Request for Proposal

Consultant supporting the Women4Climate initiative in the C40 South and West Asia region cities

27 May 2022

Foreningen C40 Cities Climate Leadership Denmark
Frederiksholms Kanal 30,
st. mf., 1220
København K
1. Background

1.1. About C40

The C40 Cities Climate Leadership Group (C40) is a network of the world’s megacities committed to addressing climate change. Acting both individually and collaboratively, C40 cities are having a meaningful global impact in reducing both greenhouse gas (GHG) emissions and climate risks. C40 brings together a unique set of assets and creates a shared sense of purpose. C40 offers cities an effective forum where they can collaborate, share knowledge and drive meaningful, measurable and sustainable action on climate change to create resilient, sustainable and low carbon cities. As a climate organisation of the world’s greatest cities, C40 supports its members to move on to a low carbon development pathway, adapt to climate change, curb GHG emissions, and engage in partnerships among themselves and with global organisations, national governments, the private sector and civil society.

1.2. About the C40 Women4Climate Initiative

Women4Climate (W4C) is a joint initiative of C40 Cities and the L’Oréal Foundation to support women developing their climate knowledge and leadership skills through mentoring, access to C40 experts, remote training, networking where the women can interact and receive the support of their colleagues from other cities.

The Mentorship Programme supports cities in engaging with resident women to accelerate local climate projects and solutions that contribute to the city's climate priorities and action plans. It matches committed leaders from the public and private sectors, international organisations, and civil society members with emerging women leaders at differing stages in developing their climate projects and solutions.

2. Objectives of request for proposal

To support the delivery of the Women4Climate programme, we are looking for a consultant to support the planning, delivery and community building activities of Women4Climate mentorship programmes in cities in the C40 South West Asia region for 12 months.

Currently, there are two active programmes in the region. The Women4Climate Mumbai programme was launched at the end of 2021,
while the Women4Climate Bengaluru programme is due to kick off its activities in early June 2022. C40 is in conversations with other cities who are interested in launching their programmes in Q3/Q4 of 2022 and in Q1/Q2 2023. All activities are expected to be delivered remotely with limited travel expected, where appropriate.

The consultant is expected to be a good project manager, a skilled communicator and a proactive individual, with a particular interest in the climate and gender/inclusivity nexus. They will use these skills and knowledge to support cities in the region in establishing and running mentorship programmes and to engage with Women4Climate mentorship programme participants to support their full and meaningful participation in the programme activities.

3. Details

3.1. Requirements

The winning consultant will be expected to support and coordinate the day to day interactions associated with the launch of the programme and assist with the logistics required to effectively roll it out as well as support the implementation of the work plan in each city as well as animate the community to support interactions.

The consultant will work closely with the Women4Climate project manager and the South & West Asia team at C40 to carry out all tasks set within the given timeframe and ensure the successful delivery of the programme.

The assignment will require engagement for 14 days a month over 12 months, on average.

The consultant will further ensure the city points of contact are regularly updated on progress and ensure all major decisions are presented to the city and C40 for agreement. The main deliverables (but not limited too) for the assignment are detailed below:

- Ensuring widespread dissemination of the call for applications through identification of possible partnerships with key local and international stakeholders
- Facilitating local partnerships
- Identifying mentors and securing their participation in mentorship programmes
- Leading the shortlisting process for mentees and mentors
- Ensuring the successful delivery of jury day where a panel of jurors will meet to assess the applicants and select the mentees
- Keeping all participants well informed and ensure they understand the programme particulars
- Matching mentors with mentees according to their background and experience
- Ensuring the successful delivery of the initial introduction to the programme where mentees and mentors will meet, settings the stage for the months to come
- Ensuring all relevant information is collected in English from mentees and mentors to be uploaded on the Women4Climate website
- Ensuring the mentee and mentor relationships are underway and happy that they matched well
- Identifying local providers to conduct various trainings for the mentees where resources are available
- Creating opportunities for mentee and mentor interactions either on Zoom, Whatsapp, Facebook or other platforms
- Ad hoc activities as identified by cities and C40

3.2 Project Management

The consultant is expected to work independently and will be reporting to the Women4Climate Project Manager.

The Women4Climate Project Manager will both oversee the project and be an active partner. The successful bidder is expected to foster close and constructive working relations with the Women4Climate, South and West Asia team and the Women4Climate cities in the region.

The provider will be required to submit a quote and timeline upon request for each deliverable and once approved by the Project Manager, work can commence. All interim change requests will also need to be approved by the Project Manager.

4. Further Information

4.1. Budget

C40 would like to invite you to submit a short proposal for delivering the activities set out above. For a successful bidder, an open contract of up to US$5,000 (inclusive of all applicable taxes) will be established containing the terms and conditions and day rate.

All proposals must include daily rates and be inclusive of all applicable taxes.
4.2. Submission details

Submissions should include:
- Please keep your submission short, **maximum two A4 pages**, exclusive of Curriculum Vitae (CV)
- Up-to-date CV
- Daily rates which will be fixed for the duration of the contract
- Description of experience in coordinating and implementing projects linked to climate action, inclusive of a gender equity component or projects focussed on gender equity and women leadership
- At least two recent references with phone and email contact details
- Confirmation of adherence to C40’s terms and conditions (see Annex)
- Any additional deliverables and/ or information relevant to this tender

4.3. Submission deadline

Submissions should be received by email no later than **14 June 2022**, using subject heading “W4C South and West Asia - Support – SUBMISSION” to:

Manasi Kumar (Senior Manager of Engagement and Public Affairs, South and West Asia), mkumar@c40.org and women4climate@c40.org

a. Evaluation

Submissions will be evaluated against the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project management – ability to deliver outputs to time and quality</td>
<td>50 %</td>
</tr>
<tr>
<td>Expertise and understanding of inclusive climate actions, inclusive of gender equity</td>
<td>30%</td>
</tr>
<tr>
<td>Understanding of/ experience working with community-based initiatives</td>
<td>10%</td>
</tr>
<tr>
<td>Value for money</td>
<td>10 %</td>
</tr>
</tbody>
</table>

b. Timeline – Procurement

- **27 May 2022**: Publication and dissemination of RfP
- **5 June 2022**: Deadline for questions about RfP
- **8 June 2022:** Questions answered for all bidders
- **14 June 2022:** Deadline for submission of proposal
- **22 June 2022:** Confirmation of winning proposal and notification to bidders who were not selected.

In case of delays, the timeline will change accordingly.

Any proposals received after this date and time will not be accepted and will be returned to the sender.

## 5. Contracting

All contracting and invoicing will be handled through:

Foreningen C40 Cities Climate Leadership Denmark  
Frederiksholms Kanal 30,  
st. mf., 1220  
København K,  
Denmark

For the successful bidder, an open contract of up to US$5,000 (inclusive of all applicable taxes) will be established containing the terms and conditions and day rate(s). **The open contract will not commit C40 to issuing any task orders; instead C40 will invite the successful bidder to support particular activities once these have been identified.** All work will be commissioned on a time and materials basis, with the C40 programme manager confirming the scope, budget and timeline for each deliverable. A quote will be supplied by the provider and agreed with the C40 programme manager prior to the commencement of any work. The open contract will have a duration of 12 months.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RfP. All contractual terms and conditions will be subject to review by the C40 legal department and will include scope, budget, schedule and other necessary items pertaining to the project.

## 6. Terms and Conditions

C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time, without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action. All costs incurred in connection with the submission of this RFP are non-refundable by C40 Cities Climate Leadership Group.
C40 intends to enter into the form of contract attached as Appendix 3 and entitled Service Provider Agreement with the winning bidder. The winning bidder, however, may propose amendment to the contract or the use of their own Terms of Service (or similar), subject to C40's internal contract approval process.

If C40 is unable to execute a contract with the consultant awarded the contract, we reserve the right to award the contract to the second highest bidder.

7. Contact

All questions related to this RFP should be directed by email to Manasi Kumar mkumar@c40.org and the Women4Climate team at women4climate@c40.org

8. Annex

C40's Standard Service Provider Agreement

SERVICE PROVIDER AGREEMENT

This SERVICE PROVIDER AGREEMENT (this "Agreement"), is dated as of [ ], (the "Effective Date"), by and between FORENINGEN C40 CITIES CLIMATE LEADERSHIP DENMARK CVR Number of 40708243 ("C40"), and [ ], having an address of [ ] ("Service Provider").

WHEREAS, in furtherance of its charitable and educational mission, C40 desires to engage the services of Service Provider, and Service Provider desires to render such services to C40, in accordance with the terms and conditions set forth below.

NOW THEREFORE, in consideration of the covenants and agreements set forth in this Agreement, and for other consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Services. During the Term (as defined below), Service Provider will provide services and/or advice to C40 as set forth in one or more Statements of Work (the "Services"), which shall be signed by both parties in the form attached as Exhibit A. The parties may mutually agree from time to time on additional Statement(s) of Work providing for additional Services to be performed pursuant to this Agreement. In the event of any conflict between the terms of this Agreement and any Statement of Work, the terms of this Agreement shall control and govern.

2. Term. The term of this Agreement ("Term") will commence on the Effective Date and will terminate 60 days following completion of the Services, unless extended by C40 in writing or earlier terminated in accordance with this Agreement.

3. Fees. Service Provider will invoice C40 for the Services for each of the payments due. Each invoice will be payable to Service Provider within thirty (30) days after its receipt by C40.
Invoices will be addressed to Foreningen C40 Cities Climate Leadership Denmark, Frederiksholms Kanal 30, st. mf., 1220, with attention to C40 Finance and be delivered via electronic mail to: finance@c40.org; provided, that if it is impracticable for Service Provider to deliver invoices via electronic mail, invoices may be mailed by post to the following address: Foreningen C40 Cities Climate Leadership Denmark, Frederiksholms Kanal 30, st. mf, with attention to C40 Finance.

4. **Independent Contractor.** The Services will be performed by Service Provider as an independent contractor, and neither Service Provider nor any of its directors, officers, employees, volunteers, agents, or contractors (as applicable) (collectively, "Personnel") will become, by virtue of this Agreement, an employee or agent of C40. Service Provider Personnel will have no right or authority to assume or to create any obligation or responsibility, express or implied, in the name or on behalf of C40. To the extent applicable, Service Provider will assume all responsibility for unemployment compensation, workers' compensation, retirement plans, and other benefits, as well as all obligations to pay national, state, local and social security/insurance taxes on any amounts paid in connection with this Agreement. Service Provider acknowledges that C40 has no obligation to Service Provider or any of its Personnel in this regard, and Service Provider agrees to indemnify and hold harmless C40 with respect to any claims or liability regarding such benefits, taxes, and related matters.

5. **Performance of Services.** The Services will be performed by Service Provider or by Personnel under the control of Service Provider using best efforts.

6. **Confidentiality.**

   (A) **Confidential Information.** During the course of performing the Services, each party may have access to confidential or proprietary information (in print, electronic, or other format) that is not otherwise known to the general public and that is owned by or licensed to a party or its affiliates (or third parties to whom a party owes a duty of confidentiality), which is marked confidential or should reasonably have been known to be confidential ("Confidential Information"). Each party agrees to: (i) keep the other party's Confidential Information strictly confidential; (ii) use the other party's Confidential Information solely for the purpose of fulfilling its obligations under this Agreement; (iii) disclose the other party's Confidential Information only to its Personnel who have an absolute need to know such Confidential Information and who are informed of and agree to be bound by the confidentiality obligations set forth in this Agreement. A party will be liable for any breach of confidentiality obligations by any person or entity to which the party discloses the Confidential Information. Each party will use commercially reasonable efforts to assist the other party in identifying and preventing any unauthorised access to, use or disclosure of its Confidential Information and will immediately notify the other party in writing if it becomes aware of any unauthorised access to, use or disclosure of the other party's Confidential Information.

   (B) **Exclusions.** Confidential Information does not include information to the extent, as shown by written evidence, that it: (i) is or becomes generally available to the public through no act or failure to act on the part of the receiving party or its Personnel; (ii) was rightfully within the receiving party's possession, free of any confidentiality obligations, before being furnished by or on behalf of the disclosing party; (iii) becomes available to the receiving party on a non-confidential basis without breach of this Agreement; (iv) is information that the receiving party independently developed without breach of any obligation of confidentiality to the disclosing party; or (v) is released from confidential treatment by the disclosing party's written consent.

   (C) **Return of Confidential Information.** If requested by the disclosing party upon expiration or termination of this Agreement or at any other time, the receiving party will return or destroy, and provide an officer's certificate that it has returned or destroyed, all materials and documents (in any format) containing Confidential Information.
(D) **Injunctive Relief.** Each receiving party agrees and acknowledges that a breach or threatened breach of its confidentiality obligations will cause irreparable injury and that, in addition to any other remedies that may be available at law, in equity or otherwise, the disclosing party will be entitled to seek injunctive relief against the receiving party's threatened or continued breach of its confidentiality obligations.

7. **Work Product.**

   (A) **Works Made for Hire; Assignment.** C40 has specially ordered and commissioned all material that Service Provider creates under this Agreement (the "Work Product") as "works made for hire" under United States copyright laws. Accordingly, subject to the limitations of Paragraphs (B) and (C) of this Section, C40 is the author of the Work Product for all purposes and will forever and exclusively own all worldwide right, title, and interest in the Work Product, including copyrights and all other proprietary rights. If the Work Product, or any part of the Work Product, is determined not to be a work made for hire, then, as of the Effective Date and without further consideration, Service Provider hereby irrevocably assigns to C40 all of its right, title, and interest in the Work Product, including copyrights and other proprietary rights. If the Work Product, or any part of the Work Product, is determined not to be a work made for hire, then, as of the Effective Date and without further consideration, Service Provider hereby irrevocably assigns to C40 all of its right, title, and interest in the Work Product, including copyrights and other proprietary rights. If the Work Product, or any part of the Work Product, is determined not to be a work made for hire, then, as of the Effective Date and without further consideration, Service Provider hereby irrevocably assigns to C40 all of its right, title, and interest in the Work Product, including copyrights and other proprietary rights. If the Work Product, or any part of the Work Product, is determined not to be a work made for hire, then, as of the Effective Date and without further consideration, Service Provider hereby irrevocably assigns to C40 all of its right, title, and interest in the Work Product, including copyrights and other proprietary rights.

   (B) **Pre-Existing Works.** If Service Provider incorporates, in whole or in part, any portion of pre-existing works owned by Service Provider ("Pre-Existing Works") into any Work Product, Service Provider will identify in writing the Pre-Existing Works. Service Provider hereby grants C40 a worldwide, irrevocable, fully-paid up, and royalty-free license (with the right to sublicense the right) to reproduce, distribute, create derivative works of, publicly display, and perform the Pre-Existing Works as part of the Work Product in any medium now known or later developed in furtherance of C40's charitable and educational mission.

   (C) **Third-Party Materials.** If Service Provider wishes to incorporate any elements owned by third parties ("Third-Party Materials") into any Work Product, Service Provider will obtain C40's prior written consent and obtain in writing, on C40's behalf, a worldwide, irrevocable, fully-paid up, and royalty-free license (with the right to sublicense the right) to reproduce, distribute, create derivative works of, publicly display, and perform the Third-Party Materials as part of the Work Product in any medium now known or later developed. Service Provider will provide C40 with a copy of all licenses to Third-Party Materials.

   (D) **Residual Knowledge; Other Engagements.** The parties acknowledge and agree that this Agreement is not intended to restrict Service Provider from continuing to use any general ideas, concepts, know how, methodologies, processes, or techniques that Service Provider has acquired and developed as part of its expertise in consulting under this Agreement or to prevent Service Provider from pursuing other business engagements, provided that such use and engagements by Service Provider do not involve C40's intellectual property or Confidential Information or the Work Product created under this Agreement.

8. **Representations, Warranties and Covenants.**
Service Provider represents, warrants and covenants that:

(i) Service Provider has the full right and authority to enter into this Agreement, to grant all rights granted, and has the requisite expertise to perform all Services and will diligently and timely provide the Services in a professional and workmanlike manner in accordance with the highest industry standards;

(ii) by entering into this Agreement, Service Provider will not violate the terms of any pre-existing agreement that Service Provider may have with another party;

(iii) the Work Product will be original except to the extent any Pre-Existing Works or Third-Party Materials are incorporated in the Work Product;

(iv) the Work Product (and any Pre-Existing Works or Third-Party Materials incorporated in the Work Product) will not infringe the copyright, trademark, patent, or other proprietary or other right of any person or violate any law;

(v) Service Provider will comply with all applicable local, city, state, federal and international laws, rules and regulations including, all environmental, safety and health and labor and employment (including those addressing discrimination, harassment and retaliation) laws, rules and regulations, and will remain in compliance during the Term;

(vi) Service Provider will comply with all applicable affirmative action laws and regulations;

(vii) Service Provider has established adequate safety standards and protocols for its Personnel and will cause Personnel to follow such standards and protocols;

(viii) Service Provider will instruct its Personnel in any safety standards and protocols promulgated by C40, or the management of a facility occupied by C40, and its Personnel will follow such standards and protocols;

(ix) Service Provider has appropriate safeguarding policies, protocols and practices in place to ensure that it does no harm to beneficiaries of its services and its staff. This means having policies in place which reflect the safeguarding practices of C40 (the latest can be found here: https://www.c40.org/contact); and

(x) all Personnel are approved and authorised to work in the place they will be working under all applicable rules and regulations.

At any time, C40 may request Service Provider to present copies of Service Provider’s programs, policies and/or documentation as to any training provided by Service Provider to its Personnel.

9. **Indemnity: Insurance.**

(A) **Indemnity.** Service Provider will indemnify, protect, and hold harmless C40 and its affiliates, and their respective Personnel (collectively, "Indemnitees") against all liability, damages, judgments, costs, fines, penalties, interest and expenses (including reasonable legal and professional fees and similar disbursements incurred in any action or proceeding), to which the Indemnitees may be subject or suffer arising from, or in connection with: (i) a breach of this Agreement by Service Provider, (ii) a breach of any of Service Provider's representations, warranties, and covenants, (iii) the negligent or willful misconduct of Service Provider, in the performance of the
Services, or (iv) any third-party claim resulting from or related to the Services, to the extent the liability or harm was not caused by C40.

(B) Service Provider covenants to maintain all relevant obligatory insurances as requested by local law, including the local equivalents of employer's liability coverage, professional liability policy, automobile liability policy, if applicable, with coverage limits that would be maintained by a prudent party in Service Provider's industry performing work similar to the Services.

10. **Non-Disparagement and Non-Disclosure.** Service Provider recognises and agrees that as a result of its engagement by C40, it is assuming a position of confidence and trust and as such will not in any way defame, disparage, libel or slander C40 and/or its respective directors, officers, owner(s), affiliates, associates and related entities, and will not, during the Term or thereafter, contact, respond to any request from, or in any way discuss C40 and/or its respective directors, officers, owner(s), affiliates, associates or related entities with any news provider or other media (print, television or otherwise).

11. **Limited Liability.** C40's liability under this Agreement is limited to the fees earned by and payable to Service Provider pursuant to Section 3, and in no event will include consequential, special or indirect damages or claims for loss of profit or business. No individual director, officer, official, employee, volunteer, agent or affiliate of C40 will be personally liable under this Agreement, and no recourse can be held against any such party's assets by reason of a breach of this Agreement by C40 or otherwise.

12. **Termination.** C40 may terminate this Agreement upon 30 days' written notice to Service Provider. Following termination, C40's only obligation to Service Provider will be to pay Service Provider amounts due for Services satisfactorily rendered. Upon the termination, Service Provider will immediately deliver to C40 in understandable and organised form, all Work Product (including works-in-progress), and will, at no extra charge, be available to and cooperate with C40's designees in connection with the transition of the Services.

13. **Anti-Corruption Laws.** Service Provider hereby acknowledges that it is familiar with the terms and provisions of the United States Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"), the UK Bribery Act, (the "Bribery Act") and all applicable international and local country anti-bribery and anti-corruption laws, rules, decrees, orders and regulations (the FCPA, Bribery Act and such applicable international and local country laws, decrees and regulations are individually and collectively referred to as "Anti-Corruption Laws") and the general and specific purposes of such Anti-Corruption Laws. The Service Provider further represents, on behalf of itself as well as its subsidiaries and affiliates, and their respective directors, officers, employees, and agents, that the Service Provider does and will comply in all respects with all applicable Anti-Corruption Laws.

14. **Miscellaneous.**

(A) **Subcontracting.** Service Provider may subcontract or delegate its obligations under this Agreement only with C40's prior written consent in each instance; if C40 approves any subcontractor, upon C40's request, Service Provider will promptly provide to C40 all information that C40 reasonably requests concerning the subcontractor. Service Provider is primarily responsible for all acts and omissions of subcontractor and for ensuring subcontractors comply with this Agreement.

(B) **Prior Services; Survival.** If Service Provider has provided any of the Services before the Effective Date, this Agreement would apply except as expressly stated otherwise. Any Sections that contemplate survival of termination or expiration of this Agreement will survive such
termination or expiration, including the Sections "Representations, Warranties and Covenants," "Trademarks," "Limited Liability" and "Indemnity; Insurance".

(C) **Notices.** All notices under this Agreement must be in writing and be sent by electronic mail, by hand, by courier service, mailed by certified or registered mail (return receipt requested, postage prepaid) or by other method for which the sender has written proof of receipt to the address of a party below (or to another address as a party may designate by notice):

If to C40:
Foreningen C40 Cities Climate Leadership Denmark
Frederiksholms Kanal 30,
st. mf., 1220
København K,
Denmark

Attention: C40 Legal
Email: legal@C40.org
If to Service Provider:
[insert information]

(D) **Entire Agreement; Modifications.** This Agreement: (i) contains the entire agreement of the parties and supersedes all other oral or written agreements regarding its subject matter; and (ii) may be modified only by a written amendment signed by both parties.

(E) **Waiver.** Any waiver must be in writing and signed by a party. A waiver in one instance will not be considered a continuing waiver or a waiver in another instance, whether similar or different. No failure or delay in exercising any right, power, or privilege will operate as a waiver, nor will any single or partial exercise of right, power, or privileged preclude any other or further exercise.

(F) **Severability.** If any provision of this Agreement is held to be unenforceable, the remaining provisions will continue in full force and effect and the invalid or unenforceable provision will be severed from this Agreement and replaced by a lawful and enforceable provision which, as far as possible, achieves the intent of the parties, provided that any modification or deletion of a provision should not significantly alter the benefits or burdens of either party under this Agreement.

(G) **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

(H) **Assignment.** Service Provider may not assign this Agreement without C40's prior written consent and any purported assignment in violation of this provision will be null and void. C40 will have the right to assign this Agreement at any time on notice to Service Provider.

(I) **Headings; Including.** The headings contained in this Agreement are for reference purposes only and will not affect in any way the meaning or interpretation of this Agreement. The term "including" is illustrative and means "including but not limited to."

(J) **Cumulative Remedies.** The rights and remedies under this Agreement are cumulative and are not exclusive of any rights and remedies that may be available to any party under applicable law, in equity, or otherwise.
(K)  **Governing Law; Governing Language; Venue.** This Agreement is governed by and should be construed in accordance with the laws of Denmark. For all purposes, this English language version of this Agreement is the original, governing agreement and understanding of the parties; if any conflict arises between this English language version and any translation into another language, this English language version will govern and control. If the parties have any dispute under this Agreement, they will use good faith efforts to resolve the dispute through discussions of an executive officer from each party for a reasonable period. Any dispute arising under or related to this Agreement will be resolved exclusively in the courts in Denmark. Each party irrevocably submits to the exclusive jurisdiction of the foregoing courts and waives any objection to the venue of those courts based on an inconvenient forum or other reasons.

(L)  **Counterparts; Signatures.** This Agreement may be executed in counterparts, each of which will be considered an original and all of which together will constitute one agreement. Signatures on this Agreement delivered by email, PDF, or facsimile will be considered valid and binding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement as of the Effective Date.

FORENINGEN C40 CITIES CLIMATE
LEADERSHIP DENMARK

By: ________________________________
    Name: ________________________________
    Title: ________________________________

{service provider name}

By: ________________________________
    Name: {authorized signer name}
    Title: {title of authorized signer}
STATEMENT OF WORK

This Statement of Work is made subject to the Service Provider Agreement dated {effective date} by and between FORENINGEN C40 CITIES CLIMATE LEADERSHIP DENMARK, and {service provider name} ("Service Provider").

1. Scope of Work
   {a detailed explanation of services to be provided}

2. Term
   {time frame of service with an end date}

3. Fees
   {Service Provider's pay rate; examples include: X amount per hour, X amount per month, X amount for service provided}

4. Payment Schedule
   {how the Service Provider would like to be paid; examples include: quarterly payments, one time payment, monthly payment *note: C40 does not pay more than once per month}

5. C40 Staff Point of Contact:
   {name}
   {email}

FORENINGEN C40 CITIES CLIMATE LEADERSHIP DENMARK

By: ________________________________
Name: ____________________________
Title: _____________________________

{service provider name}

By: ________________________________
Name: {authorized signer name}
Title: {title of authorized signer}