



REQUEST FOR PROPOSAL (RfP)

Development of a Dirty Fuels Ban Policy for the City of
eThekweni/Durban

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd 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, 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. Summary, Purpose and Background of the Project

The City of eThekweni is a signatory to the C40 Clean Air Accelerator and is in the process of setting out substantive policies to address air pollution, including banning of dirty fuels, such as coal and heavy fuel oil (HFO) for industrial and commercial activities. The city has set ambitious goals to improve air quality for the benefit of communities who are negatively affected by air pollution. The following are some of the goals set by the city:

- Establish, by 2022 baseline air quality levels in hotspots, non-industrial areas, traffic congested areas etc, as well as background concentrations of pollutants.
- By 2025 meet the current National Ambient Air Quality Standards city wide.
- Introduction of low or zero emissions public transport.
- Develop a low emission zone concept policy by the end of 2021 for inner city implementation by 2030.

- Improve walking and cycling capacity within the city during the low emission zone's introduction.
- Traffic emission modelling capacity to be developed within the city by 2021.
- Expansion of electrification so that 100% have access to electricity by 2030.
- Increase capacity for pollution control to deal with open burning and biomass burning in eThekweni through enforcement of by-laws.



C40's Air Quality Programme works with cities to accelerate reductions in air pollutants and GHGs through the implementation of robust air quality management efforts. The programme supports cities by facilitating peer-to-peer knowledge sharing, providing direct technical assistance, organising training, building city staff capacity, and conducting research and pilot studies in collaboration with city staff.

The C40 African Cities for Clean Air initiative (AC4CA) supports C40 African cities to attain the data, evidence and technical capacity needed to design and implement priority air quality policies, programs and technologies, as well as to support and empower African Mayors to effectively implement solutions that improve air quality.

This project is made possible with funding from the Clean Air Fund, a philanthropic initiative with a mission to tackle air pollution around the world. It leads a coalition of funders interested in climate change, children and health to fund and support a multinational portfolio of clean air programmes to deliver impactful and scalable improvements to air quality, human health and decarbonisation.

Project:

C40 is currently accepting proposals to develop a dirty fuel ban policy for the City of eThekweni. This involves but is not limited to, identifying all dirty fuels emission sources in the city to create a baseline for dirty fuels use in the city; conducting analysis on the municipality's powers related to banning dirty fuels, identifying emissions reductions interventions and strategies, stakeholder mapping and engagement, and developing a roadmap for implementation in the eThekweni metropolitan municipality, focussing on industrial and commercial facilities.

Please note that a clause on prohibiting certain fuels already exists in the eThekweni Air Quality Management By-Law that was adopted by Council in 2020. Section 10(2)(b) of the by-law states that the Municipality may "prohibit or restrict the combustion of certain types of fuel". The Ban of Dirty Fuel Policy will be a supporting document to the implementation of the by-law and will further fulfil the requirements to do public participation, solicit council approval, and publish the resulting policy in the provincial gazette as per the by-law clause.

Objectives:

The aim of the dirty fuel ban policy development project is to establish a policy that will address the poor air quality in the city. Improvement of air quality leads to improved health and livelihood of the affected communities. The dirty fuel ban policy will be implemented for the whole eThekweni area, focussing on industrial and commercial facilities.



The policy document should clearly indicate how banning dirty fuels should be implemented within the City. The possible outcome of the dirty fuel ban policy implementation must be stated in the policy document.

3. Proposal Guidelines

This Request for Proposals represents the requirements for an open and competitive process. Proposals will be accepted until **17h00pm SAST, February 23, 2023**. Any proposals received after this date and time will not be accepted and will be returned to the sender.

Proposals should be limited to 16 pages, not including a cover page/letter and attachments. All applications must be submitted in both PDF and Microsoft Word formats with margins not less than one inch. Text type must be 11 point or larger.

All proposals should include clear timelines, how the Service Provider 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 the 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;
 - An itemised breakdown of costs in USD and ZAR for each project task. You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness.
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- Proposed timeline of implementation;
 - A timeline, indicating the different stages, milestones, and contact moments with C40 and the City. Adequate review periods should be included.
- Proposed working partnership with C40 and City, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.

Potential Suppliers should also provide the following items as part of their proposal for consideration:

- Examples of past work;
- Resumes of proposed key personnel in the standard [C40 CV Template](#)

- Please include relevant experience and expertise, limiting CVs to two pages per person.
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40;
- Company history,
- Executive background;
- Information on company size;
- Explanations of methodology and processes.



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 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.

Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40 should be included, 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.

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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.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RfP. Contract terms and conditions will be subject to review by the C40 Legal Department.

Bidders located in South Africa are preferred; bidders outside South Africa are encouraged to find a local partner to minimise travel costs and carbon emissions.



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.

Project Scope

C40 is currently accepting proposals to develop a dirty fuels ban policy for the City of eThekweni. This involves but is not limited to: identifying all dirty fuels emission sources in the city to create a baseline for dirty fuels use in the city; conducting analysis on the City's powers related to banning dirty fuels, identifying & evaluating emissions reductions interventions and strategies, stakeholder mapping and engagement, and developing a roadmap for implementation in the eThekweni metropolitan municipality, focussing on industrial and commercial facilities.

Please note that in the eThekweni Municipality Air Quality Management By-Law of 2018, item 10(1)b states that the municipality may, through provincial gazette, prohibit the use of certain fuels. This project will fulfil the requirements to develop a policy, conduct public participation, solicit council approval, and publish the resulting policy in the provincial gazette as per by-law clause. The eThekweni Municipality Air Quality Management By-Law of 2018 can be found here, [eThekweni Municipality scheduled activities By-law \(Air Quality Management\).pdf](#).

The scope of work is anticipated to include the following stages. Responses may propose reasonable alternative approaches provided all deliverables will be met.

Work Package 1: Legal Assessment

Activity 1.1 - Assessment of current fuels used in eThekweni

The Service Provider will conduct a landscape assessment of the types of fuels used in the City of eThekweni and approximate the extent of usage of the different types. A list of dirty fuels and their usage should be developed with a rating of high, medium and low. This activity should include defining the term "dirty fuel" in the context of this project through the legal stakeholder engagement detailed at activity 1.3. The Service Provider should propose the definition of "dirty fuels" to the City for approval and use for the purposes of this project.

Activity 1.2 - Methodology for assessing city powers

The Service Provider will develop a framework, based on desktop research of the legislative and regulatory environment in South Africa, to assess the City of eThekweni's ability and authority to ban the use of dirty fuels.



Activity 1.3 - Legal Stakeholder Interviews

The Service Provider will identify, establish a legal stakeholder list and conduct stakeholder interviews. The legal authorities at the local, provincial and national level and relevant city officials in the City of eThekweni should also be consulted/engaged. The list of stakeholders will be approved by the City before the Service Provider can commence with stakeholder engagements/consultations. Engagement with these legal authorities will be done to determine the legal instruments that can be used for the implementation of banning of dirty fuels and to ensure that there are no contradictions in the law from provincial and national authorities. Further, as part of the development of the policy, it is imperative that these institutions be consulted and engaged. However, the intention of the legal assessment does not include the provision of legal advice by the Service Provider as that falls outside the scope of this project. The City of eThekweni will facilitate the introduction of the Service Provider to some of the provincial and national authorities' stakeholders. This does not constitute setting up contacts and meetings. A minimum of two meetings should be held.

Activity 1.4 - Draft Recommendations

The Service Provider will apply the framework developed in Activity 1.1 to provide recommendations on a number of interventions for the City of eThekweni to ban dirty fuels, including the feasibility of each option. The findings from Activity 1.2 should also be integrated into this activity.

Work Package 2: Baseline Estimate

Activity 2.1 - Methodology for identifying dirty fuels emissions sources

The Service Provider will propose a methodology for calculating emissions from dirty fuels within the City of eThekweni. This involves but is not limited to: identifying all dirty fuels emission sources in the city to create a baseline for dirty fuels use in the city. The Department of Forestry, Fisheries and Environment (DFFE) has a number of formulas adopted from the United States Environmental Protection Agency (USEPA) that can be used. The Service Provider must identify and select a suitable formula to use.

Activity 2.2 - Baseline of dirty fuels emissions

The Service Provider will apply the above methodology to develop a baseline estimate of dirty fuels emissions. This is anticipated to be developed through desktop research. Added to this, the City of eThekweni will provide dirty fuels emissions data available to the Service Provider, for the development of the baseline.

Work Package 3: Stakeholder Engagement

Activity 3.1 - Identification of Affected Stakeholders

Based on the outcome and outputs from Work Package 2, the Service Provider will develop a list of stakeholders likely to be affected by a dirty fuel use ban. The list should focus on both industrial and commercial dirty fuel users. The City of eThekweni will approve the list of stakeholders developed by the Service Provider. In close collaboration with the City of eThekweni, the Service Provider will identify key audiences/groups to target in developing a better understanding of use and perceptions around dirty fuels.



Activity 3.2 - Focus Groups

The Service Provider will hold focus groups with identified stakeholders during activity 3.1 above to better understand perceptions, use and behaviour around dirty fuels, with the purpose of informing the development of dirty fuel use ban. Findings from the focus groups will be summarised in a short report that will be integrated into Work Package 4. At least three engagements should be held with the focus groups.

Work Package 4: Policy Recommendations & Impact Analysis

Activity 4.1 - Draft Interventions

Based on the outcomes of Work Packages 1, 2 and 3, the Service Provider will propose a number of short-to-medium term interventions around reducing dirty fuel use, culminating in a total reduction by 2030.

Activity 4.2 - Impact Analysis Methodology

The Service Provider will develop a methodology, including metrics and data requirements to analyse the following for the drafted interventions proposed in Activity 4.1:

- **Economic Impacts**
For example, economic modelling, anticipated monetary impacts on dirty fuel users, impacts on livelihoods for dirty fuel users and nearby communities, cost of implementation of the policy, anticipated health impacts and healthcare cost savings and public health benefits of implementing the policy etc.,. The City along with the C40 would have done a benefits analysis already using BenMap which should feed into the process.
- **Environmental Impacts**
For example, the resulting reduction in proportion of dirty fuel emissions and concentrations relating to the different policy scenarios, the impacts of business as usual in relation to attainment of WHO air quality guidelines as per the City of eThekweni 's commitment in air quality declaration and compliance with NAAQS.
- **Dirty Fuel Ban Policy Acceptability**
For example, the expected effects of dirty fuels ban implementation on affected stakeholders and acceptability of the proposed ban policy by the stakeholders.
- **Feasibility of policy implementation.**
For example, complexity of implementation, technical feasibility, implementation capacity within the City departments/staff.

Activity 4.3 - Policy Recommendations

The Service Provider will apply the methodology developed in 4.2 to conduct impact analysis and develop a number of policy recommendations, at least three (3) policy scenarios that will bring air pollution for eThekweni to WHO air quality guidelines by 2030 (Interim Target 3, 15ug/m³ PM_{2.5}, and Interim Target 2,

30ug/m³ annual average NO₂). This must include an implementation plan and a roadmap, around banning dirty fuel use by 2030.



Activity 4.4 - Validation Workshop(s)

The Service Provider will organise, lead and deliver a series of validation workshop(s). The aim of these session(s) will be to present the methodology and recommendations to and solicit feedback from a) key audience groups (those identified and consulted in Work Package 3) and b) various city, provincial and national departments (such as trade and industry, economic development, environmental and presidential climate change teams). A minimum of two validation workshops should be conducted.

The Service Provider will summarise the outcomes from the validation workshop(s) and develop a final policy recommendation. The Service Provider will draft the policy in line with eThekweni Municipality Recommended Policy Process and Policy Structure guidelines. The guidelines referred to are here. [Brochure eThekweni Recommended Policy Process and Policy Structure V4_Final.pdf](#).

Work Package 5: Public Participation & Publication

Activity 5.1 - Public Participation

Following sign off from the City of eThekweni, the Service Provider will release the draft policy for public participation and commentary.

The Service Provider will be responsible for organisation and delivery of three public participation sessions for the South, North and West of Durban, utilising City Hall venues/space.

Following the sessions, the Service Provider will summarise outcomes from the public participation, outline how feedback has been considered and develop a final policy document.

Activity 5.2 - Policy Publication

The Service Provider will submit the final policy document to City and C40 and Council approval. If required, the Service Provider will do a presentation of the policy to Council for approval with the support of officials from the City. Once approved, the City will submit for publication in the provincial gazette.

Work Package 6: Project Close-out & Evaluation

Activity 6.1 - Final Project report

The Service Provider will produce a final report for C40, the City of eThekweni and the Clean Air Fund that should include but is not limited to:

- Summary of work completed
- Assessment of success of project
- Any risks, challenges, barriers, or unforeseen issues that were identified
- Recommendations and next steps for eThekweni

4. RfP and Project Timeline

This section of the RfP should provide all the known information about the timeline for the RfP process as well as the project itself.



RfP Timeline:

RFP Timeline	Due Date
Request for Proposals sent out	January 25, 2023
Questions submitted to C40	February 3 , 2023
C40 responds to questions	February 9, 2023
Deadline for receiving Offers	February 23, 2023
Clarification of Offers	February 28, 2023
Evaluation of Proposal	March 3, 2023
Presentation on Proposal	March 7, 2023
Selection decision made	March 9, 2023
All Potential Suppliers notified of outcome	March 15, 2023
Project Start	As soon as the contract is signed

Pre-proposal Webinar

C40 and eThekweni City will host a pre-proposal webinar from **10h00 - 11h00am SAST, Thursday February 9, 2023** for all interested bidders. Attendance is optional but encouraged. The meeting will be an opportunity for bidders to receive clarifying answers to submitted questions to obtain a better understanding of the work required and clarify doubts

To register for attendance, please submit the following information via email to pmadike@c40.org:

- Questions regarding the Request for Proposals
- Full name and email address of the individual(s) from your organisation that will attend the webinar (an individual confirmation & access link will be sent from C40).

Project Timeline	Due Date
The project initiation phase must be completed by	March 24, 2023
Project planning phase must be completed by	March 31, 2023
Project implementation phase is expected to be completed by	February 2, 2024
The project is due to run until	February 2, 2024

Project Activities and Timeframes

Activity	Deliverable	Description	Timeframe
1.1	1	Assessment of dirty fuels used in the City of eThekweni	Week 1
1.2	2	Methodology for assessing city powers	Week 2
1.3	3	Legal Stakeholder Interview(s) Summary	Week 4
1.4	4	Recommendations: Legislative pathway(s)	Week 5
2.1	5	Methodology for calculating dirty fuel use emissions	Week 3
2.2	6	Baseline estimate of dirty fuel use emissions	Week 11
3.1	7	List of stakeholders and key audience groups	Week 14
3.2	8	Report: Focus group(s) summary and outcomes	Week 20
4.1	9	Draft Interventions	Week 24
4.2	10	Impact Analysis Methodology	Week 24
4.3	11	Report: Policy Recommendations & Impact Analysis	Week 30
4.4	12	Validation Workshop(s) Delivery	Week 34
4.4	13	Report: Workshop Outcomes & Final Policy Recommendation	Week 36

5.1	14	Public Participation Session(s) Delivery
5.2	15	Final Policy Documentation
5.2	16	Publication in Provincial Gazette
6.1	17	Final Project Report

**C4O
CITIES**

5. Proposal Evaluation Criteria

All proposals will be evaluated by a selection panel comprising staff from C4O and the City of eThekweni against the criteria in the table below.

Evaluation criteria	Weighting
Work Plan & Timelines Is the timeline realistic? Is it tailored to the requirements in the RfP?	20 %
Management Plan & Key Staff Is the risk management approach realistic? Are there mechanisms for raising issues?	20%
Expertise on Stakeholder Management Is there relevant, similar experience? Is the team qualified?	10%
Subject Expertise & References Does the proposal show mastery of subject expertise?	30 %
Budget Are the fees competitive? Is the budget breakdown clear?	20 %

6. Project Budget

All costs incurred in connection with the submission of this RfP are non-refundable by C4O.

The total contract amount for this project will be no more than **USD 65,000** including all applicable taxes. All budgets are to be prepared in **USD and ZAR**, (please list exchange rate used). The contracting entity will be C4O inc. registered in the United States.

Payment will be made periodically based on the satisfactory completion of the deliverables and the payment schedule will be agreed upon during the contract negotiation stage.



7. 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](#)

8. Submissions

Each bidder must submit 1 copy of their proposal (in both PDF and Microsoft Word) to the following point of contact by **February 23, 2023, 17h00PM SAST**.

- Podile Madike
Regional Technical Advisor: Air Quality, Southern Africa
pmadike@c40.org
- Jessica Kavonic
Head of Implementation, Africa
jkavonic@c40.org

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.

