bring experience in organizing quality public engagement events or the ability to partner with facilitators who demonstrate such experience.

Your organization may not apply if:

- It plays a role in climate advocacy.
- It is connected to a branch of State government.
- It plans to play a role in the Hiring Workshop (see below).

COVID-19 adaptation: Due to coronavirus, plan to conduct all or most Assembly sessions online.

Background: Five Committee Chairs in the Washington State House of Representatives recently co-authored an [Op-Ed](#) requesting Washingtonians recommend climate policy through an independent, non-partisan Climate Assembly like those in Europe.

The Deliberative Question(s): By the time of hiring the Coordinating Team, a public workshop will have been held to determine the central (and possibly subsidiary) questions to be addressed by the Assembly, within the overall framework of recommending climate mitigation policies to the State government. The Coordinating Team will have discretion to modify the question if necessary, in consultation with the Monitoring Team (see below).

The Assembly: Members will come from a random sample, sorted to compose the state “in a nutshell” by ethnicity, age, gender, education, district, and political affiliation or climate views. (We will provide guidance and tools for this selection process.) The Assembly will engage experts on science and policy, discussing potential solutions, listening actively, then formulating recommendations.

Oversight: The Assembly process will be overseen by a separately-appointed Monitoring Team, consisting of a balanced group of NGO representatives, State lawmakers and civil servants, and Tribal government representatives, ideally spanning the political spectrum. Any disputes among the Coordinating and Monitoring Teams will be resolved through an arbitration process.

The Coordinating Team tasks include:

1) Adopting Rules & Procedures for this Assembly. For general principles, see [OECD guidelines](#). A Pro Bono Design Team skilled in structuring Assemblies is available to guide you through this process and provide you with a definitive set of procedures known as the Rivendell Model, which will be published in the second part of July.

2) Developing and conducting an information campaign on the Assembly through graphics, logo, printed and social media, PR, website, live streaming, and delivery of final reports.

3) Recruiting Assembly members: We will provide guidelines, tools, technical assistance, and a dedicated budget for this part of the process.

4) Designing/conducting the Assembly with 100 members and 10 alternates, including:

- a) agendas for 24-30 hours of Assembly learning and deliberative sessions
- b) technical support for remote conferencing, ensuring members can connect
- c) developing/providing program materials for members
- d) coordinating between Expert and Stakeholder presenters, and facilitators
- e) assistance for childcare, laptops, technology, accessibility, translation, etc. to help members participate (\$15,000 will be separately budgeted)
- f) distributing stipends to members at completion (\$55,000 will be separately budgeted)
- g) publishing two reports: a listing of the Recommendations, and a report on the Process of the Assembly
- h) organizing a meeting where Assembly members present their recommendations to State government officials.

For more information, see these documents:

- [Organizational structure chart](#)
- [Organizational structure description](#)
- [Conceptual timeline](#)

Your Proposal should address how you will accomplish the above tasks, as well as how you will adapt the Assembly model to the online format, including:

- Technological tools
- Addressing technological challenges in disparate communities
- Maintaining engagement and learning between shorter sessions
- Providing opportunities for participants to get to know one another
- Cultivating dialogue among participants in the absence of face to face interaction

Time Window: In the ideal scenario, the Assembly would wrap up in December and present their report to the State Legislature in January. However, we recognize that succeeding with such a timeline might be challenging. You are invited to propose a timeline that you consider to be realistic yet as short as possible. For your assistance, we have provided a generic timeline without dates, listing all the major components of the process.

PROVISIONAL BUDGET allocated to Coordinating Team: \$125,000, excluding costs of participant selection and reimbursement (see above). We are preparing for contingencies that might require additional expenditures (additional or in-person meetings, more public outreach, a separate youth workshop, etc.), but at this stage, a basic budget will suffice for your proposal. You are free to present a budget that comes under or over this figure, backed by sound analysis and a strong proposal.

LETTER OF INTENT TO APPLY: Submit by July 31. Explain why you think your organization would be a good candidate to run the Assembly, and what your approach would be. We are looking for candidates who have experience in organizing participatory processes, facilitating meetings, and/or coaching groups, and who enjoy working with people.

We encourage you to interact with us early in the process. **An information session on this Assembly process will be held July 24; contact us for more information.**

PROPOSAL: Submit by August 14: Include:

- Your BIOs, detailing work relevant to this project
- A proposed line-item BUDGET (see above)
- A rough AGENDA for Assembly sessions and TIMELINE

PARTIAL PROPOSALS INVITED: If parties are not identified to take on the entire project, the Initiating Group might help contractors with partial proposals to form a Coordinating Team in partnership. Therefore, you may submit a proposal to perform a discrete part of the project.

HIRING PROCESS: The Coordinating Team will be chosen during a Hiring Workshop where decision-makers will consist of a balance of NGO representatives, State lawmakers and civil servants, and Tribal government representatives, who will discuss pre-reviewed proposals from applicants and interview the top candidates individually.

TO APPLY, AND FOR MORE INFORMATION: We encourage you to contact us as you work on your proposal. The Initiating Team and Pro Bono Design Team can advise you. Contact the Climate Assembly Washington Initiating Team, % info@climateassembly.us.