



REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

4 Regional Focal Points for the Gap fund - GCOM partnership:

- 1 Regional Focal Point for South East Asia and South Asia
- 1 Regional Focal Point for Latin America and Caribbean
- 1 Regional Focal Point for Sub Saharan Africa
- 1 Regional Focal Point for Middle East and North Africa

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

Global Covenant of Mayors for Climate & Energy
Boulevard Charlemagne 1 – Mezzanine Floor
1000 Brussels
Belgium

January 16, 2023

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](#).

Global Covenant of Mayors for Climate & Energy

The Global Covenant of Mayors for Climate & Energy (GCoM) is the largest global alliance for city climate leadership, uniting a global coalition of over 10,000 cities and local governments and 100+ supporting partners to take ambitious and measurable climate and energy action. The cities and partners of GCoM share a long-term vision of supporting voluntary action to combat climate change and towards a resilient and low-emission society.

In addition to providing resources and training opportunities, the GCoM gives cities a unified voice on the international stage, ensuring the local level is heard in global policy debates.

The Global Covenant of Mayors is comprised of 13 Regional and National Covenants that support signatory cities in line with local needs. By signing up via their Regional or National Covenant, cities become part of a global movement.

Hence, GCoM serves cities and local governments by mobilizing and supporting ambitious, measurable, planned climate and energy action in their communities

by working with city/regional networks, national governments, and other partners to achieve our vision.



Led today by UN Special Envoy on Climate Ambition and Solutions Michael R. Bloomberg and European Commission Executive Vice President Frans Timmermans, the coalition comprises cities across 6 continents and 142 countries, representing over 900 million people or more than 10% of the global population.

To learn more about the work of GCoM and our cities, please visit our [Website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

2. Summary, Purpose and Background of the Project

About the City Climate Finance Gap Fund:

The City Climate Finance Gap Fund (Gap Fund) launched in September 2020, aims to help cities in developing and emerging countries transition towards low-carbon and climate-resilient pathways. This will be achieved by addressing the critical lack of financing necessary to formulate city climate strategies and analyze key actions, identifying the actions for cities to pursue to enhance their capacities, promoting improved coordination among key stakeholders, and supporting the preparation of projects from planning and strategy development to project concept and pre-feasibility stage.

About the project:

The project seeks to (i) raise awareness of cities and city networks about the Gap Fund. This encompasses the development and dissemination of awareness raising materials, and the delivery of knowledge exchange events to facilitate partnerships and promote low-carbon, climate resilient city development activities; (ii) Support to cities through outreach activities that include the assessment of cities' climate challenges and priorities, and the delivery of knowledge sharing activities, including training and workshops. (iii) the third component will support overall coordination and project implementation.

The project will consist of three components, namely: (i) Awareness Raising, (ii) Support to Cities, and (iii) Project Management as described in the following sections.

Component 1: Awareness Raising. This component will support selected cities by carrying out climate awareness activities. It will comprise two activities:

- Development and dissemination of awareness raising materials on the existence and operation of the CCFGF in different regions; and
- Knowledge exchange events with relevant stakeholders to facilitate partnerships and promote low-carbon, climate-resilient city development activities.

Component 2: Support to Cities. This component will focus on outreach activities to promote low-carbon, climate-resilient city development. It will comprise two activities:

- Assessment of cities' climate challenges and priorities in connection with developing, financing and implementing climate-smart projects; and

- Knowledge sharing activities, including trainings and workshops, with relevant stakeholders on existing tools and data available on emissions reduction, climate resilience and energy access quantification.



Component 3: Project Management. This component will support overall coordination and project implementation. The Global Secretariat at GCOM will function as the Project Implementation Unit (PIU) responsible for overall project monitoring and evaluation and reporting. The PIU will liaise with the World Bank and EIB Gap Fund Secretariats and work closely with GCOM's regional and national chapters. This component will also finance incremental operating costs such as office administration, design, printing and translation, and information technology and conduct project audits.

Objectives of the assignment:

The Regional Focal Points for the Gap fund - GCOM partnership will:

- Lead, coordinate and provide technical assistance at regional level for the delivery of the activities and actions needed to promote low-carbon, climate resilient city development activities through the Gap Fund.
- Support and deliver regional activities to increase awareness and understanding of the Gap Fund and build knowledge on the opportunities and constraints for cities' low-carbon, climate-resilient development
- Support and deliver activities to increase awareness and coordinate and provide technical assistance at regional level of the activities and actions needed to build knowledge on the opportunities and constraints cities face in developing climate-smart project pipelines.
- Analyze gaps and challenges and build knowledge on the opportunities and constraints cities face to promote low-carbon, climate resilient city development activities through the Gap Fund.

3. Expression of Interest (EoI) Guidelines

This Request for Expressions of Interest is published as part of an open and competitive process, and submissions will be accepted until 6pm CET, *6 February 2023*. All submissions should give C40 evaluators all the information they need to assess your interest, and skills to perform the objectives of the assignment. Please include your resume (CV), and a cover letter. In a later stage, the selection process might include interviews and other assessments.

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) that are diverse in terms of age, nationality, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective to put forward a EoI to work with us.



Feel welcome to refer to C40’s Equity, Diversity and Inclusion Statement as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

Contract

Please note this is a contract for professional services and not a grant opportunity. Individual consultants unable to accept contracts for professional services should not submit the documents requested. The work will be completed on the [World Bank – Contract for small assignment – Time based](#) which is meant for individual consultants.

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.

Subcontracting

C40 is looking to hire individual consultants, and the preferred approach is to receive a EoI that do not include subcontracts.

4. Submission and Timeline

Expression of Interest Timeline:

REoI Timeline	Expected
Request for REoI sent out	<i>January 16, 2023</i>
Deadline for receiving EoI	<i>February 6, 2023</i>
Evaluation of EoI received	<i>February 7, 2023 – February 21, 2023</i>
Short list of Consultants: Interviews and assessments	<i>February 25, 2023 – March 13, 2023</i>
Selection decision made	<i>March 20, 2023</i>
Draft Negotiated Contract	<i>March 20, 2023 – March 29, 2023</i>
Notification of Award	<i>April 7, 2023</i>

5. Scope, Objectives and Selection Criteria



Level: Senior Specialist

Title: Regional Focal Point

Geographical Scope:

4 Regional Focal Points: 1 for South East Asia and South Asia, 1 for Latin America and Caribbean, 1 for Sub Saharan Africa, 1 for Middle East and North Africa

Location: The position is expected to be based within the region

Expected start date: April 10, 2023

Duration: From the start date of the contract until December 31, 2024

Objectives of the assignment:

- Lead, coordinate and provide technical assistance at regional level for the delivery of the activities and actions needed to promote low-carbon, climate resilient city development activities through the Gap Fund.
- Support and deliver regional activities to increase awareness and understanding of the Gap Fund and build knowledge on the opportunities and constraints for cities' low-carbon, climate-resilient development
- Support and deliver activities to increase awareness and coordinate and provide technical assistance at regional level of the activities and actions needed to build knowledge on the opportunities and constraints cities face in developing climate-smart project pipelines.
- Analyze gaps and challenges and build knowledge on the opportunities and constraints cities face to promote low-carbon, climate resilient city development activities through the Gap Fund.

Duties and accountabilities:

- Work closely with GCoM Global Secretariat, Gap Fund Partners, GCoM regional covenants, cities, and relevant stakeholders to promote low-carbon, climate resilient city development activities through the Gap Fund.
- Lead, support and coordinate the planning and delivery of virtual and in-person peer-to-peer awareness raising, learning and knowledge exchange activities at the city, regional or global level
- Contribute to the development and delivery of regionally contextualized outreach and awareness raising materials.
- Directly communicate and support cities to promote low-carbon, climate resilient city development activities promoting access to the Gap Fund. Ensure adequate access to climate data and documentation for cities participating in the project.
- Coordinate with cities, partners and stakeholders at regional level to deliver project activities. Support global level coordination mechanisms.
- Contribute to the identification and analysis of challenges faced by local governments in the region to access the Gap Fund, and provide recommendations to overcome them.
- Support GCoM's global secretariat and project team on implementation aspects, provide adequate documentation and support reporting mechanisms.
- Contribute to the development, delivery and dissemination of communication products and the implementation of knowledge sharing activities. This can include but is not limited to writing articles, posts, reports, presentations, workshops, and training events.

- Support the analysis of challenges faced by local governments to access the Gap Fund and provide recommendations to overcome them.



Selection Criteria:

- Master's degree(s) in urban studies and planning, economics, environment, climate change, engineering, finance, or other relevant discipline, plus at least 8 years of relevant work experience.
- Good understanding of sustainable development, urban economics, and climate change issues.
- Proven ability to share best practice, trends, knowledge and lessons learned across units and with clients and partners
- Experience in managing relationships and building consensus among large groups of stakeholders, such as city networks, global NGOs, MDBs and UN Agencies, is a strong advantage.
- Proven experience organizing and facilitating participatory events such as workshops, presentations, learning sessions, and webinars.
- Strong communication and presentation skills in English, including the ability to communicate succinctly, quickly, and in a well-structured manner complex messages on a variety of topics to a wide range of audiences.
- Written and spoken fluency in one of the main region's languages is an advantage.
- Strong problem solving and analytical skills, able to prioritize interventions, analyze large data sets, identify relevant issues and trade-offs, and provide appropriate recommendations.
- Excellent workflow and project management and task organization skills.

6. Additional Information

The potential post-holder is asked to submit a EoI including CV and Cover Letter.

The total expected number of days for these roles is between 90 and 220 days for the duration of the contract but this might be subject to change. Please submit your estimated daily fee.

This position might require travelling and related travel expenses will be covered by the project upon approval.

All costs incurred in connection with the submission of this EoI 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](#)



08. Submissions

Each Potential Supplier must submit CV and Cover Letter to the email addresses below by February 6, 2023 at 6:00 pm CET:

1. Tommaso Santapaola, Senior Operations Manager,
tsantapaola@globalcovenantofmayors.org
2. Alejandro Javier Nocete Sanchez, Operations Assistant,
anocete@globalcovenantofmayors.org

The subject of the email should read as follows: Regional Focal Point for the Gap Fund (GCoM) – Region (*see the list of Regions below*).

- South East Asia and South Asia
- Latin America and Caribbean
- Sub Saharan Africa
- Middle East and North Africa

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this REoI.

Neither the issue of the REoI, 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 REoI 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.