



REQUEST FOR PROPOSAL (RfP)

Inclusive Climate Action All Staff Training

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

12 July 2022

1. C40 Cities Climate Leadership Group Inc. (“C40”)

C40 is a network of nearly 100 mayors of the world’s leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

C40’s team of 200+ staff is headquartered in London, with offices in New York, Joburg, Singapore, Delhi, Rio de Janeiro, Copenhagen, Beijing and Paris, and individual staff based across 25+ different locations, with the Office of the Chair based in London.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of London, Sadiq Khan. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40’s three core strategic funders are Bloomberg Philanthropies, the Children’s Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our [Website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

2. Summary, Purpose and Background of the Project

Department:

C40’s 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 maximise 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.

Project:

Established in 2018, C40’s Inclusive Climate Programme programme has substantially grown both in terms of team size and mission over the past few years. While ICA is now deeply embedded in C40’s current business plan and Leadership Standards, there is a need to increase awareness and understanding of the key concepts around equity and inclusion (E&I) in climate action among C40 staff. Therefore, **C40 is seeking consultancy services to support the development of an ICA training for C40’s wider staff.** This includes staff from all

areas within C40, particularly those working with cities and delivering regional or global programmes but also those working in fundraising.

The training will be mandatory for C40 staff to complete. The training will be completed individually at a convenient time during their working hours. The content will be split into 4 modules with the recommendation to complete it over a month. Most of the modules should require ~1.5 hours to complete, with the exception of one optional deep dive homework which is likely to require at least 2-3 hours to complete.

Objectives:

The objective of this consultancy is to develop an engaging training programme for C40 staff. Specifically, through the training we aim to:

- I. Boost C40 staff's knowledge of how to **build E&I into the start of any project** so it meets C40's E&I objectives, makes their work more effective and engaging, and ensures we are supporting cities to deliver a just transition and not exacerbate inequality. The aim is to convey that E&I integration is **fundamental to any project in order for it to be effective**, and not an optional add-on.
- II. Boost C40 staff's knowledge of how to **build E&I into the start of any project** so it meets C40's E&I objectives, makes their work more effective and engaging, and ensures we are supporting cities to deliver a just transition and not exacerbate inequality. The aim is to convey that E&I integration is **fundamental to any project in order for it to be effective**, and not an optional add-on.
- III. Increase awareness of the socio and economic barriers cities may encounter when delivering climate action, with a view to being able to preempt them and tackle these issues from the start when advising and supporting cities.
- IV. Support staff in advising cities on how to design and implement sectoral climate policies in an equitable and inclusive way, and in designing their own sector-specific resources and tools for cities. We aim to achieve this through
 - A. Showcasing the key ICA (also from external organisations) tools and explain how to apply them to staff's working areas;
 - B. Explaining how to undertake an equity assessment of a sectoral action or policy/transformational action, including of [Accelerators](#);
 - C. Exemplifying how ICA city advisors have worked with cities to assess social and economic challenges and opportunities of delivering climate action and to identify key inclusive and equitable climate policies/interventions to address challenges and maximise opportunities;
 - D. Including examples of how (non-ICA) C40 staff have applied E&I considerations in their work and adjusted their programmes.

- V. Exemplify what ICA means in practice: the training will provide concrete examples and real life lessons learned from the [Global Green New Deal \(GGND\) pilots](#) and ICA programme overall.

The content will partly draw on existing content (which will need to be repackaged for this training) and partly needs to be newly developed, as indicated below. Some content needs to be developed based on discussion with the ICA team. For a couple of sections, filming of ICA staff will be required, which will be done by C40 staff.

Desired style and format

The desired format will be a mix of different media, including text, video, images and graphics (where existing). The course should be interactive, through the use of quizzes, homework and video. Please adhere to C40's brand guidelines, see [here](#).

The training should be written in an easily accessible and engaging style. It should be as concise as possible without sacrificing key knowledge. The style should be suited to a generalist audience.

The consultant(s) should test-run the programme to ensure it has the desired length.

Once developed, the ICA team will upload the training to its internal knowledge hub and roll it out to all staff.

Deliverables

1.1 Deliverable A - Planning, research and workshops

Activity	Planning, research and organising workshops with ICA staff
Time estimated	13 days, including planning and research and preparation and holding of workshops/interviews with ICA staff
Indicative timeline	Between 15 August - 2 September 2022
Output	(1) Work planning (2) Research for the content development (3) Plan and hold workshops with ICA staff to discuss: a. Purpose of the training and narrative development b. Development of a resource that explains how to carry out an equity assessment c. Development of the equity assessment framework exercise for staff d. Development of a step-by-step guide how to integrate E&I in staff's workstreams e. Discussion in preparation of ICA tool overview: which ones are essential to feature, what city examples can be included, etc. (4) Interviews with at least 2 ICA city advisors to understand how to embed ICA in a city

1.2 Deliverable A - Training package

Activity	Content development of the training package (4 modules)	
Time estimated	20 days, including drafting and two rounds of revisions	
Indicative timeline	15 August - 30 September 2022	
Output	<p>Content</p> <p>Module 1:</p> <p>(1) Introduction to the e-learning course (new)</p> <p>(2) Introduction to ICA and its key concepts, including developing a short video script for the programme director and filming her via Zoom</p> <p>(3) ICA in practice: case studies from Global Green New Deal pilot programme and insights on how to implement inclusive climate action in a city from one or two city advisors</p> <p>Module 2:</p> <p>(4) Introduction to inclusive engagement</p> <p>(5) Introduction to inclusive planning</p> <p>(6) Equity assessments: explain what they are and how to carry one out. Overview of key tools to undertake an equity assessment, including the ICA wheel and potentially external tools</p> <p>Module 3:</p> <p>(7) Introduction to equitable impacts</p> <p>(8) Step-by-step guide how to integrate E&I in staff's workstream</p> <p>(9) Key points from Powers analysis</p>	<p>Will this require development of new content or be based on existing resources?</p> <p>New</p> <p>Partly new, partly existing. Video will be filmed by C40; script to be developed by consultants</p> <p>Partly new, partly existing. Video will be filmed by C40; script to be developed by consultants</p> <p>Mostly based on existing content</p> <p>Mostly based on existing content</p> <p>New, to be developed in workshop with ICA staff</p> <p>Mostly based on existing content</p> <p>New, to be developed in workshop with ICA staff</p> <p>Mostly based on existing content</p>

	(10) Key points from Just Transition toolkit (upcoming)	Mostly based on existing content
	Module 4: (11) Closing and short recap of the course	New
	Additional material: (12) Various learning quizzes throughout the training	New
	(13) Design of a workbook for participants to accompany the course and record learnings. One key homework will be develop an equity assessment framework for a sectoral action	New, to be developed in conversation with ICA staff

1.3 Deliverable B - ICA tools

Activity	Create an overview of and guide to ICA-relevant resources
Time estimated	7 days
Indicative timeline	Between 15 August - 30 September 2022
Output	(1) Update of the ICA glossary, a 3400-word document that explains key E&I terms, such as inclusion, impact and frontline communities. Select terms require a new or updated definition. (2) Create a clear guide to ICA tools with explanation of their purpose (3) Conduct research on external E&I tools and relevant city examples to create a clear guide to relevant tools and city examples: <ul style="list-style-type: none"> a. Tools to undertake equity assessments b. Research and prepare examples of how cities have used these tools (if existing)

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 9am GMT on **1 August 2022**. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;

- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff;
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues;
- Confirmation of adherence to C40's terms and conditions (see below).

You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness.

Please provide the following additional information:

- Examples of past work and description of expertise:
 - In inclusive climate action concepts (*essential*)
 - Ability to communicate these concepts to a non-specialist audience (*essential*)
 - Development of training packages (*desired*)
- Resumes of proposed key personnel in the standard [C40 CV Template](#)
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40;
- List of key personnel who would be working on the contract and their job titles
- At least two references from other similar clients from recent work
- Timeframe for your tasks and completion of the project
- Communications strategy for how you will work with C40

Supplier Diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to C40's Equity, Diversity and Inclusion Statement as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

Contract

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider Agreement](#)

These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity.

If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier.

Subcontracting

If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of 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.

4. RfP and Project Timeline

RfP Timeline:

RFP Timeline	Due Date
Request for Proposals sent out	12 July 2022
Questions submitted to C40	20 July 2022
C40 responds to questions: these will be collated in a Q&A document and shared with all bidders	By 22 July 2022
Deadline for receiving proposals	9am GMT on 1 August 2022
Evaluation of Proposal	1-5 August 2022
Presentation on Proposal	8 & 9 August 2022
Selection decision made	11 August 2022
All Potential Suppliers notified of outcome	15 August 2022

Project Timeline	Due Date
Project planning phase must be completed by	22 August 2022
Project implementation phase is expected to be completed by	30 September 2022
The project is due to run until	21 October 2022

5. Proposal Evaluation Criteria

Criteria used for evaluating proposals:

- **Specific Technical Expertise.** The successful applicant will need to demonstrate in-depth knowledge of inclusive climate action and ability to convey these concepts to a non-specialist audience.
- **Quality of Staffing Proposal.** The successful applicant will need to have team members with suitable experience and qualifications to address the elements of the scope.
- **Project Management Experience.** The Supplier will be working on a large project as part of a multidisciplinary team. The successful applicant will need to demonstrate their capacity to manage such a dense project.
- **Alignment with C40's goals, including on equity:** C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community. Ten percent of the evaluation will focus on these factors. Organisations that are based in the global south are strongly encouraged to apply.

Proposals will be evaluated against the following criteria

Evaluation Criteria	Weighting
Robustness of the project delivery proposal and ability to meet the requirements listed	30%
Capability, experience, and availability of the proposed team	40%
Value for money	15%
Alignment with C40's goals on greenhouse gas emission reduction and commitment to equity and inclusion	10%
References from two other clients	10%

6. Project Budget

The available budget for this training is up to USD 25,000.

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT, taxes and expenses. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. C40 does not pay contractors more frequently than once per month. Pricing should be listed for

each of the following items in accordance with the format below. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

07. C40 Policies

C40 expects third parties to be able to abide by these C40 policies

- Ethical Business Conduct Policy [here](#)
- Environmental Policy [here](#)
- Equity , Diversity and Inclusion Policy [here](#)
- Safeguarding Policy [here](#)
- Whistleblowing Policy [here](#)

08. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by 9am GMT on 1 August 2022:

Friederike Hanisch, Senior Manager, Knowledge Production and Dissemination, Inclusive Climate Action, fhanisch@c40.org

Anonymised responses to questions will be provided [here](#) when the Q&A period closes.

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP.

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.