REQUEST FOR PROPOSAL (RfP)

Developing a Roadmap to Facilitate the Scale up of Rooftop PVs for the Building Sector in Chennai

C40 CITIES INDIA PRIVATE LIMITED
Registered Office address:
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September 2023
1. Background

1.1 About 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](#).

1.2 Chennai’s Climate Action Plan

As a C40 City since 2016, Chennai is also committed to playing its fair role in reducing carbon emissions and setting a roadmap to becoming carbon neutral by 2050 in line with the Paris Agreement. The Greater Chennai Corporation (GCC) and the Department of Environment, Forests and Climate Change with strategic support from C40 Cities commenced the work of preparation of a Climate Action Plan for Chennai in September of 2021. The climate action planning process has led to the development of a greenhouse gas emissions inventory, climate risk assessment and mapping, and the identification of strategies and actions for both mitigation and adaptation. Over 250 stakeholder discussions and engagements were conducted with multiple government and non-government stakeholders to collaboratively prepare Chennai’s first Climate Action Plan.

On June 13, 2023 Thiru. MK Stalin, Hon’ Chief Minister of Tamil Nadu officially launched the Chennai Climate Action Plan, making Chennai only the second mega city in India after Mumbai to prepare its Climate Action Plan aligned to the Paris
Agreement. The English and Tamil versions of the Chennai Climate Action Plan can be accessed [here](#).

Chennai through its Climate Action Plan has set a vision of “Resilient and Proactive Chennai towards achieving Carbon Neutrality and Water Balance by 2050” thereby setting targets of 1% carbon emission reduction by 2030, 40% carbon emission reduction by 2040 (compared to 2018-19) and achieving net zero by 2050. Further the Chennai Climate Action Plan has identified 6 action tracks focussed on Electrical Grid and Renewable Energy, Building Energy, Sustainable Transportation, Waste Management, Urban Flooding & Water Scarcity and Vulnerable Population & Health. Key actions include decarbonisation of the electricity grid, transitioning to renewable energy, achieving a larger mode share of public transport as well as electrification of public/ private transport, decentralised waste management by reducing waste going to the landfill, increasing green spaces and rejuvenation of water bodies thereby developing a network of interlinked blue-greens and slum redevelopment in vulnerable and high risk areas. Each of the action tracks are linked to targets and monitoring frameworks.

Chennai through its Climate Action Plan has identified two objectives to move towards clean energy transition namely **Achieving 100% Renewable Power for Grid and Decentralised Energy Storage and Generation**. Under each of the objectives there are a list of actions identified which are as follows:

- **Objective 1: Achieving 100% Renewable Power for Grid**
  - Action Area 1: Revise tariffs for consumer solar net metering installations.
  - Action Area 2: Expand utility scale energy storage systems for the grid.
  - Action Area 3: Replace coal fired plants with more biomass/ renewable power capacity

- **Objective 2: Decentralised Energy Storage and Generation**
  - Action Area 1: Pilot city-level energy storage systems.
  - Action Area 2: Enabling regulation for investment and financing in solar rooftop systems
  - Action Area 3: Enabling research and investment into alternative power generation and storage systems.
  - Action Area 4: Integrate energy storage systems and urban energy generation into land use planning.
  - Action Area 5: Expand DCR provisions to require solar in all new multi-family projects and all commercial buildings.

Under objective 2, Chennai has established a KPI for energy consumption from residential and commercial properties to be met by solar rooftop PVs, with targets of 2% by 2030, 5% by 2040 and 10% by 2050.

2.0 Purpose of the RFP
The purpose of this Request for Proposal is to solicit proposals for consultancy services from firms/ consortiums (only, this assignment is not for individuals) to support the development of a city renewable energy transition roadmap to facilitate the adoption of distributed solar rooftop PVs at the building sector for Chennai. The project is broken down into the following deliverables:

**Deliverable A: Needs Assessment to build a case for Distributed Solar Rooftop PVs for the Building Sector in Chennai**

The needs assessment will help establish a detailed baseline and existing policy assessment, identify key barriers and build a case for scaling up the implementation of distributed solar rooftop PVs for the building sector in Chennai. Some of the key outputs of this work package include stakeholder mapping, detailed baseline assessment with sectoral granularity, policy review along with stakeholder making. The report will be a public document thus will require a number of stakeholder engagement in order to finalise it.

**Deliverable B: Policy Implementation Roadmap along with Identification of Pilot projects for the next phase**

A policy implementation roadmap consisting of critical policy or enabling mechanisms to be introduced in short, medium and long term followed by additional projects, activities and initiatives needed for improving the distributed PV installations at building scale within the city. The roadmap should serve as a concrete plan for improving the PV installations for different building typologies within the city, which can be used to track, prioritise and evaluate efforts towards achieving the end-goal. Additionally, the roadmap may also be used as a communicative tool for informing key stakeholders about the plans and progress towards achieving the set targets. In the process of developing the roadmap, it will also be important to consider the costs and maturity of the technical solutions considered. Some might be readily available, while others will require a longer time horizon to be effectively implemented.

The policy implementation roadmap will include key recommendations (along with a phasing/ prioritisation plan and identification of anchor/ support institutions) to existing policy which will enable the scaling up of implementation of distributed solar rooftop PVs in Chennai. The policy implementation roadmap could also include strategies for collaboration with external stakeholders for decentralised shared rooftop leasing models, influencing state level policies for tariff and energy storage, influencing private sector, investing in more decentralised RE in Chennai, incentivising building scale RE etc. Finally, deliverable B must also identify 2 key pilot projects that can be implemented by the GCC along with other key stakeholders in the next phase of the project.

This work will be anchored by the Greater Chennai Corporation (GCC). The process of developing the policy implementation roadmap needs to be participatory and involve engagement with relevant stakeholders from various levels. This will include close engagement with the government departments at state level such Department of Environment, Forests and Climate Change, Energy Department along with TANGEDCO, TEDA, Tamil Nadu Electricity Regulatory Commission etc,
Municipal Administration and Water Supply Department, Urban Development Department, Greater Chennai Corporation and Chennai Metropolitan Development Authority.

Besides the approaches defined above we would welcome suggestions from bidders around other methods to gain stakeholders' buy-in and support for the work. The assignment will kick off in October 2023 and needs to be completed in 3 months. The bidders should suggest their initial proposal for the scope of work, timeline and key deliverables based on the Project Scope of Work described as following. This response will constitute the standard for what C40 can expect to find in the detailed project plan in terms of resources, breadth of scope and timeline.

3. Key Activities and Deliverables

3.1 Deliverable A: Needs Assessment to build a case for Distributed Solar Rooftop PVs for the Building Sector in Chennai

| Activities | • Prepare a detailed **work plan** clearly identifying key deliverables and associated timelines, including a list of key stakeholders  

• Conduct a **stakeholder mapping** to establish a list of key stakeholders and partners that would be vital for the study and further implementation. Map key stakeholders based on their level of influence, interest and involvement with the city energy transition plan/strategy.  

• Organise a **project kick-off** meeting with all the key stakeholders.  

• Conduct a **technical baseline assessment** by collecting data from all the relevant stakeholders and secondary sources to establish:  

  ■ energy consumption statistics across building uses like residential, commercial, industrial including number of installations, total installation capacity with a focus on renewable energy.  

  ■ details of existing and proposed power infrastructure (power plants, sub stations etc)  

  ■ energy consumption patterns with details of peak demand etc. |
- Develop and deliver a **stakeholder engagement plan** relevant for the project, with the dual purpose of:
  - ensuring that the project deliverables are supported by a wide group of critical actors of the energy sector and that they reflect the latest science and expertise
  - brokering conversations between the city and key stakeholders to advance the implementation of the CAP

- Conduct a **comprehensive landscape analysis** of the existing governance structures, policies, regulatory frameworks and projects underway or proposed to support the clean energy transition at city and state level. Conduct the analysis of national policies and programs that support city/state level renewable energy transition programs.

- Prepare **Gap analysis of existing policy regimes and programmes** both at the city and state level in the energy sector to establish existing financial incentives, barriers to implementation (technological, political, social, legal, institutional, financial and economic).

- Conduct a **comparative study of renewable energy policy regimes** across different mega-cities/ states of India to establish unique policy design, success in implementation and institutional frameworks.

- Conduct **stakeholder consultations** throughout the process to validate the findings of the Needs Assessment report with all relevant stakeholders.

| Output                                                                 |                                                                 |
|                                                                      | ● Work Plan  
|                                                                      | ● Project Kick-off Meeting with key stakeholders  
|                                                                      | ● Final Designed Needs Assessment Report (in English and Tamil)  
|                                                                      | ● Stakeholder Consultations |

| Indicative timeline                                                                 |
|                                                                                   | Week 0 - Week 8 |

**3.2 Deliverable B: Policy Implementation Roadmap along with Identification of Pilot projects for the next phase**

<table>
<thead>
<tr>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Conduct an <strong>analysis</strong> of existing Chennai city and TN state <strong>powers to influence</strong> grid decarbonization and distributed solar rooftop strategies in order to agree on a list of soft and</td>
</tr>
</tbody>
</table>
hard powers enabling installation of distributed solar rooftop PVs.

- Develop a **policy implementation road-map** based on outcomes of Deliverable A including near term, medium term and long-term interventions (taking into account city powers) to enable the implementation of present action areas. The drafting of interventions should be an iterative process, such that the interventions also align with the outcomes of the stakeholder engagements.

- **Identify** and detail out 2 **key pilot projects** that GCC can undertake with clear rationale, ROI, emissions saved and equity considerations in consultation with stakeholders that can be implemented in Phase 2.

- The policy implementation road map along with the 2 key pilot projects needs to be developed through a series of stakeholder consultations, focussed group discussions with all the concerned state and city stakeholders and C40.

<table>
<thead>
<tr>
<th>Output</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Final Designed Policy Implementation Roadmap Report (English and Tamil) and focused consultation</td>
<td>Stakeholder Consultations</td>
</tr>
</tbody>
</table>

| Indicative timeline | Week 8 - Week 12 |

The final outputs including spatial data must be submitted to GCC and C40 in editable formats (GIS, PSD, PPTx, Word doc files).

## 4. Proposal Guidelines

### 4.1 Submission Details

This Request for Proposal represents the requirements for an open and competitive process. This Request for Proposal is specifically for firms/ consortiums to apply and not individual consultants. Proposals will be accepted until 5 pm *Indian Standard Time* on *4th October 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:

- Relevant information about the service provider and contact details
- How your proposal and services will meet the project objectives, in reference and alignment with the project scope and deliverables, and in line with C40's Strategic Recommendations
- A timeline, indicating the different stages, milestones, and contact with C40 – adequate review periods should be included
- An overview of expertise and experience on the topic of energy transition including references to previous work on implementation of distributed solar rooftop PV projects in India and Tamil Nadu preferable. Please also highlight any global examples.
- The firm/consortium will require an on-ground team/office in Chennai, with key staff leading the project to be based out of Chennai and should be fluent in Tamil.
- Details of the organisation and proposed project team – please include relevant experience and expertise and limit CVs to two pages per person; clearly indicate the project lead, the role of each team member and whether the person will be stationed in Chennai. The project team must ideally include:
  1. 1 Team Leader with 15-20 years of experience
  2. 1 Project Manager with 7-12 years experience
  3. 2 Research Associates with 2-5 years experience

- Work approach and coordination with C40, specifying required input and resources
- Clear cost break-down structure and explanation of expenses - please see Section 6 “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.
- At least two recent references with phone and email contact details.
- Confirmation of adherence to C40’s terms and conditions.
- Any additional deliverables and/or information relevant to this tender.

Please note: Proposals should be written in English, saved in pdf format and should not exceed 5 pages of text. Reference material may be placed in annexes. CVs should not exceed 2 pages.

Contract terms and conditions will be negotiated upon the selection of the winning bidder for this RfP. All contractual terms and conditions will be subject to review by C40’s legal department and will include scope, budget, schedule and other necessary items pertaining to the project.
You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness. The costs must be provided in USD.

### 4.2 RFP and Project Timeline

#### 4.2.1 RFP Timelines

<table>
<thead>
<tr>
<th>RFP Timeline</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals published by C40</td>
<td>15 September 2023</td>
</tr>
</tbody>
</table>
4.2.2 Project delivery timelines

<table>
<thead>
<tr>
<th>Project Timeline</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project initiation phase must be completed by</td>
<td>1 December 2023</td>
</tr>
<tr>
<td>Project planning phase must be completed by</td>
<td>8 December 2023</td>
</tr>
<tr>
<td>The project is due to run until</td>
<td>1 March 2024</td>
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</table>

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. 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 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.

4.5 Subcontracting

If the organization 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 organizations being contracted.

5. Proposal Evaluation Criteria

Submissions will be evaluated against the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
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</thead>
<tbody>
<tr>
<td>Relevant expertise and understanding of topics outlined in the proposal; including references to previous projects and methods used and discussion of how this knowledge will be applied, and possibly expanded upon in this project</td>
<td>40%</td>
</tr>
<tr>
<td>Project delivery approach proposed, including project management approach (ability to deliver outputs on time and with quality)</td>
<td>30%</td>
</tr>
<tr>
<td>Value for money</td>
<td>20%</td>
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<tr>
<td>- Economy: minimising the cost of resources used/ spending less</td>
<td></td>
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<tr>
<td>- Efficiency: the relationship between the output from goods/ services and the resources to produce them</td>
<td></td>
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<tr>
<td>- Effectiveness: the relationship between the intended and actual results</td>
<td></td>
</tr>
<tr>
<td>Equity and ethical alignment considerations: C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community. Consideration will focus on:</td>
<td>10%</td>
</tr>
<tr>
<td>- location of organisation (preference will be given to locally based organisation)</td>
<td></td>
</tr>
<tr>
<td>- women and youth</td>
<td></td>
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</tbody>
</table>
6. Project Budget
The proposal should indicate a cost break-down structure, outlining the costs for each component of the analysis (based on the break-down of deliverables in Section 3). All costs included in the proposal must be all-inclusive, including any VAT, copyright or bank fees, transportation, venue charges, translation etc. Costs should be stated as one-time or recurring costs. C40 does not pay contractors more frequently than once per month.

A budget of **USD 30,000** is available including all taxes and other ‘hidden’ costs. Bids must not exceed this value.

All costs incurred in connection with the submission of this RfP are non-refundable 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](#)
- Equity, Diversity and Inclusion Policy [here](#)
- Safeguarding Policy [here](#)
- Whistleblowing Policy [here](#)

8. Submissions
Each Potential Supplier must submit 1 copy of their proposal to the email addresses below by **5:00 PM IST on 4 October 2023**:

- **Shruti Narayan**, Regional Director, South and West Asia, snarayan@c40.org
- **Benjamin John**, Senior Manager Climate Implementation, bjohn@c40.org
- **Irene Skoula**, Director, Energy & Buildings, skoula@c40.org
- **Disha Sharma**, Senior Manager Private Building Decarbonization, dsharma@c40.org

Any pre-bid queries need to be submitted to the above emails addresses by **5:00 PM IST on 22 September 2023**.

Anonymised responses to questions will be provided at this [link](#) on 26 September 2023.

**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.