REQUEST FOR PROPOSAL (RFP)
Gaps and needs assessment for energy in Addis Ababa City

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

December 7th, 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, Johannesburg, 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. Overview of Addis Ababa City

2.1 Addis Ababa city

Ethiopia is endowed with a variety of renewable energy potential including hydro, wind, geothermal, solar and bio-energy. Addis Ababa as a city, consumes 29% of the electrical energy and power demand of the country owing to its population of 3.7 million (projected in 2021). Municipal buildings including a large number of residential houses, commercial and public buildings, industrial premises and presence of national and international organization’s offices and buildings in Addis can be attributed to this high energy consumption.
Addis Ababa has developed its first Paris Agreement Compatible Climate Action Plan (CAP) that depicts the city's commitment to tackle climate change and build resilience to its now-inevitable impacts. The City launched its ambitious Climate Action Plan in 2021. The city aims to build a carbon-neutral and resilient nation by 2050.

The Addis Ababa CAP was developed as part of the Climate Action Planning Africa programme, which was initiated in 2017 by C40 Cities Climate Leadership Group. As part of that programme, Addis Ababa signed up to C40’s ‘Deadline 2020’, pledging to reduce GHG emissions to net zero by 2050. This CAP responds to the specific requirements of the C40 Climate Action Planning Africa programme as it is to address the Pathways towards delivering GHG emissions neutrality by 2050 (at the latest) with interim targets for the year 2030.

The Climate Action Plan developed a list of 14 priority and additional mitigation and adaptation actions that were selected through a process that included reviewing existing plans and strategies; development of an emissions inventory and review of climate hazards; analysis of future emission trends and climate risks; and a series of discussions and workshops with key stakeholders. These were used to identify and prioritise suitable responses to the challenges of reducing emissions and managing climate risk. In the energy & buildings sector the actions were:

- #M9: Improve Permitting Process for New Buildings
- #M10: Improve Energy Efficiency in Existing Buildings Action
- #M11: Improve Energy Efficiency in Industrial Facilities Action
- #M12: Increase/Diversify Renewables in Electricity Generation
- #M13: Transition to Efficient cooking stoves Action
- #M14: Upgrade Street Lighting

The selected energy action for the city of Addis aligns with the following two actions from the CAP:

- Action #M10: Improve Energy Efficiency (and Uptake of Small-scale Renewables) in Existing Buildings and:
- Action #M12: Increase/diversify Renewables in Electricity Generation from the CAP.

3. Summary, Purpose and Background of the Project

3.1 About the programme

The Climate Action Implementation (CAI) Africa Programme is part of a new, broader UK Government funded Urban Climate Action Programme (UCAP) that aims to work with cities in Africa, Latin America and Southeast Asia to implement high impact, priority climate actions and to integrate climate action into city plans, processes and structures.
In Africa, the CAI programme will provide technical assistance and capacity building to seven metropolitan cities across the region to enable climate change mainstreaming and action implementation in two key sectors: (i) waste and (ii) energy & buildings.

3.2 Addis Ababa Climate Action Implementation Process

Addis Ababa is one of the seven selected cities in Africa for the Climate Action Implementation (CAI) program. Accordingly, Addis Ababa is being supported by C40 to implement selected energy action from the Climate Action Plan. The support from C40 to Addis Ababa is through the provision of technical assistance and a dedicated City Adviser, based within the city government, who coordinates the climate action program, technical assistance and builds capacity within the city government for the climate action plan implementation. In addition C40 also provides support in terms of assigning a separate Technical Advisor both in the case of energy and waste actions for the African region.

This programme focuses on the particular policies and projects that can deliver the most significant emissions and risk reduction impact and wider benefits in support of a green and just recovery from the COVID-19 pandemic. The programme also aims to engage other cities across the region to share knowledge and lessons learned on climate action implementation.
3.3. Selected priority high impact energy action for Addis Ababa City

The City of Addis Ababa - through a collaborative and extensive city engagement process - has selected the following energy actions from the Climate Action Plan for implementation under the CAI Africa programme.

3.3.1 Energy priority high impact action:

Development of an Implementation Framework for scaling up of renewable energy (potentially Rooftop Solar PV and solar thermal) and energy efficiency (EE) on municipal buildings across the city of Addis to enhance the use of renewable energy (Solar PV and solar thermal) & enhance energy efficiency to reduce GHG emissions.

To enable this to happen, a gaps and needs assessment needs to take place to understand the potential strategies the city could take to achieve the goal. This will encompass undertaking an analysis of the potential business models for solar PV, thermal and energy efficiency measures, as well as several other considerations outlined below.

For a more description of the priority action, please access the concept note here.

This action aligns with the goals of Addis Ababa’s Climate Action Plan that has a target of 75% of existing properties will use solar water heating by 2050 and 50% will use LED lighting by 2030. This is supported by the national Climate-Resilient Green Economy Strategy that requires that existing buildings upgrade their water heating to solar water systems; if the national strategy is implemented, up to 19% of residential homes in Addis Ababa could have these systems installed by 2030.

The development of a sustainable, renewable and reliable energy model/system to address energy access to the municipal buildings through renewable energy generation and usage as a solution for the power interruptions that increase the usage of diesel power generators.

Changes in the rainfall limit the capacity to generate hydropower and cause the city to rely on polluting diesel generators. Increasing the amount of solar PV, solar thermal and improving energy efficiency in municipal buildings, the city aims to have a more reliable energy supply, cleaner air due to reduced air pollution from use of diesel generators as backup and subsequently the utility cost of electricity used in these buildings.
3.4. Purpose of this assignment

The CAI Africa Programme is looking for a consultant or a consultancy firm/consortium to conduct a gap and needs assessment for the selected energy priority high impact action in the City of Addis Ababa.

This is the first phase of further technical assistance that will be needed to enable these cities to successfully implement and scale up their priority actions to the city wide. For the purposes of this Request for Proposal, there are parts to the assignment:-

Part 1: Desktop research (detailed planning and landscape analysis)
The city needs support to undertake a detailed research planning and feasibility assessment of energy efficiency and renewable energy options and technologies to define the gaps, needs, requirements and methods of how to scale up the roll-out of these in municipal buildings. In addition, how that roll out can positively impact residents and businesses within Addis Ababa, for example by using municipal buildings as demonstration sites.

As such, the consultant will be required to:-

- Assess the status quo on baseline information of small-scale renewables deployment & uptake including energy efficiency improvements initiatives and projects currently undertaken in Addis Ababa's municipal buildings (which includes all municipal buildings in the 11 sub-cities in Addis, 129 Woredas (districts) and the buildings at the Mayor’s office in Addis Ababa) and provide recommendations on how data can be collected.

- Undertake an assessment of the key gaps, needs & barriers that impact the uptake of energy efficiency and small scale renewables in municipal buildings so far, along with an analysis of potential strategies and alternatives or possible scenarios that will result in the city having in place relevant policies and programmes that will allow them to scale up renewable energy (potentially rooftop Solar PV and solar thermal) and energy efficiency on all municipal buildings across the city of Addis to reduce GHG emissions and improve lives by 2025.

This analysis, and each proposed strategy, should ideally include:

- An overview of what resources the city would need to take forward the energy action into an implementable plan by 2025
- What data would be needed, proposals on how to source, analyse and manage data for the analysis and how the city would manage this on an ongoing basis

- An overview of potential business and financing model scenarios to evaluate the financial viability of the project & innovative financing options (i.e. long term financing models). A key goal of the project is that renewable energy and energy efficiency roll out continue after this project has ended.

- An overview of the legal and regulatory framework necessary for implementation and operation of selected strategies including required permits, clearances and licensing and any changes needed that would expedite roll out. (Including alignment with the city and federal government climate goals and targets)

- Undertake a thorough analysis and mapping of key stakeholders / decision makers that should be involved including key departments within the city government and external stakeholders.

- The potential impact of the strategies in terms of CO2 reductions, air quality, improved reliability/resilience of the grid, improved working conditions or any other benefits.

- How the proposed strategies will support a market of local renewable energy service providers

- How the proposed strategies will impact communities, particularly any impact in vulnerable communities and how it will increase community awareness for renewable energy and energy efficiency measures

- Refining the identified action in terms of next steps and technical requirements - specifically the feasibility/technical studies required to scale up renewable energy and energy efficiency projects in Addis

- Establishing a roadmap of sub-actions and estimated costs to enable implementation of the action

**Part 2: Stakeholder engagement**

Undertake two stakeholder engagement workshops (over 2 days):

- **First workshop:** will include internal stakeholders (city climate and energy team, relevant city departments and the project working group/s)

- **Second workshop:** will include external stakeholders (representatives from sub-cities, city finance bureau & other relevant bureaus, private sector, relevant national level entities (like federal EPA), NGOs, CSOs, academia etc.)
Part 3: Gaps and needs assessment report

The final report will outline the gaps, the needs, the barriers and alternatives to existing energy efficiency measures & small-scale renewable deployment in all municipal buildings in Addis, including recommendations on how to increase renewable energy uptake and energy efficiency measures within municipal buildings. in an efficient and sustainable manner from desk based research undertaken by the consultant and from the stakeholder engagement.

4. Objectives:

This assignment must achieve the following objectives:

● Ensure C40 and city teams are informed of the existing landscape for action design and implementation, and able to assess project impacts at a later stage.
● Ensure critical stakeholders are engaged and able to support action implementation.
● Ensure the identified energy action is thoroughly and pragmatically refined, with clear implementation next steps identified and detailed.
● Develop a detailed gaps and needs assessment report

4.1 Key activities and deliverables

● **Component 1: Desktop research:** The consultant will be required to undertake detailed research to establish the status quo and baseline information on renewable energy options and renewable energy deployment including energy efficiency initiatives and technology options in the city to later define key gaps and needs to be filled in supporting the implementation of the selected energy action through stakeholder consultations.

● **Component 2: Stakeholder engagement: energy action workshops:**
  ○ **Workshop 1 (Day 1):** Internal stakeholder engagement (the city departments, entities and project working groups)
  ○ **Workshop 2 (Day 2):** External stakeholder engagement with representatives from sub-cities’ representatives, institutions of higher learning, financial institutions, civil society, private sector, NGOs & funders.

● **Component 3: Gaps and needs assessment report:** The final output from this workshop will be the Gaps and Needs Assessment Report. The consultant will work in collaboration with the C40 and city teams to design workshop material and facilitate the workshops.
Furthermore, the consultant will work in collaboration with the city team and City Adviser to assess the status quo of the proposed energy action, as well as identify necessary requirements to ensure implementation of the action, including but not limited to legislative and regulatory requirements and barriers, technical needs, financial costing and business models, city capacity and resource needs which will results in provision of the final gaps and needs assessment report of the city.

The initially proposed steps to carry out the work are presented below, and can be adjusted / refined as need be:

<table>
<thead>
<tr>
<th>Main activity</th>
<th>Key tasks</th>
<th>Timelines</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception meeting &amp; desktop research</td>
<td>Preparation of detailed work plan &amp; preliminary desktop research</td>
<td>January, 2023</td>
<td>● Detailed work plan of delivery</td>
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<td></td>
<td></td>
<td></td>
<td>● Preliminary research</td>
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<tr>
<td>Workshop 1: Internal stakeholder engagement workshop</td>
<td>Addis Ababa energy workshop 1</td>
<td>Mid February, 2023</td>
<td>● Workshop slide deck template</td>
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<td></td>
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<td></td>
<td>● Draft gaps and needs assessment report</td>
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<tr>
<td>Workshop 2: External stakeholder engagement workshop</td>
<td>Addis Ababa energy workshop 2</td>
<td>End of February - early March, 2023</td>
<td>● Workshop slide deck template</td>
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<tr>
<td></td>
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<td></td>
<td>● Draft gaps and needs assessment report</td>
</tr>
<tr>
<td>Main activity</td>
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<td>Deliverables</td>
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</tbody>
</table>
| Final Gaps & needs assessment report  | Collation of material from desktop research and stakeholder engagement in both workshops | Mid to end of March, 2023              | • Gaps and needs assessment template
• Action specific gaps and needs assessment reports |

Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard. All documentation to be shared with the city or other external partners should only feature C40’s name and logo; successful bidders may not use their own name(s) or logo(s) except with prior written permission by C40. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

**5. Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted **until 06 pm East African Time (EAT), January 09, 2023** Any proposals received after this date and time will not be accepted. All proposals should include clear timelines, how you will work with C40, clear costs and detail on experience in this area. Proposals should be presented with costs including tax and administrative fees.

The proposal should give C40 evaluators all the information they need to assess your bid. Submissions should include:

- A summary of your understanding of the project and scope of work
- Description of your proposed approach to the scope of work, including a proposed methodology/work plan for conducting the gaps and needs assessments and designing and delivering the workshops. We would welcome innovative approaches
- 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, their job titles and responsibilities on the project. Please include relevant experience and expertise and limit CVs to maximum one page per person
• Brief description of technical expertise and experience on relevant topics – specifically energy/renewable energy, project development and management, waste, climate change, working with local governments and just transition
• Examples of previous relevant work in relation to project preparatory work, design and development of energy related and energy efficiency projects, highlighting key outputs and impacts to be achieved
• Tax compliance certificate
• Risk analysis and mitigation plan
• Timeframe for your tasks and completion of the project
• A full, detailed project budget breakdown of deliverables and costs inclusive of taxes and hours allocated to tasks per project team member and daily rates of project team needs to be included in the submission.

Please note: Proposals should be written in English, saved in pdf format and should not exceed 10 pages of text. Reference material may be placed in annexes.

5.1 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.

5.2 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
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 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 bidder.

### 5.3 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.

### 5.4 Programme management

The city advisors from C40 will both oversee the project and be an active partner, along with the energy technical advisers. The successful bidder will be expected to foster close and constructive working relations with the project manager. All interim deliverables and change requests will need to be approved by the project manager. As part of the project management, an inception meeting and inception report will be required, along with weekly project meetings (as agreed upon).

### 6. RFP and Project Timeline

<table>
<thead>
<tr>
<th>RFP Timeline</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>December 07, 2022</td>
</tr>
<tr>
<td>Questions submitted to C40</td>
<td>December 12-14, 2022</td>
</tr>
<tr>
<td>C40 responds to questions</td>
<td>16 December 2022</td>
</tr>
<tr>
<td>Deadline for receiving Offers</td>
<td>January 09, 2023</td>
</tr>
<tr>
<td>Evaluation of proposal</td>
<td>January 12-13, 2023</td>
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</table>
Successful suppliers notified of outcome | January 19, 2022
Contracting | January 23, 2023
Inception meeting | January 27, 2023
Agreed scope and methodology | February 1, 2023

### 7. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria and weighting:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>Project delivery approach proposed, including project management approach - ability to deliver outputs to time and quality</td>
<td>30</td>
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<tr>
<td>Expertise and experience of the bidder across relevant topics and focal geography. Including existing work and methods that we can draw on for this work</td>
<td>40</td>
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<tr>
<td>Value for money:</td>
<td>20</td>
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<tr>
<td>- Economy: minimising the cost of resources used / spending less</td>
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<tr>
<td>- Efficiency: the relationship between the output from goods/services and the resources to produce them</td>
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<td>- Effectiveness: the relationship between the intended and actual results</td>
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<tr>
<td>- Equity: the extent to which services reach the intended recipients fairly</td>
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<tr>
<td>Equity and ethical alignment considerations: C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community. Consideration will focus on:</td>
<td>10</td>
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<tr>
<td>- location of organisations (preference will be given to locally based organisation),</td>
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<td>- organisations with black ownership (as defined in the B-BBEE Act)</td>
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<td>- organisations with women and youth ownership</td>
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</tbody>
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8. Project Budget

Costs should be stated as one-time or recurring costs. The maximum budget available for all project deliverables is **450 000 Birr**. Note that all costs should be included (taxes, etc.), as the budget above represents the total amount available. Proposals should include a budget breakdown of the tasks and deliverables.

Cost for workshops should **exclude** the cost for catering and venue hire, these costs will be covered by C40. All budgets are to be prepared in **Birr**.

All costs incurred in connection with the submission of this RFP are non-refundable by C40.

Payment will be made periodically based on completion of deliverables as outlined in the Payment schedule below. Please note, C40 does not pay contractors more frequently than once per month.

**Payment schedule:**

<table>
<thead>
<tr>
<th>Component and activity</th>
<th>Deliverables</th>
<th>payment</th>
</tr>
</thead>
</table>
| **Component 1:** Detailed desktop research | ● Detailed work plan of delivery  
● Preliminary | 10% |
| Inception meeting & development of a detailed work plan & preliminary research | | |
| **Component 2:** Energy action workshops | ● Workshop slide deck templates & other relevant workshop materials  
● Stakeholder list and mapping  
● Draft gaps and needs assessment report | 40% |
| Workshop 1: internal stakeholders  
Workshop 2: External stakeholders | | |
| **Component 3:** Final gaps and needs assessment report | ● Final gap and needs assessment | 60% |
9. Compliance with C40 Policies

C40 expects third parties to 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]

10. Submissions

Each bidder must submit 1 copy of their proposal to the email address below by **06 pm East African Time (EAT), January, 09, 2023** to Neema Afwande, CAI Africa Programme Officer, at CAIAFRICA@C40.ORG.

All questions related to this RFP by potential bidders should be directed by email to CAIAFRICA@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 bidders in preparing a response to 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 bidder as a result of this procurement process, nor to accept the lowest price or any tender.