REQUEST FOR PROPOSAL (RfP)
Consulting Services to support city engagement and regional delivery in South and West Asia

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

7 December 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, 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. Purpose and Background of the Project

2.1 Background

In the South and West Asia (SWA) region, 11 cities - Amman, Ahmedabad, Bengaluru, Chennai, Delhi, Dhaka North, Dhaka South, Dubai, Karachi, Kolkata and Mumbai - are part of the network, and are leading and inspiring urban climate action in the region. Member cities, through C40 support, are at various stages of their Climate Action Plan (CAP) development in line with the 1.5°C target of the Paris Agreement while Mumbai has already published its CAP in March 2022. In addition, cities are developing and implementing high impact actions through focused pilots and technical assistance programs, mainstreaming climate agenda in sectoral policies and budgets, ensuring inclusive action and wider benefits through initiatives on green jobs and focused engagement with citizens’ groups such as Women and Youth. Cities are also actively engaging with their global
counterparts through C40 Networks and have committed to C40 Accelerators aligned to climate adaptation, zero waste and clean air. The C40 SWA Regional Business Plan provides strategic direction and support needed by member cities to deliver these commitments with a focus on low carbon mobility, clean air, clean energy transition and climate resilience. Cities measure and track their delivery through the C40 Leadership Standards, a transparent set of principles to support a high level of participation and climate leadership from member cities, that form a key element of C40’s membership globally.

2.2 Objectives of Request for Proposal

The C40 SWA Regions’ team is looking to procure an individual consultant (Supplier) to support city engagement and regional delivery as aligned to the above outlined activities, the SWA Regional Business Plan and member cities’ commitments. This will include:

- Working with the SWA Regions team to ensure that member cities in the region fulfil all annual Leadership Standards requirements every year and all requirements by the end of 2024;
- Supporting CAP development process across different cities in the region;
- Engaging with internal and external stakeholders on the review and update of the city’s climate action planning;
- Supporting SWA Regions team in managing consultants and coordinating technical assistance with the aim to build city capacity to implement climate actions and cities’ commitments to C40 Accelerators;
- Facilitating engagement of member cities in C40 networks and initiatives;
- Supporting the SWA Regions team in developing proposals and collaborations to facilitate city engagement and delivery of the Regional Business Plan;
- Support the development and implementation of Regional Sectoral Programs in coordination with the C40 networks teams;
- Organising and delivering workshops/meetings in coordination with the C40 Regional and Global Teams;
- Participation in periodic review meetings with C40 SWA Regions Team, Global Teams and cities
- Some travel as per project requirements. May, on occasion, be required to work outside typical 9am-5pm working hours to accommodate meetings scheduled for global attendances.

3. Proposal Guidelines

3.1 Submission Details
This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm Indian Standard Time on 6 January 2023. 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 (refer Section 4 for details) – include your latest resume with examples of relevant past work along with 3 client references in the standard C40 CV Template;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Proposed work plan with timeline;
- Information about your fee;

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

3.2 RfP 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>7 December 2022</td>
</tr>
<tr>
<td>Questions submitted to C40</td>
<td>16 December 2022</td>
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<tr>
<td>C40 responds to questions</td>
<td>20 December 2022</td>
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<tr>
<td>Deadline for Proposal submission</td>
<td>6 January 2023</td>
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<tr>
<td>Evaluation of Proposal</td>
<td>7 January 2023 - 20 January 2023</td>
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<tr>
<td>Presentation on Proposal</td>
<td>20 January 2023 - 25 January 2023</td>
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<tr>
<td>All Potential Suppliers notified of outcome</td>
<td>31 January 2023</td>
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3.3 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.

3.4 Contract

Please note this is a contract for professional services and not a grant opportunity. Individuals 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 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.

4. Proposal Evaluation Criteria

4.1 Supplier (Individual) Requirements

- Masters Degree with at least 5 years of relevant professional work experience in the space of climate change and cities;
- Knowledge of policies, governance structures, institutions and agencies, key stakeholders at the sub-national, national and regional levels;
- Familiarity with data that can support city-level GHG inventory development/updates and city-wide climate action planning;
- Experienced with Microsoft Office software (Word, Excel, PowerPoint) and Google Drive;
- Outstanding verbal and written communication skills in English. Additional communication skills in other Regional languages preferred;
- Relevant past experience of working with national or international organisations.

**Additional Requirements**
- Supplier must already have the right to work in India;
- Preferred location – Delhi or any other C40 Cities in India

**4.2 Proposals will be evaluated against the following criteria**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Technical expertise in climate change and city-wide GHG emission inventories/ climate action planning</td>
<td>30%</td>
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<tr>
<td>Relevant past experience of working with city governments, national or international organisations</td>
<td>20%</td>
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<tr>
<td>Ability to meet the listed Supplier requirements and cost effectiveness</td>
<td>20%</td>
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<tr>
<td>Immediate availability of Supplier to initiate project activities</td>
<td>15%</td>
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<tr>
<td>Client References</td>
<td>15%</td>
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**5. Project Specifications**

**5.1 Project Management**

The Deputy Regional Director for South and West Asia will be the C40 point of contact for this Project. The Supplier will be required to develop detailed monthly work plans based on agreed tasks/deliverables along with a schedule of payments in close coordination with the C40 point of contact to support delivery of activities as outlined above. All deliverables need to be completed to the satisfaction of the C40 point of contact. All interim deliverables and change requests will need to be approved by the C40 point of contact. Besides, C40 staff will be involved in technical review of each deliverable and will be available to provide guidance and input to the project. Additionally, overall progress review meetings will be organised every 2 weeks with the C40 point of contact.
5.2 Project Timeline

The assignment will kick off in February 2023 and is due to run until December 2024. However, C40 reserves the right to terminate the engagement at any time during the project duration in line with the Termination clause specified under the C40 Standard Service Provider Agreement.

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<tr>
<th>Project Timeline</th>
<th>Due Date</th>
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<tr>
<td>The project initiation phase must be completed by</td>
<td>28 February 2023</td>
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<tr>
<td>Project planning phase must be completed by (incl. detailed work plan for Q1/Q2 of 2023)</td>
<td>10 March 2023</td>
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<td>The project is due to run until</td>
<td>31 December 2024</td>
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5.3 Project Budget

A maximum budget of US$15,000 is available, including all taxes. Bids must not exceed this value. All proposals must include proposed costs to complete the tasks described in the project scope, including professional rates, all VAT and other taxes. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

Payment will be made according to meeting project milestones and satisfactory delivery of the work plan as approved by the C40 point of contact. Travel is expected for this work and all travel expenses will be reimbursed as per actuals, in line with the C40 Travel and Expenses Policy. All travel is to be pre-approved by the C40 point of contact prior to incurring the cost.

5.4 Language and Documentation

All outputs should be provided in English. All documentation should use C40 templates (unless otherwise specified) and 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 project deliverables, reports and documentation, content and intellectual property will be owned by C40.
6. C40 Policies

C40 expects third parties to abide by these C40 policies

- Ethical Business Conduct Policy [here](#)
- Environmental Policy [here](#)
- Whistleblowing Policy [here](#)

7. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email addresses below by **5pm Indian Standard Time on 6 January 2023**:

Ms. Raina Singh, C40 Deputy Regional Director, South and West Asia, [rsingh@c40.org](mailto:rsingh@c40.org) and

Ms. Sanjana Acharya, C40 Regional Officer, South and West Asia, [sacharya@c40.org](mailto:sacharya@c40.org)

Any pre-bid queries need to be submitted to the above email addresses by **5 pm IST on 16 December 2023**. **Anonymized 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.