REQUEST FOR PROPOSAL (RfP)
Consultant to support C40 engagement with The Climate Pledge Zero
Emission Freight Programme in Bengaluru, India

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

14 July 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, 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. The Climate Pledge (“TCP”)

The Climate Pledge is a partnership between Amazon and Global Optimism. The Climate Pledge is a commitment to reach net-zero carbon emissions by 2040. Since its foundation in 2019, more than 376 companies and organisations have joined The Climate Pledge in its goal of reaching net-zero carbon emissions by 2040 through stimulating investments in the development of low-carbon products and services.

3. Purpose and Background

3.1 Background

The need to decarbonise freight in India is extremely pressing. Nationally, freight contributes 7% of total greenhouse gas emissions, with the majority of goods being moved by trucks. This will increasingly become an urban issue, as it is
estimated that urban freight demand in India will grow by up to 140% by 2030.

The Zero Emission Freight (ZEF) Programme is a new three year (2023 - 2026) partnership between The Climate Pledge and C40 that will work with cities in India and Latin America to accelerate the deployment of electric trucks.

In India, the programme will provide support to 4 core cities - Pune, Bengaluru, Delhi and Mumbai to:

- Address concerns around vehicle electrification (“myth-busting”);
- Test and prove the feasibility of electric highways in India;
- Galvanise political action on this topic across government levels;
- Influence both the demand and supply of ZEF vehicles;
- Generate investment in the sector;
- Ensure that an inclusive climate action approach is at the heart of this transition.

These will be achieved through tailored, in-depth technical, policy, and strategic support from a team of C40 and partner organisations, and in-person regional workshops and other events, through the framework of C40’s tried-and-tested Zero Emission Freight Academy.

3.2 Objectives of Request for Proposal

The C40 South & West Asia (SWA) Regions’ team is looking to procure an individual consultant (Supplier) for a period of one year (with a potential extension to 3 years) to support engagement with the city of Bengaluru. This consultant is expected to lead C40’s engagement with the city under the ZEF Programme.

The consultant will work directly with the city administration and support the C40 Teams (Regional and Global) and in particular the Head of Mobility and their technical partner the Rocky Mountain Institute (RMI), to engage the city and key stakeholders in the implementation of the programme.

The responsibilities of the consultant will include:

- Acting as a liaison between C40 and strategic city officials, mapping the city’s priorities and needs for truck electrification.
- Identifying key contact points and facilitating engagement with other relevant city, state departments, transport operators, worker representatives, NGOs and community groups etc. Also mapping out National Government level and any other key stakeholders and funders.
- Tracking, supporting data collection and analysis, including reporting at the city and sub-national level, on the implementation of the programme.
- Supporting C40 as required during the transition of city administrations to help ensure the continuity of the city engagement with the programme.
- Providing frequent internal updates on the city’s political, social and
economic context.

- Together with the Head of Mobility, lead, devise and support the delivery of targeted advocacy activities in the city throughout the duration of the programme to achieve the programme objectives.

4. Proposal Guidelines

4.1 Submission Details

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm Indian Standard Time on 4 August 2023. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria (refer Section 5 for details) – include your latest resume with examples of relevant past work along with 3 client references. Please ensure all information required in the C40 CV Template is present in your submission.
- Information about your fees in INR;

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

4.2 RfP Timeline

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<thead>
<tr>
<th>RFP Timeline</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>14 July 2023</td>
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<tr>
<td>Questions submitted to C40</td>
<td>24 July 2023</td>
</tr>
<tr>
<td>C40 responds to questions</td>
<td>1 August 2023</td>
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<tr>
<td>Deadline for Proposal submission</td>
<td>4 August 2023</td>
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<tr>
<td>Evaluation of Proposal</td>
<td>7 August 2023 - 8 August 2023</td>
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<tr>
<td>All Potential Suppliers notified of outcome</td>
<td>10 August 2023</td>
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4.3 Supplier Diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.
We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

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

4.4 Contract

Please note this is a contract for professional services and not a grant opportunity. Individuals unable to accept contracts for professional services should not submit bids. The work will be completed on the C40 Standard Service Provider Agreement.

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide a separate document for review setting out clearly your rationale for the change.

If C40 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.

5. Proposal Evaluation Criteria

5.1 Supplier (Individual) Requirements

- Based in Bengaluru and willing to work in a location agreed with the Municipal Corporation of Bangalore (Bruhat Bengaluru Mahanagara Palike) for the duration of work (1 year contract, with a potential extension for 3 year duration). Travel to and from work will not be reimbursed.
- Masters Degree preferred with relevant experience of 7-10 years in local, regional and/or national government, business or NGO sectors with a focus on transport and climate change.
- Knowledge and experience in the field of transport decarbonisation and/or truck electrification is highly desirable.
- Proven track record in working collaboratively across teams and with partners, such as city governments, NGOs, international organizations and the private sector.
- Ability to lead strategic discussions to help facilitate action-oriented approaches and problem solving.
• International experience, particularly working with different cultures, languages and time zones, is preferred.
• Experienced with Microsoft Office software (Word, Excel, PowerPoint) and Google Drive.
• Excellent organisation and project management skills, attention to detail.
• Ability to perform and adapt under pressure.
• Outstanding interpersonal and communication skills and the demonstrated ability to effectively interface with different teams towards a shared goal.
• Fluent in English, Kannada and Hindi, fluency in any other language is appreciated.
• Some travel may be required as part of the role. May, on occasion, be required to work outside typical 9am-6pm working hours to accommodate meetings scheduled for global attendances.

Additional Requirements
• Supplier must already have the right to work in India.

5.2 Proposals will be evaluated against the following criteria

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<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Familiarity with climate policies/terms, transport decarbonisation, strong communication and coordination skills.</td>
<td>20%</td>
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<td>Relevant past experience of working with city governments, national or international organisations</td>
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<td>Ability to meet the listed Supplier requirements and cost effectiveness</td>
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<td>Immediate availability of Supplier to initiate project activities</td>
<td>20%</td>
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<tr>
<td>Client References</td>
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6. Project Specifications

6.1 Project Management

The consultant will report to the C40 Regions team as the main point of contact for their consultancy services. Upon onboarding, the Supplier will be required to develop detailed monthly work plans coordinating with C40 as well as the Municipal Corporation and other stakeholders involved in the delivery of the Zero Emission Freight Programme, along with a schedule of payments in close coordination with the C40 point of contact to support delivery of activities as outlined above. All deliverables need to be completed to the satisfaction of the C40 point of contact. All interim deliverables and change requests will need to be approved by the C40 point of contact. Besides, C40 staff will be involved in review of each deliverable and will be available to provide guidance and inputs.
Additionally, overall progress review meetings will be organised every 2 weeks with the C40 point of contact.

6.2 Project Timeline

The assignment kicked off in May 2023 and is due to run for one year with a potential extension to a 3 year contract. However, C40 reserves the right to terminate the engagement at any time during the project duration in line with the Termination clause specified under the C40 Standard Service Provider Agreement.

6.3 Project Budget

A maximum budget of INR 20,58,000 per year is available, including all taxes, apart from expenses that may be incurred to travel to other cities. Bids must not exceed this value. All proposals must include proposed costs to complete the tasks described in the project scope, including professional rates, all VAT and other taxes. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

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

6.4 Language and Documentation

All outputs should be provided in English. All documentation should use C40 templates (unless otherwise specified) and be provided in an editable and portable document format, compatible with computer software used by C40 and C40 cities. Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

7. C40 Policies

C40 expects third parties to be able to abide by these C40 policies

- Ethical Business Conduct Policy here
- Environmental Policy here
- Whistleblowing Policy here

8. Submissions
Each Potential Supplier must submit 1 copy of their proposal (according to specifications in Sec 4.1) to the email addresses below by **5pm Indian Standard Time on 4 August 2023**:

1. Caroline Watson, Director of Transport cwatson@c40.org
2. Euan Crispin, Programme Officer, ecrispin@c40.org
3. Anantha Paladugula, Head of Mobility, apaladugula@c40.org

Any pre-bid queries need to be submitted to the above email addresses by **5 pm IST on 24 July 2023**. Anonymized responses to questions will be provided [here](#) when the Q&A period closes.

**Disclaimer**

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

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.