REQUEST FOR PROPOSAL (RfP)

Socio-political Analysis on Energy Poverty in Warsaw

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

19 July 2022

This project is part of the Inclusive Climate Action Programme. More info:
https://www.c40.org/programmes/inclusive-climate-action
1. About C40 Cities Climate Leadership Group and the Inclusive Climate Action Programme

The C40 Cities Climate Leadership Group, now in its 16th year, connects 97 of the world’s greatest cities which have committed to tackling climate change. We bring mayors from around the world together to learn from each other in reducing greenhouse gas emissions and creating resilient, sustainable and low carbon cities.

The Inclusive Climate Action (ICA) Programme focuses on supporting mayors and cities to ensure local climate policies and initiatives are designed in an inclusive way and have equitable impacts, as a way to make the case for bold climate action and maximize its benefits across urban populations. The programme aims at delivering leadership and advocacy support, technical and strategic assistance, training and peer-to-peer exchange on assessing and understanding the wider benefits of climate action; increasing capacity to engage inhabitants and stakeholders; designing inclusive and just climate strategies.

2. About the Global Green New Deal Pilot Program

Through a new initiative of the Inclusive Climate Action Programme, C40 is supporting targeted engagement in 20+ champion cities across 5 regions focusing on delivering inclusive climate action, a just transition and demonstrating what a Global Green New Deal (GGND), that ensures a green and just recovery from the Covid-19 pandemic, looks like in practice in cities. The initiative will be based on C40’s experience to advance climate mitigation goals, a just and equitable transition, and adaptive resilience in North America, Europe, Africa and Latin America. The objective is for mayors and cities to contribute as world leaders to the reconstruction of societies and communities in a low-carbon and socially desirable way, to avoid the risk of new pandemic crises and climate breakdown.

Nine cities have been identified for the GGND implementation pilot initiative: Accra, Barcelona, Los Angeles, Warsaw and five South African cities: Cape Town, Durban, Ekurhuleni, Johannesburg and Tshwane.

3. Background of this project

The City of Warsaw is soon to publish their Green City and Climate Action Plan (GCCAP), setting out the key climate actions the city is taking to tackle climate change and inequality jointly. One of the key socio-economic challenges the city is facing is energy poverty, where a household has difficulty meeting its energy needs because of low income or the nature of its dwelling. The City of Warsaw is committed to eliminate energy poverty through climate action; a task that requires a more thorough understanding of the phenomenon’s social, political and economic characteristics in the city.

As the cost of living continues to rise in Europe, including Poland, energy poverty levels are expected to increase significantly if safeguarding measures are not put in place. The City of
Warsaw seeks to understand the concepts, drivers, impacts and socio-political and policy landscape of energy poverty in the specific context of the city.

The City of Warsaw is responsible not only for providing heat, electricity, water as well as any other communal services but for fulfilling basic needs like place to live, warmth or energy security. The City of Warsaw, in cooperation with C40, is preparing a broad program to fight energy poverty, including preparing an application to join the Stop-Smog initiative. This analysis is intended to support the City in the preparation of initiatives and actions to combat energy poverty, including preparation of the City to participate in the Stop-Smog initiative.

With this request for proposals, C40 seeks to procure the services of a consultant or researcher to develop a socio-political analysis on energy poverty in Warsaw to examine the social, political and economic factors that shape the phenomenon and policy instruments to protect energy poor households.

The purpose of the policy paper is:

- Provide a key resource for the City of Warsaw to improve their understanding of the political economy and socio-political drivers and factors of energy poverty in Warsaw and Poland
- Analyse the social and spatial distribution of energy poverty and the components of vulnerability in the city
- Examine existing policy instruments aimed at tackling energy poverty at the city, regional, and national level
- Examine European legal regulation regarding energy poverty on EU level and on national levels of 3 chosen country: Germany, UK and one other country recommended by bidder
- Situate the role of the city and possible entry points to tackle energy poverty in the context of a green and just recovery, a just transition, and the growing cost of living crisis
- Assess existing policy and financial support available at the EU level, including as part of the European Green Deal and the Energy Poverty Advisory Hub
- Map the policy instruments and political actions the city can implement to address energy poverty in the short, medium and long term
- Analysis of energy poverty in the context of the Warsaw heat source replacement program, including the impact of costs of heating from ecological heat sources (gas, electric, heat pumps, heat pumps + photovoltaic) versus costs of heating from solid fuels (coal, wood).
- Analysis of the Stop-Smog Initiative in terms of its adequacy in combating energy poverty in Warsaw
- Formulate policy recommendations and advocacy asks for policy and financial support
4. Project scope

Conduct a socio-political analysis on energy poverty in the context of Warsaw, outlining:

a. Key concepts relevant for the City of Warsaw on energy poverty, vulnerability, gendered impacts, the energy crisis, heating costs, etc.

b. A baseline analysis of energy poverty in the city, with key statistics on social and spatial distribution, and interactions with other forms of social exclusion, as well as with a review of the existing definitions of fuel poverty with a recommendation of the definition that will be most appropriate for the City's actions, with particular attention to the Stop-Smog Initiative and the income thresholds included in that program.

c. A mapping of Warsaw's socio-political context and existing and previous policies, strategies, plans and actions related to energy poverty at the city, regional and national level, and scientific studies on the topic.

d. Considerations on the role of the city in tackling this issue, and the different formal and informal/‘soft’ powers the city can use to directly affect or influence the responses provided to it with particular attention to the Stop-Smog Initiative.

e. A mapping of policy instruments and political actions the city could implement to address energy poverty in the short, medium and long term, including potential advocacy asks towards higher levels of government.

f. A mapping of the existing policy and financial support available at the EU level, including as part of the European Green Deal and other EU-level energy poverty guidance, tools and sources of finance.

g. A mapping of the existing policy and financial support at national level available in Germany, UK and one other country recommended by the bidder.

h. Analysis of the definition of fuel poverty in the context of the income thresholds contained in the Stop-Smog initiative. In this context, it is important for the bidder to answer the question what group of people in fuel poverty this initiative is a solution for, and how big is the group of people who do not fall within these thresholds or are otherwise not eligible for the initiative. This should be complemented with recommendations to the City on how to address assistance to this group.

Deliverables

1. main report
2. executive summary
3. extended summary - PowerPoint presentation

Notes regarding the scope:

Document should be compatible with Warsaw's strategic and policies documents [https://um.warszawa.pl/waw/strategia](https://um.warszawa.pl/waw/strategia). Any justified recommendation of changes in those documents are welcome.

All documents must be in two languages - English and Polish.
All documents must be provided printed (4 copies) and in editable electronic version in MS Office formats.

**Deliverable 1: main report**
- Document should include all part described under ‘4. Project Scope’
- Conclusion and recommendations
- Index with links to any relevant programs / project sites, legal acts etc.

**Deliverable 2: executive summary**
- Key findings from the main report
- Conclusion and recommendations

**Deliverable 3: extended summary - PowerPoint presentation**
- Key findings from the main report
- Conclusion and recommendations
- Graphs and tables
- Index of programs / project sites, legal acts etc.

**Project Management**
This scope will be overseen jointly by C40’s Inclusive Climate Action Team and the City of Warsaw. The successful bidder will be expected to foster close and constructive working relations with the project management team. All interim deliverables and change requests will need to be approved by the project management team.

The service provider will be expected to meet regularly with the project management team, including an inception meeting and meetings before drafts are presented. In addition, the service provider should plan to allocate time for ad hoc project management meetings and tasks.

All documentation should be provided in an editable and portable document format, compatible with computer software used by C40 and C40 cities. Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard. All documentation to be shared with cities or other external partners will feature C40’s and the service provider’s name and logo as agreed by the two parties. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

**5. Proposal guidelines**

**Essential requirements**
When submitting a proposal, the following should be included and clearly described:
- Relevant information about the service provider and contact details
- How your proposal and services will meet the project objectives, making reference to the project scope and deliverables
A timeline, indicating the different stages, milestones and contact moments with C40 – adequate review periods should be included

An overview of the project team and outlining key roles and responsibilities of each team member (if applicable)

An overview of expertise and experience on the topic of energy poverty

Work approach and coordination with C40, specifying required input and resources

Clear cost break-down structure and explanation of expenses - please see Chapter 8 “Project budget” for more details.

Any risks and assumptions made in planning this work - where risks are identified, appropriate alternatives and mitigation strategies should be outlined.

**Optional criteria**

Bidders are encouraged to include evidence or references of their relevant expertise, ideally including, but not limited to:

- Motivation about collaborating with C40 and understanding of cities’ role in driving inclusive climate action, the just transition and the Global Green New Deal.
- Examples of previous relevant work of a similar scale and structure, explaining the output and impact created, as concrete as possible. References from previous clients are welcome, as well as any links to websites where previous work can be seen.
- Description of corporate social responsibility (CSR) or internal guidelines on the commitment to a healthy and inclusive working environment (if applicable).

**Please note:** Proposals should be written in English and Polish saved in pdf format and should not exceed 5 pages of text. Reference material may be placed in annexes. CVs should not exceed 2 pages.

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 C40’s legal department and will include scope, budget, schedule and other necessary items pertaining to the project.

### 6. RfP and project timeline

All proposals are due no later than 9am BST, 8 August 2022. Any proposals received after this date and time will not be accepted and will be returned to the sender.

Evaluation of proposals will be conducted from the submission deadline to 6pm BST 12 August 2022. If additional information or discussions are needed within this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than 6pm BST 12 August 2022. Notifications to bidders who were not selected will be completed by 17 August 2022.
Draft project timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>8 Aug</td>
<td>Proposals submitted to C40</td>
</tr>
<tr>
<td>12 Aug</td>
<td>Evaluation of proposals</td>
</tr>
<tr>
<td>12 Aug</td>
<td>Winning bidders notified</td>
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<tr>
<td>17 Aug</td>
<td>All bidders notified of outcome</td>
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<tr>
<td>16-17 Aug</td>
<td>Project kick-off</td>
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<tr>
<td>16 September</td>
<td>1st draft for comments</td>
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<tr>
<td>30 September</td>
<td>2nd draft for final comments</td>
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<tr>
<td>14 October</td>
<td>Final Draft</td>
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7. Project budget

The proposal should indicate a cost break-down structure, outlining the costs for each component of the analysis (e.g. contextual analysis, city mini case studies, etc.). All costs included in the proposal must be all-inclusive, referring to any VAT, copyright or bank fees, etc. Costs should be stated as one-time or recurring costs. C40 does not pay contractors more frequently than once per month. The Budget should be submitted in US dollars.

Total project costs (incl. VAT and other ‘hidden’ costs) should not exceed € 25,000.

8. Bidder profile and evaluation criteria

As the key objective of the socio-political analysis paper is to equip the City of Warsaw with a detailed understanding of energy poverty in the city and tools to address it, the ideal service provider will have substantial knowledge of the concepts, drivers, impacts, and current socio-political and policy landscape around it. Knowledge on the role of cities in the just energy transition and the Global Green New Deal context is beneficial but not required.

This work may be undertaken by an individual or a team. The team may consist of individuals from different organisations. All project team members must be included in the proposal. Appointed service providers shall not delegate, subcontract or assign all or any portion of the services to any third party.

Upon receipt of proposals, the ICA team will evaluate the proposals against the following criteria. The contract will be offered to the bidder with the highest overall score.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Expertise and experience on the topic of Energy Poverty</td>
<td>40 %</td>
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<tr>
<td>Interpretation of brief and quality of proposal</td>
<td>30 %</td>
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<tr>
<td>Project management, work approach and timeline</td>
<td>20 %</td>
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<tr>
<td>Value for money</td>
<td>10 %</td>
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9. Submissions and questions

Each bidder must submit 1 copy of their proposal to the following point of contacts by 9am BST, 8 August 2022: Jazmin Burgess, Deputy Director, Inclusive Climate Action (jburgess@c40.org) and Krisztina Campbell, ICA Technical Assistance Manager (kcampbell@c40.org).

Please also direct any questions regarding this project to these addresses.

10. 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.