REQUEST FOR PROPOSAL (RfP)

Technical and Project Support for the Los Angeles-Shanghai Green Shipping Corridor Implementation Plan

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

14 June 2022
1. C40 Cities Climate Leadership Group

The C40 Cities Climate Leadership Group connects more than 90 of the world’s greatest cities, representing 650+ million people and one quarter of the global economy. Created and led by cities, C40 is focused on tackling climate change and driving urban action that reduces greenhouse gas emissions and climate risks, while increasing the health, wellbeing and economic opportunities of urban citizens.

The current chair of the C40 is Mayor of London Sadiq Khan; three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40 is governed by a Steering Committee made up of C40 member city mayors, elected by their peers to represent the geographic diversity of the network. Currently, the C40 Steering Committee includes the mayors of Johannesburg, Boston, Copenhagen, Dhaka, Dubai, Hong Kong, London, L.A., Medellin, Milan, Seoul and Tokyo.

C40’s work is made possible by three strategic funders: Bloomberg Philanthropies, Children’s Investment Fund Foundation (CIFF), and Realdania.

C40 positions cities as a leading force for climate action around the world. We define and amplify their call to national governments for greater support and autonomy in creating a sustainable future. Working across multiple sectors and initiative areas, C40 convenes networks of cities providing a suite of services in support of their efforts, including: direct technical assistance; facilitating of peer-to-peer exchange; and research, knowledge management and communications.

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.

C40 Cities Climate Leadership Group, Inc. is a U.S. not-for-profit 501(c)(3) registered organisation, working with the world’s megacities to tackle climate change. With offices in London and New York, and people working across the globe, C40 has about 220 staff members. Around a half are UK based, around a tenth are US based, the remainder cover roughly another 15 countries. C40 is continuing to expand with plans to register entities in other countries this year. C40 Inc. in the U.S. would remain as the party entering into contracts and handling most financial transactions for all its global affiliates.

Website: c40.org
Facebook: facebook.com/C40Cities/
Instagram: instagram.com/c40cities/
Flickr: flickr.com/photos/c40citieslive/
2. Background & Project Summary

The Los Angeles-Shanghai Green Shipping Corridor
Los Angeles and Shanghai forged a partnership in January 2022 of cities, ports, shipping companies and a network of cargo owners to create a first-of-its-kind green shipping corridor on one of the world's busiest container shipping routes.

Convened by the C40 Green Ports Program, this partnership is bringing together the ports of Shanghai and Los Angeles, and key maritime stakeholders, to work on an initiative to establish a Green Shipping Corridor to decarbonise goods movement between the largest ports in the United States and China. The partnership intends to work together to achieve these goals by developing a “Green Shipping Corridor Implementation Plan”.

Key decarbonisation goals for the Green Shipping Corridor partnership include:

- The phasing in of low, ultra-low, and zero-carbon fuelled ships through the 2020s, with the world's first zero-carbon trans-Pacific container ships introduced by 2030 by qualified and willing shipping lines.
- The development of best management practices to help reduce emissions and improve efficiency for all ships using this international trade corridor.
- Reducing supply chain emissions from port operations, improving air quality in the ports of Shanghai and Los Angeles and adjacent communities.

Initiating partners include the City of Shanghai, the City of Los Angeles, the Port of Shanghai (through the Shanghai Municipal Transportation Commission), the Port of Los Angeles and C40 Green Ports Program. Additional, participating partners include A.P. Moller – Maersk, CMA CGM, Shanghai International Ports Group (SIPG), COSCO Shipping Lines, the Aspen Institute’s Shipping Decarbonisation Initiative, facilitators of Cargo Owners for Zero Emission Vessels (coZEV) and the Maritime Technology Cooperation Centre – Asia.

C40 Green Ports Program
Cities and ports, the nodes to global trade, can enable transformative actions that decarbonize global supply chains and improve public health in port communities while meeting the goals of the Paris Climate Agreement. Our vision is that global shipping and trade becomes emissions-free, and that actions at the world's largest and most influential ports and port cities accelerate decarbonization of global supply chains. In addition to climate benefits, this will have benefits for public health and local communities. Recent advancements in zero-carbon shipping fuels and zero-emissions technologies now make full industry decarbonization by 2050 realistic. However, market forces alone will not trigger this transition. Through partnerships between leading ports, cities and public and private sector actors, underpinned by shared ambitious commitments, we will bring together the right stakeholders to enable this change.

Currently, the C40 Green Ports Program is delivered in close collaboration with C40’s Air Quality Program and the sustainability team in the Port of Los Angeles. The Los Angeles
to Shanghai Green Shipping Corridor Implementation Plan development group includes staff from C40 Cities, the Port and City of Los Angeles and their technical partners, the Port of Shanghai and their technical partners, the Shanghai International Port Group, the Port of Long Beach, AP-Moller Maersk, CMA-CGM, COSCO Shipping, Ocean Network Express, the Shipping Decarbonisation Initiative, facilitators of Cargo Owners for Zero Emission Vessels (coZEV) and the Maritime Technology Cooperation Centre – Asia. This group is convened regularly by C40 Cities in various working groups to build consensus towards and design the Implementation Plan.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST, 21 June 2022. Any proposals received after this date and time will not be accepted and will be returned to the sender.

C40 is looking for a highly motivated individual or small team with relevant experience in the emerging green shipping industry, port authorities management, maritime global supply chains or similar.

The selected individual or organization will report directly to C40’s Green Port Project Manager.

Proposals should be limited to 5 pages (front and back), not including a cover page/letter and attachments. All applications must be submitted in both PDF and Microsoft Word formats with margins not less than once inch. Text type must be 11 point or larger.

Proposals should be organised accordingly:

1. Organisational Profile & Key Staff
   ○ Professional bio of the individual or the proposed project team members – please include relevant experience and expertise. Please do not include a CV. Follow the guidelines on how to write a professional bio here.
2. Workplan or Engagement Approach & Timeline
3. Management Plan
   ○ Explanation of how the bidder proposes to work with C40 Green Ports Program team (C40) – key roles and responsibilities, allocated time to the project per week, reporting periodicity, escalation of issues, etc.
4. Budget
   ○ An itemised breakdown of costs in USD including applicable taxes
5. References
   ○ At least two recent references with phone and email contact details.

If the person or organisation submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

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. Bidders should review the attached C40 Service Providers Agreement (SPA), please either confirm acceptance of the agreement or add comments in the SPA document and attach it to the email in response to this RFP.

4. Project Scope

The individual or organization selected for this project will provide a variety of supporting activities to the C40 Green Ports Program (C40), particularly assisting in the development of the LA-SH Green Shipping Corridor Implementation Plan. The scope of work for this project is comprised of the following deliverables:

- **Ongoing expert advisory services:** Participate in the Los Angeles-Shanghai (LA-SH) Green Corridor Committee bi-weekly meetings, and weekly project team update meetings as part of the C40 team, and provide technical inputs as needed by the partnership.

- **Committee meeting materials and reports/memos summarizing key outputs and decisions:** Ahead of each meeting, produce agendas, presentations, and other meeting materials. Following meetings, summarize and share meeting minutes and key output or decisions through written memos or presentations.

- **Technical memos and expert review of technical materials:** Provide written reviews of materials produced from the Green Shipping Corridor committees, including providing robust technical review of outputs. This includes creating or reviewing topic-specific technical memos and providing or commenting on expert recommendations.

- **Provide expert input into the final Implementation plan and lead the review of the plan:** Provide written and verbal expert input into the Green Corridor Implementation Plan document, the prime deliverable of this working group. Lead the coordination of the review and editing of the plan.

- **Create a stakeholder map and convene external stakeholders:** Assist C40 in stakeholder mapping, convening relevant stakeholders, and leading meetings with stakeholders that solicit input into the plan.

- **Working group meeting coordination and facilitation:** Provide overall administrative project support including coordination, scheduling, and facilitation of meetings, where needed.

5. RfP & Project Timeline

**RfP Timeline**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>14 June 2022</td>
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<tr>
<td>Written responses submitted to C40</td>
<td>21 June 2022</td>
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<tr>
<td>Selection decision made</td>
<td>23 June 2022</td>
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<tr>
<td>All bidders notified of outcome</td>
<td>24 June 2022</td>
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<tr>
<td>Project start</td>
<td>As soon as contract is signed</td>
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Project Timeline
The technical support part of this RfP is expected to last 4 months.

6. Project Budget
The total contract amount for this project will be no more than USD 50,000 including applicable taxes. The contracting entity will be C40 Inc. registered in the United States.

7. Proposal Evaluation Criteria
All proposals will be evaluated by a selection panel comprising staff from C40 based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
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<tr>
<td>Work Plan &amp; Management Plan</td>
<td>30%</td>
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<tr>
<td>Demonstrable Expertise</td>
<td>30%</td>
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<td>Individuals and organisations with demonstrable relevant experience</td>
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<tr>
<td>References</td>
<td>20%</td>
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<tr>
<td>Outstanding references from top-tier organizations, companies or individuals</td>
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<tr>
<td>Budget and cost effectiveness</td>
<td>20%</td>
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Each bidder must submit 1 copy of their proposal to the email addresses below by **5pm EST, 21 June 2022**

Alisa Kreynes  
Programme Manager - Green Ports  
akreynes@c40.org

Diego Riano  
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Miranda Jakubek  
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