

REQUEST FOR PROPOSALS (RfP)
Updating the citywide Greenhouse Gas Emissions
Inventory and building in-house inventory capacity for
the City of Hanoi & Ho Chi Minh City

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

June 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, 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 main purposes of the project are to work with the City of Hanoi and Ho Chi Minh City to produce citywide greenhouse gas (GHG) emission Inventories for the two most recent successive data years for which data is available, and to build the capacity of the city administration to carry out future inventories and ensure that the updates and capacity building efforts support the City's climate change goals.

2.1 Background of the Project - City of Hanoi & Ho Chi Minh City

Hanoi and Ho Chi Minh City are our two C40 member cities in Vietnam. Both cities have developed their Climate Action Plans, and have strong and ambitious targets relating to adaptation and mitigation.

The Vietnamese Government has made progress over the past years to track GHG emissions including, but not limited to, the following regulations surrounding GHG emissions and the potential curbing requirements to follow:

- Based on Decision No.01/2022/QĐ-TTg, six (6) sectors in Vietnam - energy, transportation, construction, industry, agriculture, and waste - are legally required to establish and report their greenhouse gas (GHG) inventories to relevant authorities from January 2022.
- With Decree No. 06/2022/ND-CP, relevant ministries and GHG-emitting facilities according to the list must now develop and submit GHG mitigation plans and report on implementation results, towards the development of a domestic carbon market from 2028 onwards (with provisional requirements from 2026).
- Circular No 17/2022/TT-BTNMT from MONRE on Technical Regulation on Measurement, Reporting, Verification of GHG Emission Reduction and GHG Inventory in the Field of Waste Management.

As such, it is in good timing for our C40 Vietnamese member cities – Hanoi and Ho Chi Minh City (HCMC) to update their GHG Emissions Inventories, while also examining the reporting frameworks required at the National Level.

2.2 Greenhouse Gas Emissions Inventory

A key component of climate action is the periodic development of GHG emission inventories to support decision-making around actions to manage and reduce emissions, and to monitor and report climate action progress against targets. C40's member cities demonstrate their commitment to addressing climate change by ongoingly meeting a set of leadership standards. One of these standards involves regular development and reporting of a city wide GHG inventory that is aligned with the Global Protocol for Community-scale Greenhouse Gas Emission Inventories (GPC) and preferably makes use of the City Inventory Reporting and Information System (CIRIS) tool. The GPC is aligned with the 2006 IPCC Guidelines for National Greenhouse Gas Inventories and adds a degree of city-level disaggregation. The GPC is the recognised international standard for cities.

The GPC provides a robust framework for accounting and reporting city-wide greenhouse gas emissions. It seeks to:

- Help cities develop a comprehensive and robust greenhouse gas inventory to support climate action planning
- Ensure consistent and transparent measurement and reporting of greenhouse gas emissions between cities, following internationally recognized greenhouse gas accounting and reporting principles
- Enable city inventories to be aggregated at subnational and national levels
- Demonstrate the important role that cities play in tackling climate change, and facilitate insight through benchmarking – and aggregation – of comparable data

2.3 Previous Work Accomplished

Hanoi and Ho Chi Minh have previously reported GPC inventories for 2015 and 2016 data years respectively. Both these inventories were compiled using CIRIS. Ho Chi Minh also has a GPC inventory for 2013 an inventory report for 2018 that was submitted as part of its Climate Action Plan. The GPC inventories were compiled according to the GPC's defined BASIC level of reporting, covering standard Scope 1 and Scope 2 Emissions from Stationary Energy and Transportation sectors, as well as Scope 1 and Scope 3 emissions from the waste sector.

2.4 Scope of Services

Building on the prior work, C40 Cities and Hanoi & Ho Chi Minh City are seeking to appoint a suitably qualified and experienced individual expert consultant or firm to assist with preparing the cities' updated GHG emissions inventories for the two most recent consecutive years for which data is available (ideally for the inventory years of 2021 and 2022). The appointed consultant shall provide professional consultancy service ("Services") to support the officials in the Hanoi & Ho Chi Minh City:

- To request and compile existing activity data from relevant governmental and non-governmental data providers.
- To identify and seek to address any major data gaps and areas of improvement evident from the previous inventory/ies.
- To develop city-wide greenhouse gas emissions inventories (ideally 2021 and 2022) compliant with the BASIC level of the GPC reporting standard (actual years to be agreed between C40, city and consultant based on data availability and suitability of the accounting year with regards to external factors such as the impact of Covid-19).
- To build technical capacity within the city administrations, so that the Cities may develop greenhouse gas inventories in the future without the need of a consultant. This will be done by keeping relevant city

staff informed and involved with the project, leading a technical workshop for the city, and developing an updated inventory management plan.

C40's role in supporting the delivery of the technical support to our member cities is coordinated in the following way:

- C40's overall support to the Cities is typically managed by the C40 Regions and Mayoral Engagement Team, composed of the Regional Director, Deputy Regional Director and Regional Officer.
- Technical support and oversight on climate action planning (including GHG inventory development) is the responsibility of the C40 Technical Manager for GHG emissions, who is based in C40's London Office and part of the Climate Action Planning Team.
- The Technical Manager for GHG emissions (with support from the Climate Action Planning team) will serve as the main technical focal point, responsible for quality assurance and ensuring that the objectives in the scope of work are met.
- Liaison between the consultant and engagement by the City governments will be supported by both the Regional and CAP Team.

3. Key activities and deliverables

The appointed consultant shall undertake the following activities and deliverables to produce updated GPC-compliant GHG emissions inventories and develop technical capacity in the city team so that city staff may undertake the work themselves in future years.

3.1 List of activities

Activity 1: Methodology preparation and stakeholder identification

An analysis of the existing GHG emissions inventory, specifically the data sources, inputted data, results, and methodologies used during this process. The consultant will be able to do so by familiarising themselves with the documents produced through prior GHG inventories and associated documentation. The purpose of this stage is to identify which data sources should be obtained, to compile the list of data providers that should be contacted and to determine areas of improvement upon the previous GHG inventories. The main deliverable of this stage will be a data collection guide for each city, which brings together all the information previously mentioned, and establishment of contact with relevant data providers with requests for the data outlined in the data collection guide.

| Activity 1 | Methodology preparation and stakeholder identification |
|----------------------------|--|
| <i>Estimate</i> | Approx. 10 days |
| <i>Travel</i> | Strong preference for local consultants |
| <i>Indicative timeline</i> | 10 July 2023 - 01 August 2023 |
| <i>Deliverable(s)</i> | 1.1 Updated data Collection Guides: <i>including activity, methodology, and letters to request data from data providers</i> 1.1.1 Proposed Methodology for GHG Sub-sector Activity Data 1.1.2 Proposed Emissions Factors 1.1.3 Proposed Data Owners List & Draft Data Request Letters |

Activity 2: Stakeholder engagement, activity definition and work plan

An analysis of the existing GHG emissions inventory national reporting requirements, data owners, recommended methodologies and potential mapping to city wide inventories during this process. The consultant will be able to do so by familiarising themselves with the documents required for national GHG emissions reporting.

The purpose of this stage is to engage national agencies to understand current GHG inventory reporting requirements from a national perspective, and also to identify lead city officials across relevant departments and to engage and brief them on the proposed project outline, and obtain the city's buy in as well as ownership in the process. It is a good opportunity to understand data sources available within the city, as well as obtain the steer of the city on activities and timelines proposed. The main deliverables of this stage will be to identify lead sectoral contact points for connection and validation, the project work plan as well agreement on activities.

| Activity 2 | Stakeholder Engagement, Activity Definition and Work Plan |
|-------------------|--|
| <i>Estimate</i> | Approx. 20 days |
| <i>Travel</i> | Strong preference for local consultants |

| | |
|----------------------------|--|
| <i>Indicative timeline</i> | 10 July 2023 - 31 July 2023 |
| <i>Deliverable(s)</i> | 2.1 Identify and engage key city officials 2.2 Identify key agencies to engage for GHG Inventory data 2.3 Project work plan & key activities defined |

Activity 3: In-city GHG inventory development capacity building workshop

Delivery of a 3-day inventory development workshop in each of Hanoi & Ho Chi Minh City in coordination with each city's Department of Natural Resources and Environment (DONRE). C40 workshop resources (including agenda, PowerPoint slides, and Participant Handbook) will be used as templates and modified to suit the context and objectives of the workshops. The consultant will tailor the agenda and workshop materials to meet local needs and develop a list of participants in agreement with C40's regional team, GHG technical manager, and the City focal points. The aim of the workshops is to ensure that the city staff and relevant data partners (especially relevant data provider institutions) are able to compile new inventories using CIRIS in future years without the need of a consultant. The main deliverable of this will be an updated GHG Inventory Management Plan, which sets the agreed inventory management system, including data collection processes, roles, and responsibilities.

| Activity 3 | In-city GHG inventory development workshop |
|----------------------------|--|
| <i>Estimate</i> | Approx. 20 days |
| <i>Travel</i> | Strong preference for local consultants |
| <i>Indicative timeline</i> | 18 July 2023 - 15 August 2023 |
| <i>Deliverable(s)</i> | 3.1 First version of updated Inventory Management Plan (.doc) 3.2 Preparation & delivery of a GHG inventory workshop 3.3 Confirmed methodology for activity data by GHG sub-sector & determination of emissions factors 3.4 List of identified data owners and contacts |

Activity 4: GHG inventory preparation

Data will be sourced and compiled in-line with the GPC standard using the CIRIS reporting tool (ensuring that inventory boundary, data sources, emissions factors, activity data, data quality indicators are captured). This should be conducted in collaboration with the city focal points to ensure sharing of expertise on GHG inventory preparation. Up to three revision requests for the completed draft BASIC Inventory (4.1) can be requested by C40 to ensure that the inventory meets the best possible standard for data quality, completeness and transparency in line with the GPC.

| Activity 4 | GHG Inventory preparation |
|----------------------------|---|
| <i>Estimate</i> | Approx. 30 days |
| <i>Travel</i> | Strong preference for local consultants |
| <i>Indicative timeline</i> | 18 July 2023 to 29 August 2023 |
| <i>Deliverable(s)</i> | 4.1 Draft BASIC GHG Inventory in CIRIS (.xls) 4.2 Up to 3 review calls or exchanges with C40 Cities to facilitate feedback on the draft inventories 4.3 One validation Focus Group Discussion (FGD) with Key City Officials 4.4 Completed GPC Inventory Self-verification Toolkit (.xls) |

Activity 5: GHG inventory review

Work with the cities to complete the GPC Self-verification Toolkit, which will be submitted with the inventory to C40. The C40 Technical Manager will conduct a final review to confirm that the inventory meets the GPC requirements.

| Activity 5 | GHG Inventory Review |
|----------------------------|---|
| <i>Estimate</i> | Approx. 8 days |
| <i>Travel</i> | n/a |
| <i>Indicative timeline</i> | 30 August 2023 to 13 September 2023 |
| <i>Deliverable(s)</i> | 5.1 GPC-compliant BASIC GHG inventories in CIRIS (.xls) 5.2 (If necessary) historical CIRIS files with updated historical inventories if (according to the GPC's |

| | |
|--|--|
| | guidance) new data or methodology is applied in the updates. |
|--|--|

Activity 6: GHG inventory reporting

Following approval of the GHG inventory against the GPC Standard, the consultant will develop a public-facing GHG inventory report that presents the inventory data from CIRIS in a word format, accessible to a broad audience. C40 will provide an inventory report template to assist with this task. The consultant should also, together with the city staff, update the inventory management plan with latest data sources, timelines, contact details. If any new data or methodology comes to light that (according to the GPC guidelines) requires revisions to historical inventories, the consultant will update these inventories accordingly. The consultant will then deliver a workshop on the inventory results and the experience of compiling it to key city stakeholders (preferably in-person), to help the inventory team engage with the process and results, with the aim of exploring how to institutionalise these learnings to ensure replicability in future years, and how the city may want to use and/or communicate the results of the finalised inventory. On completion of the main deliverables, the consultant will develop a concise project report for C40's internal use summarising the work carried out, recommendations and proposed next steps.

| Activity 6 | Reporting |
|----------------------------|---|
| <i>Estimate</i> | Approx. 20 days |
| <i>Travel</i> | n/a |
| <i>Indicative timeline</i> | 14 September to 05 October 2023 |
| <i>Deliverable(s)</i> | 6.1. GHG emissions inventory reports (.doc) 6.2. GHG emissions results workshops delivered 6.3. Finalised version of updated inventory management plans (.doc) 6.4 Presentation of GPC-compliant inventories to City leadership & C40 Cities 6.5 Project report and recommendations (in English) (.doc) |

All outputs will be delivered in both English and Vietnamese (except for the project report, which only needs to be in English) and the consultants are expected to ensure that any translation costs are included in the fees quoted.

3.2 Activity/Deliverables

The overall project timeline is targeted to take four (4) months and the proposed timeline for delivery is as follows:

| # | Deliverable | Format | Template |
|-----------|--|--------|---------------------------|
| 1.1 | Data collection guide | .xls | Link here |
| 2.1 | Identify and engage key city officials (DONRE Letter) | | |
| 2.2 & 3.4 | Identify and consult key agencies to engage for GHG inventory | | |
| 2.3 | Project work plan & key activities | | |
| 3.1 & 3.2 | Preparation & delivery of workshop + updated Inventory Management Plan | .doc | Draft to be provided |
| 3.3 | Confirmed methodology for activity data by GHG sub-sector & determination of emissions factors | | |
| 3.4 | List of Identified data owners & contacts | | |
| 4.1 | Draft BASIC GHG Inventory in CIRIS | .xls | Link here |
| 4.2 | Three Sectoral review calls with C40 Cities | | |
| 4.3 | One validation FGD with Key City Officials | | |
| 4.4 | GPC Inventory Self-Verification Toolkit | .xls | Link here |
| 5.1 | GPC-compliant BASIC GHG Inventory in CIRIS | .xls | Same as 4.1 |
| 5.2 | Updated historical inventories (if needed) | .xls | |
| 6.1 | GPC inventory reports | .doc | Link here |
| 6.2 & 6.4 | GPC inventory results workshops delivered | .ppt | N/A |
| 6.3 | Final updated inventory management plans | .dox | Draft to be provided |

Editing, formatting and presentation of electronic files should be of a consistent, professional, and publishable standard. All documentation to be shared with cities 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.

4. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until *11:59pm EAT, 28 June, 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 for conducting the gaps and needs assessments and designing and delivering the workshops;
- Information about the Individual consultant or 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, transportation, waste, climate change and local government
- Examples of previous relevant work in relation to project preparatory work, design, and development of similar city-wide (specific area) greenhouse gas inventory related projects, highlighting key outputs and impacts to be achieved
- Tax compliance certificate/Tax Identification Number
- 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.

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 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.

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/individuals being contracted.

5. RFP and Project Timeline

RFP Timeline:

| RFP Timeline | Due Date |
|--------------------------------|--------------|
| Request for Proposals sent out | 1 June 2023 |
| Questions submitted to C40 | 16 June 2023 |

| | |
|--|---------------------|
| C4O responds to questions | <i>21 June 2023</i> |
| Deadline for receiving Offers | <i>28 June 2023</i> |
| Evaluation of Proposal | <i>30 June 2023</i> |
| Successful suppliers notified of outcome | <i>11 July 2023</i> |
| Inception meeting | <i>18 July 2023</i> |

6. Proposal Evaluation Criteria

Proposals will be evaluated against the criteria and weighting in the table below.

Please note that proposals that are not predominantly being delivered by local Vietnam-based consultants will not be considered.

| Evaluation Criteria | Weighting (%) |
|--|---------------|
| Project delivery approach proposed, including project management approach - ability to deliver outputs to time and quality | 40 |
| Expertise and experience of the bidder across relevant topics and local geography. Including existing work and methods that we can draw on for this work | 20 |
| Value for money | 15 |
| Local Project Lead and Personnel | 15 |
| Equity and ethical alignment considerations: C4O is looking to appoint an organisation or individuals that share our values and is grounded in the context of the local community. Consideration will focus on: <ul style="list-style-type: none"> location of organisations (preference will be given to locally based organisations), organisations with women and youth ownership minority and disabled project team members | 10 |

7. Project Budget

Costs should be stated as one-time or recurring costs. **The maximum budget available for all project deliverables is \$50,000USD.** 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 include (where appropriate) the cost for catering and venue hire, these costs will be covered by C4O. All budgets are to be prepared in USD

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

Payment will be made periodically based on completion of deliverables as outlined in the Payment schedule below. Please note, C4O does not pay contractors more frequently than once per month.

Payment schedule

| Component and activity | Deliverables | Payment |
|---|--|---------|
| Methodology preparation and stakeholder identification (activity 1) | Data Collection Guide (1.1) | 10% |
| Stakeholder Engagement and Work Plan (activity 2) | | 15% |
| In-city GHG inventory development capacity building workshop (activity 3) | Workshop + First version of updated Inventory Management Plans (3.1) | 25% |
| GHG Inventory Preparation (activities 4 & 5) | GPC-compliant BASIC GHG Inventory in CIRIS (5.1 & 5.2) | 30% |
| Reporting (activity 6) | Final GHG reporting, workshops and recommendations reports (6.1 - 6.5) | 20% |

8. 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](#)

9. Submissions

Each bidder must submit 1 copy of their proposal to the email address below by 14th June 2023 at 11:59 pm EAT to measurement@c40.org

All questions related to this RFP by potential bidders should be directed by email to measurement@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.