



REQUEST FOR PROPOSAL (RfP)  
**Project Management Services for TUMI E-Bus Mission: LATAM Region**

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

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## 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

C40 Cities Climate Leadership Group (C40) seeks to hire an independent consultant to provide project management services for the TUMI E-Bus Mission in the LATAM Region. This project manager will lead the activities of the TUMI mission in up to 3 cities, whilst providing support in up to 6 cities in the region, in Brazil, Mexico and Colombia.- The project’s purpose and detailed description are provided in Section 4 of this RfP.

The Transformative Urban Mobility Initiative, TUMI E-Bus Mission, is a collaborative project to advance Electric Bus adoption and facilitate the deployment of electric buses in up to 20 cities across Asia, Africa, and Latin America. It is a collaborative effort between different partners, including C40 Cities, WRI, ITDP, UITP, ICLEI, and ICCT, and it’s funded by the German Government, facilitated through BMZ and GIZ.



The TUMI E-Bus Mission works closely with 20 targeted “deep dive” cities and mass scaling to at least 500 additional cities through a city-to-city mentorship program to facilitate large-scale change. Global and local partnerships provide the participating cities with deep technical assistance to create localized momentum, driving national and sub-national activities to overcome e-bus adoption barriers. These activities will facilitate the adoption of more than 100,000 e-buses, which will result in an estimated reduction of more than 15 megatons of CO<sub>2</sub> over the useful lives of the buses. The ecosystem platform developed by the TUMI E-Bus Project will also be primed for future application to other types of transport electrification.

### 3. Proposal Guidelines

The E-Bus Mission Project Manager will be a key part of the E-Bus Mission’s activities in Latin America. They will be responsible for the creation and management of local stakeholder working groups (referred to as sub-coalitions) in up to 6 cities in the region, along with coordination efforts with the other TUMI E-bus Mission partners who will be delivering the technical assistance in those cities.

The E-Bus Mission Manager will lead C40’s effort to periodically update the stakeholder landscape, and manage relationships with the cities, including relevant city officials, transit authorities and operators, along with investors, manufacturers and community organizations. The role of the E-Bus Mission Manager will be to lead and coordinate municipal coalitions towards achieving the objectives of the TUMI E-Bus Mission, including the creation and achievement of ambitious targets for e-bus deployment, and the identification of local barriers to facilitate the development of a coordinated technical assistance plan with the relevant TUMI partners. To achieve this, we expect the E-Bus Mission Manager to create strong working relationships with multiple stakeholders, to offer leadership, and to structure the coordination amongst stakeholders including the TUMI partners.

As the primary link between C40 and the TUMI E-Bus Mission coalition, the E-Bus Mission Manager will also play a critical role in managing the collaboration between the E-Bus Mission and other C40 programmes, networks, and initiatives. This need for internal coordination and alignment will be even more critical in cities and regions where C40 is already actively involved in activities related to mobility.

As a coordinator and facilitator, the E-Bus Mission Manager will have experience building and managing stakeholder relationships and coordinating action with multiple actors. The E-Bus Mission Manager will

have excellent relationship-building talents and outstanding management and organizational skills.



### 3.1 Deliverables and Responsibilities

- Creation and management of municipal working groups (sub-coalitions)
  - Lead the action of the global TUMI E-Bus Mission coalition at the municipal level in up to 3 cities in the region
  - Periodically scan and update the local stakeholder landscape relevant to the TUMI E-Bus Mission cities
  - Identify and engage relevant stakeholders to include in each municipal sub-coalition
  - Coordinate sub-coalition governance structures
  - Coordinate TUMI activities and events with other C40 teams and programmes including ZEBRA, CFF, UKCAI and others.
  - Create and manage a collaborative work environment for municipal stakeholders
  - Coordinate the action of the TUMI E-Bus Mission at the municipal level, including organizing and leading stakeholder meetings and consultations
- Target setting and political commitments for e-bus deployment
  - Lead the engagement of local government actors, foster political commitments, and support the establishment and implementation of ambitious targets for the deployment of e-buses
- Technical assistance coordination
  - Facilitate the development of technical assistance plans by other TUMI partners by coordinating stakeholder engagement within each sub-coalition.
  - Participate in the review of technical assistance plans and e-bus adoption roadmaps
- Mentorship program and connections with the global coalition
  - Lead municipal sub-coalitions through the mentoring of other cities by working closely with other TUMI E-Bus Mission partners.
  - Facilitate city-to-city exchange across the global coalition by organizing workshops, calls, and by pro-actively and strategically developing knowledge-sharing activities
  - Draft regional and city reports from the region to the TUMI partners
  - Support organization and management of knowledge-sharing events.

### 3.2 Project Manager Requirements



- Bachelor's degree in Finance, Political Science, Urban Planning, Engineering, or other relevant field related to sustainable infrastructure, climate change and urban development.
- 3 or more years of experience working collaboratively with city governments, financial institutions, NGOs, international organizations and the private sector.
- Existing knowledge of zero emission transport including electric buses
- Experience in program management, network creation, and stakeholder engagement is required.
- International experience, particularly working across different cultures, languages and time zones.
- A proven track record of working remotely and independently.
- Strong problem solving and interpersonal skills
- Excellent verbal and written communication skills in English, Portuguese and Spanish.
- Applicants must be able and willing to travel to TUMI supported cities in Mexico, Colombia, and Brazil

Proposals will be accepted until **05 October 2022, 5pm BST/3pm COT/3pm MSTM, 2022**. Any proposals received after this date and time will not be accepted and will be returned to the sender. All proposals should include clear timetables, how they would work with C40, clear costs and detail on experience in this area.

If the organisation/individual 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 that calls for outsourcing or contracting work must include a name and description of the organisations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

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 the scope, budget, schedule and other necessary items pertaining to the project.

## 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.

## 4. RfP and Project Timeline

### Contract Duration

5 months (1 November 2022- 31 March 2023), with the option to extend (Next TUMI phase being confirmed with funder). xThe consultant can be based in either Brazil, Colombia or Mexico.

### RfP Timeline:

<b>RFP Timeline</b>	<b>Due Date</b>
Request for Proposals sent out	<i>15 September 2022</i>
Questions submitted to C40	<i>23 September 2022</i>
C40 responds to questions	<i>28 September 2022</i>
Deadline for receiving Offers	<i>05 October 2022</i>
Clarification of Offers	<i>06 October 2022- 10 October 2022</i>
Evaluation of Proposal	<i>11 October 2022- 18 October 2022</i>
Presentation on Proposal	<i>24 October 2022 (optional)</i>



Selection decision made	24 October 2022
All Potential Suppliers notified of outcome	26 October 2022

## 5. Proposal Evaluation Criteria

C40 will evaluate all proposals based on the following criteria:

- Overall proposal suitability: ability to meet the scope and needs included in this document
- Organisational/ Individual experience
- Value and cost
- Expertise (technical, experience, etc.)

C40 will evaluate all proposals based on the following criteria:

<b>Criteria</b>	<b>Weighting</b>
Overall compliance with Request for Proposals and Interpretation of the brief	5%
Relevant experience and expertise	30%
A proposed approach that demonstrates the consultant's understanding of the LATAM e-bus landscape and TUMI regional activities	35%
Value for money (efficiency, time, budget, value-add, etc.)	20%
Overall price	10%

Note that C40 may choose to conduct interviews with shortlisted consultants to ask more detailed questions about the proposed approach, expertise, and to clarify any remaining questions.

## 6. Project Budget



The Project manager will provide the ongoing, recurring monthly service, for up to a maximum of BRL 14,009/ MXN 51,592/COP 7,753,807, depending on their location.

Travel is expected for this work. Travelling costs and eligible expenses, supported by invoices and proof of expenditure will be borne by C40. All travel is to be pre-approved by the C40 point of contact prior to incurring the cost.

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should 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](#)
- [Global Travel and Expenses Policy - if applicable - [Here](#)]
- [GIZ Travel and Expense Policy - If applicable -[Here](#)]

## 08. Submissions

Each bidder must submit 1 copy of their proposal to **Ms Lusanda Madikizela**, TUMI E-Bus Mission Senior Programme Manager, C40 at **Imadikizela@c40.org** by **05 October 2022, 5 pm BST/ 3pm COT/3pm MSTM**.

All questions related to this RfP should be directed by email no later than , 4.00 pm to **Ms. Lusanda Madikizela**, TUMI E-Bus Mission Senior Programme Manager, C40 at **Imadikizela@c40.org**.

## 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.



## **Disclaimer**

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 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.

## **Appendix**

- Statement of Work template
- C40 CV template
- GIZ Grant Contractual Flowdown Agreement (a requirement for GIZ funded projects)

## Statement of Work *(to include with RfP)*



### **Scope of Work**

*A detailed explanation of services to be provided*

### **Term**

*Time frame of service with an end date*

### **Fees**

*Service Provider's pay rate; examples include: X amount per hour, X amount per month, X amount for service provided*

### **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*

### **C40 Staff Point of Contact**

*Name*

*Position*

*Email Address*

**Annex B: C40 CV template**

**CURRICULUM VITAE (CV) TEMPLATE FOR PROPOSED PROFESSIONAL STAFF**



- 1 Proposed Position [only one candidate shall be nominated for each position]:**
  
- 2 Name of Firm [Insert name of firm proposing the staff]:**
  
- 3 Name of Staff [Insert full name]:**
  
- 4 Date of Birth:**
  
- 5 Nationality:**
  
- 6 Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of attainment]:**
  
- 7 Membership of Professional Associations:**
  
- 8 Other Training [Indicate significant training since degrees were obtained]:**
  
- 9 Countries of Work Experience: [List countries where staff has worked in the last ten years]:**

**10** Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:



**11** Employment Record [Starting with present position, list in reverse chronological order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

<p><b>From [Year] to [Year]:</b></p> <p><b>Employer:</b></p> <p><b>Positions held:</b></p>
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**12** Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to fulfil the requirements specified in this tender]



<p><b>Name of assignment or project:</b></p> <p><b>Year:</b></p> <p><b>Location:</b></p> <p><b>Client:</b></p> <p><b>Main project features:</b></p> <p><b>Positions held:</b></p> <p><b>Activities performed:</b></p>
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**Schedule TUMI Project Manager Latam**  
**Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH**  
**(GIZ) Grant Contractual Flowdown Requirements**



The Parties recognise and agree that the Statement of Work [TUMI Project Manager: Latam] is funded under the Grant Agreement (81270960) dated 29 June 2021 between C40 Cities Climate Leadership Group Inc. (C40) and Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), with project code 16676, for the period 1 April 2021 – 31 March 2024.

Accordingly, in addition to the standard agreed position under the [Service Provider Agreement], both parties recognise and agree that –

**Performance**

1. The Service Provider shall carry out the Project with due diligence, efficiency and in accordance with sound administrative, technical, financial, business and development practices.
2. The Service Provider will obtain any necessary licenses, approvals, and consents to implement, carry out, or operate any measure required in the performance of the contract.
3. The Service Provider will bring to the attention of the Project Manager at C40 any circumstances that will affect or jeopardise the attainment of the project, interfere with the performance or management of the material obligations of this contract. This includes, but is not limited to:
  - 3.1. Substantial changes in the risk assessment of the project;
  - 3.2. The occurrence of unintended adverse impacts on human rights, the environment and climate, context characterised by fragility and violence, and gender equality;
  - 3.3. Other significant time, financial, technical or development policy changes during the contract and risks to the safety or health of assigned staff.
4. C40 will seek remedies under the Service Provider Agreement for breach, non-performance, default as well as illegal or improper purposes that are contrary to this contract or any laws of the country in which the Project is implemented.

**Expenses**

5. Funds provided to the Service Provider under this Statement of Work may only be used for actual costs not already financed under other sources of funding.
6. Expenses can only be claimed for items specified in the Service Provider's contract. Please refer to the [Travel and Expense Policy for non-staff](#) for further details.

**Reporting and Record Keeping**

7. C40 is obliged by the terms of the grant to provide regular financial and narrative reports to GIZ

and will be subject to regular audits by GIZ for C40's use of grant funds.

8. C40 is obliged by the terms of the grant to keep for ten years after the end of the project all books, records, and the originals of the supporting documents. C40 shall enable GIZ, or any third parties, authorised by GIZ to review the books and any other records and documents relevant for the implementation of the Project and to visit all facilities related thereto.



9. Accordingly, the Service Provider agrees to take all necessary measures to enable C40 to fulfil these obligations and will provide reasonable cooperation, including promptly responding to requests for additional information, to enable C40 to fulfil its obligations to the donor.

10. Supporting documentation and invoices are to be submitted in German, English, French or Spanish or a translation into one of these languages.

### **Sub-Contracting**

11. The Service Provider is permitted to sub-contract elements of the scope, provided that:- 11.1.

The regulations on public procurement in the United States of America are followed.

11.2. The Procurement Guidelines outlined in Annexe 4a of the GIZ Grant ([Award Procedure/Procurement Guidelines](#)) are followed.

11.3. All goods or services procured are to be used exclusively for the purposes of this project.

11.4. Competent and qualified consultants must be contracted to achieve the objectives. 11.5.

Procurement shall comply with the relevant sustainability standards.

12. At the request of C40 or GIZ the Service Provider shall provide evidence of the proper implementation of the contract award procedures.

13. Any sub-contracts placed under this Statement of Work shall reflect the provisions of the Service Provider Agreement and this schedule of Contractual Flowdown Requirements.

14. Any sub-contracts placed under this Statement of Work must conform to customary trade practices, import duties, which may not be financed under the Grant, are to be indicated separately in the sub-contracts and any associated invoices.

15. Adequate provision is to be made in any sub-contract for the insurance of any goods required for the project. Any such insurance must be in accordance with prudent industry practice and any compensation from the insurance is to be payable in a freely usable currency.

### **Ethical and Environmental Standards**

16. The parties recognise GIZ has a strong policy prohibiting use of funds for the following:

- 16.1. Financing terrorism
- 16.2. Money laundering
- 16.3. Bribery
- 17. The Service Provider shall immediately repay any funds used in contravention of this prohibition.



- 18. The Service Provider shall not make available funds or other economic resources to third parties that are on the sanctions list issued by the UN or the EU.
- 19. The Service Provider shall comply with any embargoes or other trade restrictions issued by the UN or the EU.
- 20. The Service Provider shall immediately inform C40 of an event that results in any member of its personnel, management, governing bodies, shareholders or contractual partners appearing on a sanctions list.
- 21. The Service Provider shall respect the local conditions in the relevant country, as well as the customary trading practices and legal provisions, ordinances, and official regulations (including tax) and shall consider the associated general, special, and social impacts.
- 22. The Service Provider are obliged to use the funds in compliance with international standards and multilateral agreements, in particular:
  - 22.1. International human rights conventions;
  - 22.2. The International Labour Organisations declaration of 1998 and
- 23. When using the funds, the Service Provider will ensure:
  - 23.1. The protection of children;
  - 23.2. The prevention of violence, abuse and exploitation of any kind;
  - 23.3. Non-discrimination, especially with regard to origin, ethnicity, religion, age, gender identity, sexual orientation or disability;
  - 23.4. The promotion of equal opportunities for all genders.
- 24. The Service Provider shall use the funds in compliance with international environmental law, minimise emissions of greenhouse gases and avoid any action that could increase the vulnerability of the populations and / or ecosystems.
- 25. The Service Provider is obliged to deliver the services in a way that:
  - 25.1. Is in full compliance with all applicable tax regulations;
  - 25.2. Is in full compliance with international environmental law;
  - 25.3. Minimises emissions of greenhouse gases



25.4. Avoids or reduces unintended adverse impacts on:

25.4.1. The environment;

25.4.2. Climate protection;

25.4.3. Adaptation to climate change;

25.4.4. Human rights;

25.4.5. Contexts characterised by fragility and violence;

25.4.6. Gender equality.



26. The Service Provider shall take appropriate measures to prevent sexual harassment in a professional context.

27. The Service Provider shall refrain from inciting violence or hatred as well as objectively unjustified discrimination against an individual or group of individuals.

#### **Conflict of Interest**

28. The Service Provider will act at all times in an impartial and loyal manner towards C40 and GIZ.

29. A conflict of interest, as defined under this schedule, may arise from economic interests, political affinities or national ties, family or friendship or other ties or interests.

30. During the term of the Agreement, the Service Provider shall not conclude any contract where a conflict of interest is to be anticipated due to the nature of the contract of the Service Provider's connections with a third party – unless prior consent has been given by GIZ in writing; such contact with GIZ to be facilitated by C40.

31. In the event a conflict of interest arises, the Service Provider must disclose such an event to C40 without undue delay.

#### **Data Protection**

32. To the extent the Services involve the processing of personal data such data will be processed in accordance with the General Data Protection Regulation of the European Union (GDPR).

33. In the event the Services involve the processing of personal data, the Service Provider will enter into a separate data processing agreement with C40 which shall govern the use of such data.

#### **Force Majeure**

34. Force majeure is an unavoidable event (including natural disasters, outbreak of diseases, serious unrest, war or terrorism) where neither party to this contract will be held liable for a breach of its obligations. This applies if the Service Provider is prevented from fulfilling such obligations by

reason of Force Majeure and has taken all reasonable precautions, due care and sought out reasonable alternative measures. The Service Provider is to notify C40, and vice versa, as soon as is possible and no later than fifteen days upon becoming aware of the implications of the occurrence. Evidence of the nature and cause of the event and information about the possibility of returning to normal conditions must be provided as soon as possible.



**Communications and Visibility**

- 35. The Service Provider will make no press releases or public statements about the Project without the prior written permission of C40. C40 shall obtain the approval of all press releases or public statements regarding the project by GIZ in writing prior to release or disclosure.
  
- 36. Any public statements about the project must note that it was financed by GIZ as commissioned by the Government of the Federal Republic of Germany.