

REQUEST FOR PROPOSAL (RfP)

<Recicla Comunidade Needs Assessment and Training to strengthen and scale up inclusive climate action and good, green jobs in the city of Rio de Janeiro, Brazil>

This project is part of the Inclusive Climate Action Programme.
More info: <https://www.c40.org/programmes/inclusive-climate-action>

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

<October 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, 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

Background

2.1 About the Inclusive Climate Action Programme

C40's Inclusive Climate Action (ICA) Programme focuses on supporting mayors and cities to ensure local climate policies and initiatives are designed in an inclusive way and have equitable impacts, as a way to make the case for bold climate action and maximize its benefits across urban populations. The programme aims at delivering leadership and advocacy support, technical and strategic assistance, training and peer-to-peer exchange on assessing and understanding the wider benefits of climate action; increasing capacity to engage inhabitants and stakeholders; designing inclusive and just climate strategies.

2.2 About C40's Good Green Jobs mission

With a dedicated [Good green jobs mission](#), C40 is supporting cities to drive equitable, sustainable and secure employment opportunities. C40's Good Green jobs mission aims to give cities and mayors support to create and improve jobs supporting climate action, to understand who these jobs would benefit and the pace of creation, and information for mayors to make the case to national

governments and other stakeholders for support and build local political support towards inclusive climate action and a just transition.

The initial phase of this project in 2021 looked into localizing the results of C40's research on job creation benefits from climate action ([‘The Case for a Green and Just Recovery’](#)), to support cities to better understand how green jobs created distribute across the population. As a result, C40 Cities produced the research [“Creating local green jobs in Italy, the United States and South Africa”](#), that looked at green job creation at the national level, along with further analysis at the local level and specific workforce equity assessments for six pilot cities in South Africa, Italy and the United States. In 2022, this analysis was also conducted in additional cities across the world, including the city of [Rio de Janeiro](#). Results from these analyses and other green jobs initiatives can be found in C40's [good green jobs microsite](#) and the page's resources.

In the city of Rio de Janeiro, C40 Cities will support the city with the delivery of a needs assessment methodology and training to its city staff, focusing on the city's flagship program: *Recicla Comunidade*.

2.3 About Rio de Janeiro's *Recicla Comunidade* Project

In Brazil, the responsibility for waste management is organised by municipalities. In Rio de Janeiro, the Municipal Company for Urban Cleaning (COMLURB) delivers waste management services in the municipality. COMLURB waste management services include the transportation of waste collected to one of the five waste transfer stations in the city. These facilities are operated by waste worker cooperatives that manually sort materials in view of recovering recyclables.

However, much like in other cities, although ordinary residential collection (not selective) reaches neighbourhoods across the city, the selective collection does not reach all the neighbourhoods, which presents an opportunity for expansion. The low levels of segregated household waste collected by COMLURB leaves room for other actors to intervene. This is where informal waste workers and residents that engage in waste collection as an alternative livelihood have filled the gap, specialising in the collection and segregation of recyclable waste.

Launched in 2021, *Recicla Comunidade* is part of the Favela com Dignidade (Favelas with Dignity) initiative coordinated by the Special Secretariat for Community Action (SEAC), with logistical support from COMLURB. *Recicla Comunidade* has helped introduce and scale-up recycling infrastructure by setting up waste sorting warehouses in low-income settlements across the city. At these collection stations, the value of the sale of materials is deposited on a social card linked to a digital payment platform that can be used in local businesses, pay bills and transfer to a checking account. At the same time that it generates income and comfort for resident waste collectors at a collection point close to their homes, it also encourages the general population to engage in the practice of recycling and even strengthens local commerce. Thus the program contributed to resident's economic mobility and integration with a payment card that protects their income, regularises payments, and acts as a saving tool.

The policy action areas that this project delivers on from the city's [Climate Action Plan](#):

- MCR 1.1- Increase to 35% the recycling of dry waste, such as glass, paper, plastic and metal.
- MCR3.6 - Achieve 40% formal green jobs in the city.

Eleven Recicla Comunidade posts have already been set up, with nine more expected to open in 2023. Thirty more posts are expected to be set up by the end of 2024.

Summary & objectives of project

2.4 Problem statement

The *Recicla Comunidade* program is present in eleven communities in the city. Different dynamics have been observed across the registered communities that should be further understood to evaluate the programme's impact and effectiveness, and before scaling up its activities or seeking to improve its good, green jobs component. For example:

- There is a great difference in engagement among the local population across different posts. Currently, the project has the participation of 2,218 collectors, divided into ten communities (the eleventh community is still in the process of joining the collectors). However, while some communities account for around 400 collectors, others do not exceed 100.
- There is also a clear difference in the number of people and businesses registered to the initiative. The most engaged community has registered 49 local businesses, whilst the least engaged community did not exceed 10 registered businesses to the initiative.
- A great difference in the type of waste most collected is observed. Understanding these differences could help identify any emerging opportunities to increase waste collected and/or diversify waste collection and incentivise the collection of organic and non-organic waste.

Additionally, the lack of good quality data on the population served, and their working conditions, does not allow an evaluation to be carried out for the continued improvement of the program. The city's knowledge gap in:

- understanding the profile of the collectors registered by disaggregated data, which would allow for recognition of specific needs by gender and age of this portion of the vulnerable population served,
- and understanding the conditions and decency of the activity, whether it is safe or offers risk of any kind

are perceived as important bottlenecks to further improving the program and ensuring it meets its full potential to deliver good, green jobs.

2.5 Summary of the project

With the above problem statement in mind, C4O seeks a service provider to deliver:

Deliverable 1. Recicla Cemmunidade Needs Assessment methodology.

At the end of this project, the expert will produce a final needs assessment report, identifying:

1. Stakeholders required to support cross-programmatic action on improving and scaling up community based action that drives the creation of good, green jobs.
2. Strengths and challenges of the informal waste sector actors within the city of Rio de Janeiro and the lessons that can be learned from the Recicla Comunidade Needs Assessment experience, the opportunities and potential of such a model; for example the contribution this initiative makes to waste management in the city, in terms of quantity of waste collected per recycling points or reach of this initiative that would not otherwise be accomplished by the city's existing, formal waste management services.
3. Gaps and barriers to the informal sector's relationship management with the city
4. Capacity challenges of both the city team, residents, workers and other relevant stakeholders for institutionalizing the outcomes of the needs assessment approach across climate action projects
5. Concrete recommendations for the most suitable, efficient and cost-effective modes of capacity development for action to meet the needs identified.

Deliverable 2. Training to city staff on the delivery of the needs assessment methodology and considerations for replication of the methodology by the city going forward.

The service provider should consider carrying out this project in four phases:

PHASE 1 - A BASELINE ASSESSMENT: Desk based research on existing data, information and characterisation of low-income residents involved in waste work through the Recicla Comunidade program using existing information provided by the city. This phase should conclude with a report on the findings from the desk based research and questions and considerations for the following phases, including a strategy for the focus group discussions (FGDs).

Key aspects to assess and consider in this phase are:

- Which demographic/socio-economic groups are represented
- What are the different forms of livelihood that this approach offers e.g. as main job, as secondary job etc.; and therefore potential of program to contribute to the creation of good, green jobs (e.g. see [this article](#))
- The quality of these jobs. Here, the [International Labour Organisation's definition and indicators of Decent Work](#) may serve as a guide

Sub-deliverables:

- **D1.1_Desk based review** (max 10 pages) - to inform final report (deliverable 1)
- **D1.2_Overview & Strategy of focus groups discussion** (max 5 pages) - to inform phase 2

PHASE 2 - CITY, WORKER AND RESIDENT DIALOGUES: Design and delivery of focus group discussions (FGDs), with people involved in two of the communities

where the *Recicla Comunidade* sorting centres are located. One community (identified by the city) will be chosen based on clear evidence that the program is thriving and the second community (identified by the city) will be chosen based on clear evidence that the program is not meeting its full potential.

Sub-deliverables:

- **D2.1_Focus group discussion (2-4 FGDs)** - format to be agreed with service provider depending on need identified. These FGDs should engage local residents in dialogue to understand their needs, perceptions and concerns; what works and / or is not working about the existing interventions.
- **D2.2_Report (max 20 pages)** - to inform final report (deliverable 1). The report should relay the initial findings from the FGDs and include a selection of key qualitative & quantitative data points (from phase 1 & 2) on residents involved and working conditions as observed by different groups e.g. age, gender disaggregation, ethnic groups, etc. that can help improve working conditions in the program.
 - The SEAC will also provide initial results of a survey being carried out in the communities of the Favela com Dignidade program. These should be incorporated into the report where relevant.
 - This report should be shared with FGD representatives (and C4O) for validation of conclusions and findings.
 - The information in the report will be used to develop and deliver Phase 3 as preparation for a cross-departmental workshop (integrating findings from city data collection in Recicla Comunidade communities) with city staff from relevant departments.

PHASE 3 - VALIDATION WORKSHOPS AND DEVELOPMENT OF RECOMMENDATIONS FOR IMPROVED APPROACH & SCALING UP OF PROGRAM: Design and delivery of a city staff-only workshop and a multi-stakeholder workshop that support the socialisation of the *Recicla Comunidade* project, the purpose and method of the needs assessment, the collated and incorporated findings from Phase 1 & 2. The second workshop should act as a validation exercise between representatives of the different stakeholders that have been involved in the needs assessment process.

Sub-deliverables:

- **D3.1_A cross-departmental workshop** with the city's different departments to share the experience and engage participants in collectively identifying the gaps/ opportunities and the inputs / opportunities/ synergies across departments; venue for this workshop will be provided by the municipality of Rio de Janeiro.
- **D3.2_A validation workshop with relevant stakeholders engaged throughout phases 1-3** to share (anonymised) findings from Phases 1 - 3, align feedback, collectively identify main gaps in the recycling chain, areas for improvement and possibilities for scaled up waste recovery using the Recicla Comunidade model; venue for this workshop should take place in a location convenient and reachable by all parties, if provided by municipality, transport and meals should be considered in budget; if not

provided by municipality, this should be stated and clarified prior to agreement being signed.

- **D3.3_An initial powerpoint of findings**_A slide deck (max 20 slides) includes a brief overview of methodology and summarises key findings and recommendations. This will inform direction/ provide a skeleton for the final report.
- **D3.4_ Deliverable 1 Recicla Comunidade Needs Assessment Report** (max 30-40 pages total) including evidence of main findings with concrete recommendations for the most suitable, efficient and impactful actions to help strengthening the Recicla Comunidade approach and scale up of the program with a focus on delivering good, green jobs to low-income residents in the city.

PHASE 4 - TRAINING OF NEEDS ASSESSMENT METHODOLOGY TO CITY STAFF:

Develop & deliver training to city staff on the needs assessment methodology & core principles in relation to supporting resident work on waste management and importance of social dialogue in unlocking opportunities to deliver green jobs and a just transition using the Recicla Comunidade experience as a case study.

Deliverable 2.

- **D4.1_DRAFT_Training outline & skeleton proposal** (max 10 pages, 1 day of training); venue to be provided by municipality.
- **D4.2_Training material**
- **D4.3_Training delivered to a maximum of 30 city staff**
- **D4.4_2 pager summarising feedback and lesson learnt from training delivered**

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **16th October, 2023 at 12:00 pm (RIO local time)**. 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;
 - Examples of relevant past work (no more than 3 - as an annex);
 - Resumes of proposed key personnel in the standard C40 CV Template (also as annex)
- 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.

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	28 th September, 2023
Questions submitted to C4O	28 th September - 13 th October, 2023
C4O responds to questions	28 th September - 13 th October, 2023
Deadline for receiving Offers	16 th October, 2023 at 12:00 pm (RIO local time).
Clarification of Offers	w/o 16th October, 2023
Evaluation of Proposals	w/o 16th October, 2023
Possible interviews	w/o 16th October, 2023
Selection decision made	23rd October, 2023
All Potential Suppliers notified of outcome	26th October, 2023

Project Timeline	Due Date
The project initiation - phase 1 - must be completed by	w/o 10th November 2023
Project planning - phase 2 - must be completed by	w/o 1st December, 2023
Project implementation - phases 3 & 4 - is expected to be completed by	w/o 19th January, 2023
The project is due to run until	29th February 2024

Deliverable timeframes:

Deliverable	Description	Deadline for delivery
RFP Publication		28 th September, 2023
Deadline for proposals		16 th October, 2023 at 12:00 pm (RIO local time).
Final confirmation of service provider		23rd October, 2023
Kick-off call		w/o 23rd October, 2023
PHASE 1 - A BASELINE ASSESSMENT		
D1.1_Desk based review (max 10 pages) - to inform final report (deliverable 1)	Analysis of existing data to inform the first report and familiarise with Recicla Comunidade program	DEADLINE of reviewed deliverables: w/o 10th November 2023
D1.2_Overview & Strategy of focus groups discussion (max 5 pages) - to inform phase 2	A minimum of 1 round (and maximum of 2 rounds) of review should be expected for these sub-deliverables.	
PHASE 2 - CITY, WORKER AND RESIDENT DIALOGUES		
D2.1_Focus group discussion (2-4 FGDs)	Capture perspectives from residents involved in waste picking; integrate new data (gender - age - race...) about waste pickers into report & use information to prepare a cross-departmental workshop for phase 3. A minimum of 1 round and maximum of 2 rounds of review should be expected for these sub-deliverables.	DEADLINE of reviewed deliverables: w/o 1st December, 2023
D2.2_Report (max 20 pages) *This report should include integration of findings from FGDs and additional data provided by SEAC.		
PHASE 3 - VALIDATION WORKSHOPS AND DEVELOPMENT OF RECOMMENDATIONS FOR IMPROVED APPROACH & SCALING UP OF PROGRAM		
D3.1_A cross-departmental workshop	SEAC, Env. department etc.	w/o 11th December, 2023
D3.2_A validation workshop with relevant stakeholders engaged throughout phases 1-3	Workshop between Coop & workers, City Staff (SEAC, COMLURB, EPL, SMAC) will inform the first drafting of the 2nd deliverable	

D3.3_ An initial powerpoint of findings	<i>A slide deck (max 20 slides) includes a brief overview of methodology and summarises key findings and recommendations. This will inform direction/ provide a skeleton for the final report.</i>	w/o 18th December, 2023
D3.4_ <u>Deliverable 1</u> Recicla Comunidade Needs Assessment Report	<i>A minimum of 1 round and maximum of 2 rounds of review should be expected for these sub-deliverables.</i>	Draft 1. w/o 9th January, 2024 Draft 2. 29th January, 2024
PHASE 4 - TRAINING OF NEEDS ASSESSMENT METHODOLOGY TO CITY STAFF (<u>Deliverable 2</u>)		
D4.1_DRAFT_Training outline & skeleton proposal	<i>A minimum of 1 round and maximum of 2 rounds of review should be expected for these sub-deliverables.</i>	Draft 1. w/o 15th January, 2024 Draft 2. 22nd January, 2024
D4.2_Training material	<i>A minimum of 1 round and maximum of 2 rounds of review should be expected for these sub-deliverables.</i>	Draft 1. w/o 22nd January, 2024 Draft 2. 29th January, 2024
D4.3_Training delivered to a maximum of 30 city staff	<i>These should be scheduled into the calendar of city staff up to 2 weeks prior to the delivery.</i> <i>Conduct the training with City Staff (SEAC, COMLURB, EPL, SMAC)</i>	w/o 5th February, 2024
D4.4_2 pager summarising feedback and lesson learnt from training delivered	<i>A minimum of 1 round and maximum of 2 rounds of review should be expected for these sub-deliverables.</i>	w/o 19th February, 2024
PROJECT CLOSE	<i>All deliverables must be completed and finalised with satisfaction confirmed by C4O and the city of Rio.</i>	29th February 2024

5. Proposal Evaluation Criteria

This section of the RfP describes the evaluation criteria that will be used to assess proposals.

- **Specific Technical Expertise.** The successful applicant will need to demonstrate in-depth knowledge of waste work, green jobs, just transition, social dialogue, participation and multi-stakeholder engagement.
- **Quality of Staffing Proposal.** The successful applicant will need to have team members with suitable experience and qualifications to address the elements of the scope that are regulated activities. Robustness of the project delivery proposal and ability to meet the requirements listed.
- **Project Management Experience.** The Supplier will need to demonstrate experience in having delivered and managed similar processes previously, including technical understanding of methodologies such as focus group discussions (FGDs), participation validation workshops and multi-stakeholder dialogue.
- **Equity and Ethical Alignment.** C4O is looking to appoint an organisation that shares our values and is grounded in the context of the local community. Ten percent of the evaluation will focus on these factors, organisations that are based in the global south are strongly encouraged to apply.
- **Cost effectiveness of proposal.** Demonstrated and justified breakdown of costs and demonstrated effectiveness and efficient use of the resources and capacity of the service provider to deliver a high-quality service and process.

Proposals will be evaluated against the following criteria

Evaluation Criteria	Weighting
Specific Technical Expertise	30%
Quality of Staffing Proposal	30%
Project Management Experience, work approach and timeline	20%
Equity and Ethical Alignment	10%
Cost effectiveness of the proposal	10%

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 30,000 and will be paid in placements based on successful and satisfactory completion of each phase.**
 - Phase 1 - USD \$8000
 - Phase 2 - USD \$12000
 - Phase 3 - USD \$4000
 - Phase 4 - USD \$6000

Payment will be made according to meeting project milestones as approved by the C40 point of contact.

Where the municipality of Rio will not provide a venue (upon agreement), additional costs for travel and venue requirements may be further discussed with C40 and the city of Rio. Any additional costs must be pre-approved by the C40 point of contact 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.

7. C40 Policies

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

- Non-Staff Code of Conduct Policy [here](#)
- Equity , Diversity and Inclusion Policy [here](#)
- Whistleblowing Policy [here](#)

8. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by **16th October, 2023 at 12:00 pm (RIO local time).**

Luisa Miranda Morel, Senior Manager, ICA Forum & Academies (lmirandamorel@c40.org), with **Julia Moreno Rosino**, Senior Manager, Policy & Data Analysis (jmoreno@c40.org) and **Guido Folchi**, Manager, ICA Forum (gfolchi@c40.org) in copy.

For any questions: Anonymised responses to questions will be provided here [\(link\)](#) until the Q&A period closes 28th September - 13th October, 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.