



REQUEST FOR PROPOSAL (RfP)
C40 Urban Heat Strategy

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

Aug 12, 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

Summary

C40 is seeking a consultant to develop an Urban Heat Strategy for C40 (referred to as the C40 Urban Heat Strategy).

Background

Heatwaves are becoming more frequent, longer, hotter and deadlier, especially in urban areas, but the threats they pose are preventable if cities and residents are prepared for extreme heat and take steps to save lives.

Every year, increasingly scorching temperatures put millions of people at risk of heat-related illnesses and claim the lives of thousands of others. People living in cities are hardest hit because urban areas are warmer than the surrounding countryside and are getting hotter due to climate change. Those most at risk are already vulnerable—the elderly and isolated, infants, pregnant women, those with

pre-existing ailments and the urban poor, who often work outdoors or live and work in buildings without air conditioning or adequate ventilation.



The C40 Cool Cities Network, founded in 2012 in partnership with the Global Cool Cities Alliance, brings together 37 of the world's largest and leading cities in mitigating urban heat. The network supports cities to embed heat risk in their climate action plans, develop heat resilience studies and action plans, and develop, fine-tune and measure impacts of heat actions like cooling, greening and emergency management. Many members of the Cool Cities Network are also signatories and globally leading cities of the Urban Nature Accelerator where they have committed to achieving specific measurable milestones towards reducing climate risk while improving access and equity through enhancing urban nature by 2030.

Purpose

The **C40 Urban Heat Strategy** will help establish the focus of C40's efforts on urban heat over the next five years. It will contribute to C40's adaptation strategy (alongside actions on urban water and urban nature) through **a strategic, action-based implementation framework that articulates C40's theory of change on heat and outlines what C40 should focus on to provide maximum benefit to cities in addressing urban heat.**

Since 2012, the focus of the Cool Cities Network has been heat mapping, cool surfaces, and green infrastructure. C40 is seeking to revisit its delivery mechanism within our network model and beyond. We are also interested in expanding our work to include some emerging topics like active cooling, financing mechanisms and insurance, wildfires, air quality and urban health, building retrofits and energy affordability, communication (e.g. naming heat waves), and emergency management and urban systems interdependencies.

Through the C40 Urban Heat Strategy, the consultant will work with our team to respond to the following questions:

1. How should C40 communicate the importance of addressing urban heat using the latest information and analysis?
2. How should C40 refocus its work on urban heat and how should it consider the additional areas of focus? What is C40's theory of change on urban heat?
3. What other organizations (including donors) are working on urban heat and how can we work with them? Considering this, what is C40's unique value-add?
4. What are different regional or sectoral approaches that C40 should take to address urban heat?

5. What is C40's approach to achieve success over the next five years (2023 to 2027)? What steps and changes are needed in C40's work to get there over time? How would we know we are being successful?



Suggested Activities

C40 proposes the following activities to deliver the C40 Urban Heat Strategy, to be outlined further in the consultant submission to the RFP and potentially adjusted in the first few weeks of the project:

- Workplan: Propose a work plan to develop C40's Urban Heat Strategy within agreed time frame.
- Research and review of C40 internal information: Review C40's Business Plan and organisational theory of change for climate action, the status of its Cool Cities Network, heat-related actions in cities' climate action plans, latest case studies and where relevant other city solutions and networks including the C40 inclusive climate action program. Consult with key C40 staff on the status of C40's work on heat.
- Stakeholder consultation: Carry out consultation with select cities (3-4), potential donors, partners and practitioners. The consultation should serve to identify new solutions and future partners for C40's urban heat work (including the implementation of C40 urban heat strategy).
- Initial draft: Develop a draft C40 Urban Heat Strategy and plan based on the research and consultations.
- Validation: Undertake an internal and external review process to receive feedback on the initial draft.
- Synthesis: Revise and finalise the strategy in collaboration with C40 staff.
- Dissemination: Identify potential future events for sharing the strategy and further engagements.
- Virtual working: All activities are to be undertaken remotely with virtual meetings undertaken as required.

All activities to be undertaken in collaboration with C40 staff, who will work alongside and provide the following to the consultant:

- C40 information and literature on urban heat and adaptation.
- Additional relevant literature on the topic, to be expanded by the consultant.
- Consultation contacts, including city selection and partners, to be expanded by the consultant.
- Branding guidelines and templates.
- Co-design, participation and review in activities as needed, including interviews

C40's Senior Manager for Urban Heat will be the focal point for this work.

3. Proposal Guidelines



This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 11:59pm EST, Sept 6, 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 **in a maximum of six pages**. Please clearly indicate how your proposal is responsive to the Evaluation Criteria by including:

- Information about the individuals proposed to deliver the project regarding:
 - Their experiences working on urban heat, applied research and planning;
 - Their awareness of heat stakeholders, including key sources and funders; and
 - Their experiences working globally on in-depth in at least one region on urban heat
- Proposed approach to achieve the goals outlined in section 2, including a timeline;
- Information about your fee, including a proposed breakdown of the fee, for which our budget is approximately \$50,000 USD;
- Information about the organisation's commitment to equity, diversity and inclusion and alignment with C40's approach to climate change.

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

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 accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide a separate document for review setting out clearly your rationale for the change.

If C40 is 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	Aug 15, 2022
Questions submitted to C40	Aug 15 to Sept 2, 2022
C40 responds to questions	Aug 15 to Sept 2, 2022
Deadline for receiving Offers	Sept 6, 2022
Evaluation of Proposal	Sept 7 to 12, 2022
Selection decision made	Sept 12, 2022
All Potential Suppliers notified of outcome	Sept 19, 2022

Project Timeline:

Project Timeline	Due Date
The initial kick-off meeting between successful supplier and C40 must be completed by	Week of Sept 12, 2022

Project Timeline	Due Date
The work plan to deliver the project must be delivered to and approved by C40 by	Sept 19, 2022
The desk review and consultation phase must be completed by	Nov 4, 2022
The initial draft of the Strategy must be submitted to C40 by	Dec 2, 2022
The final Strategy must be submitted to C40 by	Jan 31, 2023

5. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:

Evaluation Criteria	Weighting
Capability and experience working on urban heat, applied research and planning, and awareness of heat stakeholders, including key sources and funders	30%
Experience working globally or in-depth in at least one region on urban heat	20%
Robustness of the work plan proposal and ability to meet the requirements	30%
Cost Reasonableness measured by: <ul style="list-style-type: none"> Efficiency: the relationship between the output from goods / services and the resources to produce them Effectiveness: the relationship between the intended and actual results 	10%
Alignment with C40's commitments to climate change, equity and ethics.	10%

6. Project

Budget

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should not exceed \$50,000 USD and be stated as one-time or non-recurring costs or monthly recurring costs. 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 11:59pm EST, Sept 6, 2022:

Amy Buitenhuis, Senior Manager of Urban Heat, abuitenhuis@c40.org

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

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.