Request for Proposals

Political Leadership Masterclass on Climate Change Governance

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

25 August 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.

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 UKAID CAI Programme

The UK government-funded Climate Action Implementation Programme will support 15 cities in 3 regions to implement high-impact, priority climate actions and to integrate climate action into city plans, processes and structures. The cities are Addis Ababa, Accra, Dar es Salaam, Johannesburg, Lagos, Nairobi, and Tshwane in Africa; Jakarta, Kuala Lumpur, Quezon City in Southeast Asia and Bogota, Guadalajara, Lima, Medellin and Mexico City in Latin America.

In Africa, the CAI programme will provide technical assistance and capacity building to seven metropolitan cities across the region to enable climate change mainstreaming and action implementation in two key sectors: (i) waste and (ii) energy & buildings.

This programme focuses on the policies and projects that can deliver the most significant emissions and risk reduction impact and wider benefits in support of a green and just recovery from the COVID-19 pandemic. The programme also aims to engage other cities across the region to share knowledge and lessons learned on climate action implementation.
3. Project rationale

Political leadership is essential for climate action. Political leaders in this context refer to City Council/Assembly members responsible for overseeing sectoral portfolios or representing communities within a city. The C40 Political Leadership Masterclass is an inaugural event aimed at promoting dialogue and knowledge sharing amongst political leaders from African cities participating in UKAID’s CAI Africa Programme, as well as other C40 and non-C40 cities in Africa.

We believe that the opportunity for political leaders to engage their peers will enhance their ability to drive meaningful change within their jurisdictions and beyond as they deepen their understanding of how climate change links to their developmental priorities, share best practices, introspect, gain and share. Political leaders have a critical role to play in strengthening climate governance and action implementation and integration as outlined below:

**Policy development and implementation:** Political leaders are responsible for oversight of climate policy development and implementation. They need to be well-informed about the causes, impacts, and solutions related to climate change to design effective and science-based policies. By fostering opportunities for knowledge exchange and learning, they can make informed decisions, set ambitious targets, and design comprehensive strategies that prioritise sustainability and resilience.

**Implementation and integration of climate solutions:** Improved understanding of the steps needed to move from policy and planning to implementation can support politicians to provide the leadership needed to implement actions at scale and to understand how climate action impacts various functions and services that cities provide.

**Long-term planning and resilience:** Climate change is a complex, long-term issue that requires long-term planning and resilience-building. With the relevant knowledge, politicians advocate for climate considerations to be integrated into infrastructure planning, disaster risk reduction, and land-use policies, ensuring that communities and ecosystems are safeguarded against climate risks.

**Public awareness and engagement:** Political leaders have a unique platform to raise public awareness about climate change and engage citizens in climate action. With effective communication from politicians, the urgency and severity of the issue and the need for immediate action will be better understood by communities.

**International and national cooperation and negotiations:** Climate change is a global challenge that requires collaboration among nations. Political leaders play
a crucial role in advocating for greater ambition internationally and supporting the implementation of their country’s climate commitments. Through their participation in the Masterclass, leaders will be better equipped to engage in climate diplomacy, build alliances, and advocate for ambitious climate goals. With a deep understanding of climate science and policy, political leaders can effectively represent their cities’ interests and contribute to national and global efforts to combat climate change.

**Overcoming barriers and addressing scepticism:** Political leaders are well positioned to address scepticism and overcome barriers to climate action. By understanding the scientific consensus, they can counter misinformation and communicate the credibility of climate science. They can work to overcome political and economic obstacles, fostering bipartisan support and collaboration across different sectors.

4. Project scope

The purpose of this assignment is to curate and facilitate a dialogue on climate change governance among political leaders from African cities.

4.1. Aim and objectives

Aim:
Plan and deliver a dialogue that is politically relevant, informative, inspiring and interactive.

Objectives:

- Leaders discuss how climate change is impacting socio-economic development in their cities and the steps that they are taking to reduce risks.
- Leaders discuss best practices for leveraging climate change opportunities and the wider benefits of action.
- Leaders reflect on their role in strengthening climate governance by institutionalising climate change within their cities' plans and decision-making processes.
- Leaders share their experiences in engaging fellow politicians to build support for climate change at a local and national level.
- Leaders outline approaches for increasing the pace and scale of climate action in their cities
4.2. Practical considerations

The target audience for this training is political leaders from Addis Ababa, Accra, Dar es Salaam, Johannesburg, Lagos, Nairobi, Tshwane, Ekurhuleni, Sedibeng and West Rand. Two representatives will be invited from each city. The number of participants, including C40 staff will be approximately 40.

The Masterclass is to be held in Tshwane, South Africa over two days on the 15th and 16th of November 2023. The exact venue will be confirmed with the service provider at the inception meeting. This time frame includes a half-a-day site visit.

The primary mode of delivery is a dialogue, presentations and content should be kept to a minimum with the focus being on active discussions. Prominent guest speakers are to be invited to provide thought leadership. Participants should emerge from the session feeling inspired, having established a network of peers across Africa and having identified 2 to 3 key actions to implement going forward.

A separate budget should be prepared to make provision for transportation, catering, and accommodation costs for the full project team (consultants only). C40 will cover the costs of transportation, catering and accommodation for all participants separately (this is not to be included in the budget for this assignment).

4.3. Key activities and deliverables

Activity 1: Planning

- Refine the objectives for the Masterclass.
- Undertake desktop research to better understand the political priorities in each city and real-world examples of best practices that can be highlighted during the dialogue. This should be compiled into a brief report (5 - 7 pages).
- Plan and undertake 5 x 1-hour interviews with city officials and C40 staff to inform the structure and approach of the Masterclass.
- Review the bios of participants to help inform the facilitation approach.
- Collaborate with the C40 team to co-develop a detailed agenda and facilitation plan.
- Support the C40 team to secure high-profile guest speakers
- Draft invite letters for guest speakers.
- Prepare presentations, handouts and reference materials as needed.
- Prepare event feedback forms.
- Develop a detailed logistics pack for participants
### Expected output/deliverables
- Updated objectives
- Desktop research report
- Notes from 5 interviews
- Detailed agenda
- Facilitation plan
- Invite letters for guest speakers
- Presentations, handouts and reference materials (as needed)
- Feedback forms
- Logistics pack

### Estimated timeline
01 October - 25 October

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### Activity 2: Deliver the Masterclass

Deliver a face-to-face Masterclass to political leaders ensuring effective knowledge transfer, engagement, and participation.

- Provide a skilled facilitator/s (to be included in the project team, not to be outsourced).
- Provide an experienced rapporteur to document the dialogue in a concise, high-quality report including photos.
- Note: C40 will arrange for a suitable venue, accommodation, transportation and catering for all participants separately.

<table>
<thead>
<tr>
<th>Expected output/deliverables</th>
<th>Masterclass report</th>
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<tbody>
<tr>
<td><strong>Estimated timeline</strong></td>
<td>14 - 24 November 2023</td>
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### Activity 3: Case study

- Develop a case study capturing the key outcomes and lessons learnt to be shared with other cities in the C40 network.

<table>
<thead>
<tr>
<th>Expected output/deliverables</th>
<th>Case study</th>
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<tbody>
<tr>
<td><strong>Estimated timeline</strong></td>
<td>24 November 2023 – 1 December 2023</td>
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</table>
Activity 4: Project management

The project will require close collaboration and excellent communication with C40. The following project management meetings are proposed:

- Inception meeting
- Short weekly check-in meetings (45 minutes) to report on progress, challenges, and plans for the week and to communicate assistance needed.
- Ad-hoc project team meetings as needed to resolve issues and review deliverables
- Project close-out meeting

The service provider should allocate sufficient time to prepare for, attend and minute these meetings.

<table>
<thead>
<tr>
<th>Expected output/deliverables</th>
<th>Inception meeting notes</th>
<th>Project management meeting notes</th>
<th>Project close meeting notes</th>
</tr>
</thead>
</table>

| Estimated timeline | Full project period |

5. Project team requirements

The ideal project team for this assignment will have:

- An experienced facilitator, preferably with experience in climate change, cities and political leadership.
- A project manager responsible for liaising with the C40 team and ensuring the timely delivery of high-quality outputs.
- An experienced administrator to support with logistics, planning and rapporteuring.

Please note that the roles described above are for guidance only, please feel free to propose a different team configuration.

Consortia are welcome to bid for this work. However, all team members must be included in the proposal and how their expertise fits into the proposed work. C40 will not take responsibility for coordinating across the different entities. This will be the responsibility of the project manager assigned to the consulting team.
Local expertise working with African cities on climate change is critical for the successful delivery of this assignment as is experience engaging political leaders. Appointed service providers shall not delegate, subcontract or assign all or any portion of the services to any third party without written consent from C40.

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.

6. Proposal guidelines

This Request for Proposal represents the requirements for a competitive bidding process, where the submitted proposals will be evaluated based on several criteria.

Special requirements for this RfP:

Please ensure that your proposal includes the following:

- Proposed agenda for the Masterclass (note the Masterclass will be 2 days long including a half-day site visit).
- Recommended guest speakers
- Note that the top two bidders will be invited to present their approach to a panel for discussion to gauge their facilitation style. This meeting will likely take place on the 19th or 20th of September.

Other essential requirements:

When submitting a proposal, the following should be included and clearly described:

- Excellent English language skills (both written and verbal) is a strict requirement for this assignment.
- Relevant information about the service provider and contact details.
- How your proposal and services will meet the project objectives, referring to the project scope and deliverables.
- A timeline, indicating the different stages, milestones and contact moments with C40 – adequate review periods should be included.
- An overview of the project team and outlining key roles and responsibilities of each team member.
● An overview of expertise and experience developing and delivering climate change workshops and engaging with African city leaders.
● Work approach and coordination with C40, specifying required input and resources.
● Clear cost breakdown structure and explanation of expenses - please see Section 9 “Project budget” for more details.
● Any risks and assumptions made in planning this work - where risks are identified, appropriate alternatives and mitigation strategies should be outlined.

Optional criteria
Bidders are encouraged to include evidence or references of their relevant expertise, ideally including, but not limited to;

● Motivation about collaborating with C40 and understanding of cities’ role in driving climate action.
● Examples of previous relevant work of a similar scale and structure, explaining the output and impact created, as concrete as possible. References from previous clients are welcome, as well as any links to websites where previous work can be seen.
● Description of corporate social responsibility (CSR) or internal guidelines that show the commitment to a healthy and inclusive working environment.

Please note: Proposals should be written in English, saved in PDF format and should not exceed 15 pages of text. Reference material may be placed in annexes. CVs should not exceed 2 pages each.

7. Submissions and questions

All proposals are due no later than 10 am SAST, Thursday, 14th September 2023.

Any proposals received after this date and time will not be considered. Proposals should be addressed to Nadia Shah and sent to caiafrica@c40.org. The email title should be “Proposal: Political Leadership Masterclass on Climate Governance”.

Questions should be emailed to caiafrica@c40.org by COB on Tuesday 12th September 2023. Questions will be anonymised and responses to questions will be shared here to maintain fairness throughout the process.
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](#)

9. RfP and project timeline

Evaluation of proposals will be conducted from the submission deadline to COB 19 September 2023. If additional information or discussions are needed within this window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than COB [22 September 2023](#). Notifications to bidders who were not selected will be completed by [Friday, 29 September 2023](#).

Draft project timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>12 September 2023</td>
<td>Deadline for questions from bidders.</td>
</tr>
<tr>
<td>14 September 2023</td>
<td>Submission deadline for proposals</td>
</tr>
<tr>
<td>19th or 20th September 2023</td>
<td>Finalist present their approach to a panel</td>
</tr>
<tr>
<td>22 September 2023</td>
<td>Selection of successful bidder</td>
</tr>
<tr>
<td>29 September 2023</td>
<td>Contracting process concluded</td>
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<tr>
<td>2 October 2023</td>
<td>Inception meeting</td>
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<tr>
<td>5 October 2023</td>
<td>Inception report</td>
</tr>
<tr>
<td>25 October 2023</td>
<td>Activity 1 complete</td>
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<tr>
<td>24 November 2023</td>
<td>Activity 2 complete</td>
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<tr>
<td>1 December 2023</td>
<td>Activity 3 complete</td>
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<tr>
<td>1 December 2023</td>
<td>Activity 4 complete</td>
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<tr>
<td>5 December 2023</td>
<td>Project close out meeting</td>
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</table>
10. Project budget

The proposal should indicate a cost breakdown structure, outlining the costs for each component of the project. All costs included in the proposal must be all-inclusive, referring to any VAT, copyright or bank fees, etc. Costs should be stated as one-time or recurring costs. C40 does not pay contractors more frequently than once per month. The maximum budget that will be considered for this assignment is $14,000 (USD). (Note that this excludes travel and accommodation costs to the Masterclass to be held in Tshwane, South Africa over two days on the 15th and 16th of November 2023).

11. Evaluation criteria

Upon receipt of proposals, C40 will evaluate the proposals against the following criteria. The contract will be offered to the bidder with the highest overall score.

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Expertise and experience engaging city leaders on climate change</td>
<td>35 %</td>
</tr>
<tr>
<td>Interpretation of brief and quality of proposal</td>
<td>35 %</td>
</tr>
<tr>
<td>Project management, work approach and timeline</td>
<td>20 %</td>
</tr>
<tr>
<td>Value for money</td>
<td>10 %</td>
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</tbody>
</table>

12. Terms and Conditions

C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time, without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action. All costs incurred in connection with the submission of this RFP are non-refundable by C40 Cities Climate Leadership Group.

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.
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 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. Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard.

**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.