

REQUEST FOR PROPOSAL (RfP)

Support to developing the C40 Regional Business Plan
2022-2024 for North America

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
New York, NY 10017
United States of America

24th November 2021



1. C40 Cities Climate Leadership Group

C40 is a network of nearly 100 mayors of the world's largest and most influential cities who are leading on delivering the urgent and most ambitious action needed right now to support a green & just COVID-19 recovery, limit global heating to 1.5°C and build healthy, equitable and resilient communities. While C40's greatest strength is its ability to unite the world's leading mayors around climate action, we are equally guided by city demand for tailoring of C40 services, especially within different regional contexts.

2. Summary and Background of the Project

The C40 Business Plan 2021-2024 and the C40 Leadership Standards set out global goals and commit to having regional priorities within them. C40 knows how we are delivering and reporting on the global goals, but we need to finalise how we are doing that for regional priorities for an effective regionally-coordinated delivery.

The Regional Business Plan for North America will be a guiding document on how the C40 Leadership Standards and each of the sections of the C40 Business Plan will be delivered in the region. It will be a document that will be shared with cities, funders and partners, but it will also include internal annexes anchoring the delivery and regional coordination of the Regional Business Plan.

C40 is seeking support from an external expert to help with external stakeholder and political mapping, identifying key areas for C40 to expand into to achieve regional priorities to inform the Regional Business Plan for North America. The work will also involve some consultation with internal and external stakeholders, in close collaboration with C40 staff leading on this project.

3. Project Scope, Budget & Timeline

Please refer to the draft Statement of Work below for project scope and timeline.

Please indicate your proposed quote for the project cost (see target budget range in the Statement of Work).

4. Bidder Qualifications

Bidders should provide the following items as part of their proposal:

- CV;
- Letter of Interest, including a reference to other similar projects completed by the provider and/or experience working with C40 or similar organisations in the past;
- A short outline of the planned approach to achieve the deliverables in the Statement of Work below;
- Any risks and assumptions made in planning this work;
- Cost proposal (see format in Statement of Work below)

5. Proposal Guidelines, Evaluation Criteria & Selection Timeline

This Request for Proposals represents the requirements for an open and competitive process. Proposals in English will be accepted until **30 NOVEMBER 2021, 5pm EST**. Any proposals received after this date and time will not be accepted.

C40 will evaluate all proposals based on the following criteria:

- Overall proposal suitability: ability to meet the scope and needs included in this document (40%)
- Value for money (30%)
- Expertise and experience of the bidder(30%)

The work to meet the requirements contained herein cannot be outsourced.

The winning bidder will be notified of the outcome within 1 week of submitting the proposal. Contract terms and conditions will be negotiated upon selection of the winning bidder.

Please submit 1 copy of your proposal to the email addresses below by 30 NOVEMBER 2021, 5pm EST:

Laura Jay, Regional Director for North America, ljay@c40.org

Jana Davidova, C40 Senior Analyst and Business Manager, jdavidova@c40.org

Statement of Work

Scope of Work

The Service Provider will carry out relevant analysis and provide inputs into the C40 Regional Business Plan 2022-2024 for North America. This will include primarily the below deliverables but might also include additional elements, if agreed and within the project cost. Any deliverables and underlying data will be made available to C40 as editable electronic files.

#	Deliverable	Detail
1	<p>Regional focused analysis</p> <p><i>Deliverable Format: inputs into relevant sections of the C40-led draft Regional Business Plan document & raw analysis data</i></p>	<p>The provider will carry out stakeholder and political analysis and mapping related to the below regional priorities, to help determine where C40 should focus our efforts through strategic recommendations and short and long term action goals:</p> <ul style="list-style-type: none"> • Coalitions of strategic, innovative and new partners are working alongside mayors to advance climate action at the local and regional level (including health, resilience, unions and other stakeholders) • All policies and programs addressing climate action within C40 cities in the region are intentional about ensuring inclusivity and equity from their development to implementation to ensure climate action benefits and outcomes are felt by all in the community • Mayors, city staff and local leaders across North America are empowered to take bolder, more innovative action to address climate change and inspire cities across the region to increase climate ambition and action. • C40 Mayors are seen by national governments and partners in the United States and Canada as indispensable champions for high impact climate action and as key strategic partners for scaling this action. <p>The provider will address the following questions and integrate into the Regional Business Plan:</p> <ul style="list-style-type: none"> • What does C40 success in the North America region look like in 2024, based on the C40 global business plan 2021-2024, C40 city priorities, the regional priorities, and challenges and new regional opportunities? • Any key new and emerging trends, developments, opportunities, or risks in the region that need to be taken into account (including any new developments after COP26)? • How can mayors in the region connect more and what are the opportunities to put forward a common narrative for the region? Should we put a common narrative forward for the region, or should we develop national narratives for both the US and Canada? • Who are new partners who can elevate the voice of mayors who C40 doesn't already engage with? What role can C40 play with those new partners? • How can C40 support mayors get more involved in influencing critical decisions that are outside of their direct control (specifically utilities, state, regional levels?) • What new philanthropic partnerships and funding opportunities exist in the region in climate, cities, health, resilience, economic development, and equity?
2	<p>Consultation with key internal & external stakeholders</p> <p><i>Deliverable Format: Meeting notes & findings used to inform the analysis above</i></p>	<ul style="list-style-type: none"> - To inform the analysis above - Consultation with relevant C40 staff (up to 8 interviews) - Consultation with C40 cities (3-4 select cities, 30min-1h calls) - coordinated by C40 - Consultation with any other external stakeholders (up to 3-5; agreed upon recommendation from the provider)

* The project work will be coordinated through weekly ± 1h check-in with the project leads and regional C40 staff (coordination and reviews).

Term

The project is due to run between 5 December 2021 and 30 January 2022.

Quote

Total expected cost in USD (including all taxes and fees and/or VAT if applicable): _____

(C40 budget expected range: USD 8,000 - 10,000)

Payment Schedule

C40 to be invoiced for a one-time payment once the final product (all deliverables as per statement of work) is delivered. Payment will only be made for services delivered as per the statement of work form approved and issued by C40, prior to commencement of any work. Payment will be made upon approval of services delivered by the C40 staff point of contact.

C40 Staff Point of Contact

Laura Jay, Regional Director for North America, ljay@c40.org

Jana Davidova, C40 Senior Analyst and Business Manager, jdavidova@c40.org