



REQUEST FOR PROPOSAL (RfP)

Resource Pack for Cities: Delivering inclusive climate action with a focus on inclusion of disabled people*

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

April 2023

*After reflection and consultation with disabled people in addition to research of other organisations and network's use of terms, C40 has made the decision to use identity first language (disabled people) instead of person first language (people with a disability). However, do inform us of your preferred term and we will accommodate accordingly.

** For the reader please note the additional Annex to this document for the optional opportunity to express interest for a related but separate upcoming opportunity: Request for Expressions of Interest (REOI) - "People & Culture: Inclusion of Disabled People with Disabled People"



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 300+ 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

About key C40 initiatives related to this work

C40’s Inclusive Climate Action (ICA) Programme supports mayors in putting equity and inclusion at the heart of climate policies and all other urban decision-making. This ensures that mayors can engage a wide range of communities and stakeholders, design and deliver policy with fairness and accessibility and distribute the benefits of climate action equitably. There is no climate justice without social justice, and action at the city level is critical to achieve both. A key component of the ICA Programme is the [Inclusive Climate Action Forum](#). This is a platform for peer-to-peer exchange, support and learning. It connects cities with an ambition to drive policy changes and joint advocacy for the implementation of inclusive, local green new deals, a just transition and a green recovery from COVID-19.

The [C40 Green and Healthy Streets Accelerator](#) is a commitment to put people first on our city streets: increasing rates of walking, cycling and the use of public and shared transport that is accessible to all citizens; reducing the number of polluting vehicles on streets; and transitioning away from vehicles powered by fossil fuels. City signatories of this initiative have pledged to procure, with their partners, only zero-emission buses from 2025, and to ensure a major area of their city is zero emission by 2030. C40 supports cities achieve the commitments in this accelerator through thematic networks and programmes, such as the [Walking and Cycling Network](#), the [Public Transport Network](#), the [Zero Emission Areas Programme](#), the [Zero Emission Vehicles Network](#), [Zero Emission Freight Programme](#), the [Zero Emission Bus Rapid-deployment Accelerator \(ZEBRA\) Partnership](#) and the [TUMI E-bus mission](#).

The [C40 Clean Air Accelerator](#) supports cities globally to take bold action to tackle air pollution and clean the air we breathe. So far, 49 C40 mayors have pledged to establish baseline air pollution levels, set ambitious targets which meet or exceed national commitments – in line with the World Health Organization Air Quality Guidelines – and implement new substantive policies and programmes to address the top causes of air pollution emissions. Cities are supported through the [Air Quality Network](#), which enables them to share best practices for developing and implementing air quality solutions that meet public health, equity and climate goals.

In addition to the key areas above that initiated this work, a large number of C40 [networks](#), [accelerators](#) and [resources](#) all support C40 cities to [scale up their climate action](#).

Background for the project: In May 2022, the C40 ICA Forum, Air Quality/Public Transport/Walking and Cycling Networks, and Women4Climate invited cities to a scoping meeting on the topic of (Pan)disability and accessibility in climate action and policy-making. As a result of this scoping session, the ICA Forum set up an online [Universal Accessibility & Climate Action](#) discussion group on the C40 Knowledge Hub, and hosted an 8-session webinar series in November 2022.

The webinar series explored some of the questions emerging from the scoping meeting, and showcased best practices from cities and organisations. The webinars focused particularly on driving inclusivity of disabled people particularly through the transport and energy sectors. The series also looked at how cities can partner with key stakeholders such as the health sector to improve their access to data and health and wellbeing for all.

Purpose: A wealth of knowledge has been gathered through the scoping sessions and webinar series that must be collected, further developed, and converted into practical policy guidance. Through the dissemination of this policy guidance, city

technical teams will have resources to support their internal awareness raising and capacity building efforts. In doing so, C40 will be better equipped to support cities and inform their delivery of inclusive climate action that does not overlook the needs, priorities and capacities of people with a diverse range of disabilities, and who are key to making cities socially just and resilient.

Summary of project:

This project will develop a resource pack for cities on delivering inclusive climate action with a focus on inclusion of disabled people (PwDs).

This resource pack will help cities deliver their commitments under C40 Accelerators in a way that is inclusive and just, with a particular focus on the C40 Clean Air Accelerator and the C40 Green and Healthy Streets Accelerator.

Sub-deliverables (#):

1. A desk review
2. A fact sheet on who are disabled people, what are their needs and why their inclusion in climate action is key to city resilience building and delivering a just transition (demonstrating and making the case for the connection between inclusion of disabled people and climate action)
3. Recommendations to guide component development for the resource pack
4. A series of Inclusive Climate Action Policy Briefs (number TBC - min 2 max 4) to equip cities with tools to ensure that their climate actions and just transition efforts benefit disabled people, leaving no one behind.
5. An executive summary & recommendations for further support to cities on delivering inclusive climate action and a just transition that is inclusive - of - and benefits disabled people.

***N.B:** Disability definitions, and therefore disability challenges, vary significantly from one city to the next, especially when considered in a developed versus developing urban context. For all sub-deliverables detailed above, the toolkit should cover a broad geographic perspective, including tools and recommendations tailored to the different regional contexts of the Global South and Global North.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **15th May 2023, 17.00pm CEST**. 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; Including:
 - *Examples of past work (no more than 3 - as an annex);*
 - *Resumes of proposed key personnel in the standard C40 CV Template*
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff;
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with [C40's equity and inclusion policy such as an equity, diversity and inclusion policy, statement and or organisational action plan outline](#)

You must include adequate information about how your costs were calculated (itemised) to enable evaluation of cost reasonableness. Please include the need/ or no need for VAT in the budget breakdown - where relevant.

Please ensure your proposal is no more than 5 pages. Annexes can be used if necessary.

Please ensure your proposal is submitted in Word format with 1.15 space between paragraphs.

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.

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 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

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.

4. RfP and Project Timeline

RfP Timeline:

RFP Timeline	Due Date
Request for Proposals sent out	17th April 2023
Questions submitted to C40	17th April 2023 - 10th May 2023
C40 responds to questions	17th April 2023 - 10th May 2023
Deadline for receiving proposals	15th May 2023, 17.00 CEST
Clarification of proposals	w/o 15th May 2023

Evaluation of Proposal	w/o 15th May 2023
Presentation on Proposal	w/o 15th May 2023
Selection decision made	18th May 2023
All Potential Suppliers notified of outcome	19th May 2023

Project Timeline	Due Date
The project initiation phase must be completed by	w/o 5th JUNE
Project planning phase must be completed by	w/o 12th JUNE
Project implementation phase is expected to be completed by	July 31st 2023
The project is due to run until	August 31st 2023

Detailed deliverables and timeframe

**All sub-deliverables to be handed in using Word & 1.5 lined spaces.*

Item	Description	Deadline
RFP Publication		17th April 2023
Deadline for proposals		15th May 2023, 17.00 CEST
Final confirmation of service provider		19th May 2023
Kick-off call		w/o 22nd May 2023
Desk based review (to inform sub-deliverables 1-3)	<ul style="list-style-type: none"> Review of webinar series material, recordings and discussions with cities and scoping call deck & recording (to be provided by C40 once service provider is confirmed). Review C40's Powering inclusive climate action report Literature review should inform understanding of the work of the different presenters & cities that presented on the webinars including this article. 	w/o 5th June

	<ul style="list-style-type: none"> Review literature to develop a fact sheet on what is meant by disability & what climate sectors intersect with this topic. Attendance of follow-up call with cities on remaining questions/ inputs (TBC) Review C40's Inclusive Climate Action Glossary Any other literature that is of relevance to inform the 'making the case' fact sheet (deliverable 2). 	
<p>Sub-deliverables</p> <ul style="list-style-type: none"> # 1 : 2-3 Pager # 2 : 1st Draft # 3 : 2-3 Pager 	<ol style="list-style-type: none"> 2-3 Pager: Key findings from desk review Draft 1. Fact sheet on making the case: <ol style="list-style-type: none"> <i>What is meant by disability & what climate sectors intersect with this topic.</i> <i>That climate action and disability are interlinked</i> <i>That disability inclusion is core to delivering a just transition that leaves no one behind.</i> 2-3 Pager: Recommendations for policy briefs (number & topics - must be aligned with C40 Accelerators) - min 2, max 4 	w/o 12th June
Validation of sub-deliverables 2 & 3	4-5 validation interviews with cities and partners to validate sub-deliverables 2 & 3 and identify any new information & considerations for sub-deliverables 4 & 5.	w/o 19th June
<p>Sub-deliverables:</p> <ul style="list-style-type: none"> # 2 : 2nd draft # 4: 1st draft # 5: 1st draft <p>... for C40 review</p>	<p>Using the findings from desk review & fact sheet, develop the agreed policy briefs.</p> <ul style="list-style-type: none"> Number TBC - min 2, max 4 <p>Policy briefs should include links to key resources and case studies for readers to delve deeper into the subject matter.</p> <p>No matter the number and focus of the inclusive climate action policy briefs they should seek to respond to the following questions identified initially by cities during the scoping calls:</p>	w/o 3rd July

	<ul style="list-style-type: none"> • How can cities share the responsibility of accessibility throughout departments to implement holistic and accessible change from inclusive climate policies? • What does universal accessibility look like across... (min. 2 climate sectors for climate action delivery)? And how can it be achieved through inclusive climate action? 	
<p>Sub-deliverables:</p> <ul style="list-style-type: none"> • # 2: copy edited final • # 4: copy edited 2nd draft • # 5: copy edited 2nd draft <p>... for C40 review</p>	<p>These should be delivered in Word Document format in British English.</p> <p>These deliverables must be copy edited for C40 final review & interested cities and partner review.</p>	w/o 10th July
<p>FINAL DELIVERY of all sub-deliverables (1-5) as a package of extractable resources</p>	<p>Final delivery of:</p> <ul style="list-style-type: none"> • Fact Sheet • Policy Briefs • Executive Summary & recommendations for further support to cities on this subject matter <p>These should be delivered in Word Document format, 1.5 line spacing & in British English.</p>	w/o 24th July
Project close	The project is due to run until	August 31st 2023

5. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria

The evaluation criteria that will be used is as follows:

- Demonstrated expertise in policy analysis, as well as experience on key topics for this piece of work are represented across all services team members involved - 35%



- Robustness of the project delivery proposal and ability to meet objectives - 30%
- Project management, work approach, and timeline - 10%
- Cost effectiveness of the proposal - 10%
- Alignment with C40 Diversity and Inclusion values*- 15%

*Please refer to [C40's Equity, Diversity and Inclusion Statement](#) for information on this evaluation criteria. C40 believes strongly that 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.

6. Project Budget

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

- The budget should clearly demonstrate how much time will be spent by one or more team members working on the project. Who will be spending what time on each of the deliverables.
- Please also include copy editing in the budget.
- The total budget available for this work is a maximum of: USD 25,000

Payment will be made according to meeting project milestones as approved by the C40 point of contact. Travel is not expected for this work therefore there will be no additional travel costs or expenses paid unless pre-approved by the C40 point of contract prior to incurring the cost.

Please include the need/ or no need for VAT in the budget breakdown - where relevant. If required this can be discussed further once the supplier is confirmed.

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](#)

08. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by **15th May 2023, 17.00pm CEST:**

Contact for any questions:

Luisa Miranda Morel, Senior Manager, Inclusive Climate Action Forum & Academies, C40, (lmirandamorel@c40.org), with **Louise Ribet**, Senior Manager, Public Transport Network, (lribet@c40.org) in copy.

Anonymised responses to questions will be provided here [\(link\)](#) 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.

Annex. Request for Expressions of Interest (REOI) - “People & Culture: Inclusion of Disabled People with Disabled People” (optional/ for information only)

Introduction

This **REOI** is not required to be completed as part of this proposal and is optional. This means it will not impact the evaluation of your proposal for the *Resource Pack for Cities project* aforementioned in the RFP. This section is to inform the reader that C40’s People team will be requesting proposals for an additional project in May 2023 and would like to get an initial sense of interest. This project titled “People & Culture: Inclusion of Disabled People with Disabled People,” will focus on the inclusion of disabled people within C40’s organisational culture and workforce, as part of C40’s Equity, Diversity & Inclusion strategy and action plan.

People Team

The C40 People Team sits within the Corporate Services team, which functions as an internal support service managing resources for the achievement of C40 Cities' mission in cities and the world by ensuring compliance with legal and financial obligations and working to improve governance and accountability across the organisation. The team manages and leads in the following areas - finance, information technology, facilities, contracts & grants, and people & culture. The People Team ensures people operations, recruitment and learning & development is running effectively and further developing in line with the C40 business plan. The team also works to create an organisational culture which values inclusion, experimentation, collaboration, and wellbeing across a global organisation.

Background for the project

As C40’s Equity, Diversity & Inclusion strategy and action plan is a constant work in progress, this year the People team is focusing on the inclusion of disabled people through the pillars of C40 policies, processes and work culture. The People team hope to work with a consultant who can audit and assess the way we work, how we present information and communicate, and how decisions are made and policies are built currently as well as any other areas as further identified. From the audit findings, the consultant will create and help implement a plan to improve and make C40 more equitable, diverse and inclusive through the lens of disability.

Objective/ Budget

The main objective is to identify gaps and develop a plan on how to change and/or develop C40 policies, processes and work culture to be more inclusive of disabled people. Additionally, we would request that the consultant provide support in the implementation of the plan, engagement of our senior leadership and staff, and build checkpoints to help monitor and evaluate our progress on pushing the disability agenda forward.



The maximum budget for this project is \$30,000 and we welcome an initial outline and/or any information on how you propose supporting C40's people team in achieving its objectives.