



REQUEST FOR PROPOSAL (RfP)

**Scoping of and Development of the Near Zero Carbon Emissions
Building Roadmap (NZCEB Roadmap) for Kuala Lumpur**

C40 Cities Climate Leadership Group, Inc.

120 Park Avenue, 23rd Floor

New York, NY 10017

United States of America

28 November 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.

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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, Background of the Project, and Purposes

2.1 Summary

As the most urbanised and most populous city in Malaysia, Kuala Lumpur has committed itself to ramping up its climate action initiatives in meeting its goal of 70% reduction in carbon emissions intensity per unit GDP by 2030 and working towards net zero emissions by 2050. In 2021, with technical assistance from C40, Kuala Lumpur launched the [Kuala Lumpur Climate Action Plan 2050](#). This expands on Kuala Lumpur City Hall’s 2030 targets published in the [Kuala Lumpur Low Carbon Society Blueprint 2030](#), and establishes a clear roadmap to ensure that Kuala Lumpur achieves both carbon neutrality and climate resilience by 2050

In its Climate Action Plan (CAP), Kuala Lumpur identified five climate strategies to chart its way towards being a carbon neutral, resilient, and inclusive city. One of the strategies is Energy Efficient and Climate-Proof Buildings which consists of four prioritised climate actions which include 1) Building vegetation covering, 2) Low Carbon Building Checklist Validation, 3) Building Performance Benchmarking and Rating and 4) Near Zero Carbon Emissions Building Roadmap (NZCEB Roadmap).

Emissions from stationary energy are the second largest contributor to greenhouse gas emissions in Kuala Lumpur. 58.5% of these energy-related emissions are attributed to commercial and institutional buildings and are followed by residential (24%) and industrial (16%).

2.2 Background

The Climate Action Implementation (CAI) Programme in Southeast Asia is part of a broader **Urban Climate Action Programme (UCAP)** funded by the UK Government from 2022-2025 to C40 that aims to work with cities in Africa, Latin America, and Southeast Asia to implement two high impact, priority climate actions in each city and to integrate climate action into city plans, processes and structures. In Southeast Asia, the programme cities are DKI Jakarta, Quezon City, and Kuala Lumpur.

The CAI Programme is providing technical assistance and capacity building to the three cities in the region to enable action implementation in one key sector: energy & buildings. The actions being implemented in the region centre on developing building codes and roadmap for passive and active systems towards [net zero carbon buildings](#), establishing building energy performance monitoring systems, and developing municipal building decarbonisation action plans.

This programme focuses on the particular 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 to share knowledge and lessons learned on climate action implementation.

2.3 Selected Priority Actions for Kuala Lumpur

Priority Action 1: Implementing a low carbon building checklist for new developments and major renovations.

This action will support the implementation of the low carbon building checklist that incorporates passive and active design elements and renewable energy requirements into a mandatory checklist for new developments and major renovations.

Priority Action 2: Energy efficiency and renewable energy roadmap and actions towards net zero emission buildings.

This action's objective is to accelerate policy and financial instruments to expand energy efficiency and renewable energy projects to achieve net zero emission buildings target by 2050 for new and existing buildings.

2.4 Purpose

2.4.1 Expected Output

The Climate Action Implementation (CAI) Programme in Southeast Asia is looking for a consultancy firm/consortium to scope and develop **the Near Zero Carbon Emissions Building Roadmap (NZCEB Roadmap) for Kuala Lumpur**.

This roadmap will be developed and implemented over a longer time-frame, and with consideration of building types, energy consumption profile of Kuala

Lumpur's building stock, existing policies, as well as benchmarking analyses. Supporting actions such as energy data disclosure frameworks and incentives such as low carbon building awards may also be introduced to support the implementation of the roadmap.

Buildings are one of the largest emitters of greenhouse gas in cities, responsible for an average of 35% of total urban emissions, and this is no exception for the city of Kuala Lumpur. Density within the city can also contribute to exacerbating climate risks such as heat, through urban heat island effect. Building guidelines and regulations have increasingly introduced energy efficiency or low carbon measures to mitigate these impacts. As a developed city, Kuala Lumpur is home to many public and private buildings that have been built over the past decades and will continue to see new developments being constructed into the future decades.

As a starting point to decrease carbon emissions reductions from the building sector, DBKL will introduce a Low Carbon Building Plan Checklist which will require Validation from Principal Submitting Person (PSP) and serve as a mechanism to extract crucial information on new buildings and major retrofits that influence the energy use from building operations over its lifespan. This Checklist will require building owners in Kuala Lumpur to incorporate and adopt low carbon measures for their buildings. At the same time, a **Near Zero Carbon Emissions Building Roadmap (NZCEB Roadmap) should be established.**

This action includes a phased timeline approach and serves to inform the community on adopting tighter standards for buildings over a long-term timespan. Targets set by DBKL in the building sector include ensuring that the Low Carbon Building (LCB) Checklist specifications is incorporated into the OSC Approval process and that 75% of all new or major retrofits will meet the requirements by 2025, this checklist will include Building Vegetation Covering (BVC) targets as well. BVC actions focus on the expansion of green area cover on building roofs, podiums and walls; and localised green covering provides a cooling effect to reduce urban heat island effect. **Thus, the scoping and development of the NZCEB Roadmap should have actions related to both the LCB and the BVC since all of these support the decarbonisation of buildings in Kuala Lumpur.**

The development of the NZCEB Roadmap is divided into 2 work packages (WP), namely:

- **WP1: Preliminary phase**
- **WP2: Actual development of the NZCEB Roadmap**

The intention of WP1 is to help prepare and support the delivery of the Work Package 2 (WP2) on the development of Kuala Lumpur's Near Zero Carbon Emissions Building Roadmap (NZCEB Roadmap). Meanwhile, WP2 will focus on the longer term roadmap development.

C40 envisages the possibility for continuing the WP2 and will be subject to WP1 analysis and recommendations, budget availability, and satisfactory vendor performance (as determined both by C40 and DBKL) in terms of quality of work, on-time deliverables, and good communication.

The expected outputs of WP1 (preliminary phase) for this provision are:

1. *Defining the scope and limitation of the NZCEB Roadmap through the analysis of needs and gaps.*
2. *Delivery of visioning strategy for the NZCEB Roadmap through mapping stakeholders and initial engagement.*
3. *Detailing a high-impact, inclusive, and appropriate work plan to inform Work Package 2 (WP2) on NZCEB Roadmap Development.*

The expected outputs of WP2 (actual development of the NZCEB Roadmap phase) for this provision are the following. For additional details per component of this WP2, please refer to the “details & description” under Section 2.5.1. (Output C - Deliverable No. 2).

1. *Component A: Contextualisation, Profiling, & Diagnostics*
2. *Component B: Visioning*
3. *Component C: Local Actions & Roadmap*
4. *Component D: Socialising the Roadmap & Championing Change*

2.4.2 Alignment with the Kuala Lumpur CAP and ASEAN Roadmap Targets

The consultancy work should purposely aim to align with local and regional targets as mentioned below.

KL CAP Targets:

- 2025 - 75% of all new builds or major retrofits will meet the Low Carbon Building (LCB) Checklist

From the CAP Infographic:

- Before 2022 - Develop Low Carbon GHG Building Roadmap & outline targets
- Before 2025 - Roadmap targets applicable to all new residential and commercial buildings
- Before 2030 - Near-zero performance standards implemented across 10% of new buildings
- Before 2030 - Expand LCB Roadmap subsidies by KLCH to 10–15 pilot projects
- Before 2050 - More than 30% of Total Buildings meet minimum Energy Consumption Targets
- After 2050 - 100% of Buildings meet LCB Checklist requirements

ASEAN Roadmap:

- 2025 - Adopt mandatory building energy codes with requirements for Net Zero Carbon building performance
- 2025 - Have standards for net Zero-carbon buildings
- 2030 - Most new buildings meet zero carbon ready level of performance
- 2030 - Include requirements for embodied carbon, urban planning, resilience and clean energy in building energy codes for new buildings
- Towards Net Zero - All new buildings meet life cycle zero carbon ready performance

2.5 Deliverables and Scope of Works

Important note to the consultant: All deliverables (reports, slide decks, spreadsheets, etc.) to be submitted should both be in **BAHASA MALAYSIA** and **ENGLISH**. This means, each deliverable should strictly have 2 separate language versions (or 2 separate documents). Specifically, for WP1, C40 requires only soft copies, and for WP2, C40 requires hard copies of documents. For WP2, prior to printing the documents, clearance from C40 is required.

2.5.1. WORK PACKAGE 1 (WP1): PRELIMINARY PHASE

OUTPUT A - Defining the scope and limitation of the NZCEB Roadmap through the analysis of needs and gaps.

Note: The consultant may refer to this [link](#) as reference on some initial scoping done especially for OUTPUT A

No	Deliverable	Details and Description	Duration
1	Scoping work to inform the roadmap development	<ul style="list-style-type: none"> • Scoping of relevant, existing & future frameworks. This includes scoping the action plans, policies, technical standards, financial regulations, platforms, etc.) and references (local, national, & regional such as ASEAN) – tagged according to proper categorisation/s as well as if it's for new buildings, existing buildings, and/or municipal building. • Scoping of relevant projects (past & on-going), best practices, recent technical reports, baseline studies, initiatives, public/private support, and case studies. This includes information that are non-policy or non-regulatory frameworks but are relevant to building decarbonisation. • Development and recommendation of method/s to review & analyse mapped frameworks and resources. This includes enumerated, effective strategies to: (a) review (& prioritise) from the volume of mapped information; (b) highlight high impact actions and/or information aligned with the KL CAP; and (c) appropriate analysis methods to help inform the roadmap. 	Week 1-4
2	Assessment of the Kuala Lumpur energy & buildings baseline study <u>and</u> all relevant data/studies/reports to check additional data	<ul style="list-style-type: none"> • Consultant to check if there's a need to expand the scope and depth of profiling, baselining, and collecting data in order to inform the milestones of the NZCEB Roadmap. Specifically, this assessment should be able to determine if pertinent 	Week 1-4

	gaps & needs for both new & existing buildings	<p><i>data is sufficiently available (high quality & local data, if possible) to inform the development of sub-sectoral roadmaps for:</i></p> <ol style="list-style-type: none"> 1. <u>Municipal buildings</u> (new and existing municipal buildings) 2. <u>Existing buildings</u> (commercial, residential, etc.) 3. <u>New buildings</u> (commercial, residential, etc.) <p><i>If energy (and allied) data assessed from studies/reports/databases are insufficient or lacking, the consultant needs to recommend (to be detailed later in the work plan development of WP2) an appropriate data collection framework for DBKL.</i></p> <ul style="list-style-type: none"> ● Assess the need for the city to develop a workable data infrastructure on energy & buildings (which is to be further developed in WP2). Part of the work is to check how the DBKL will be able to collect information from the existing Low Carbon Building Checklist (LCBC) submissions as well as the accessibility of existing databases such as BEDOS, etc. ● Propose an appropriate methodology to do energy modelling and any other supporting analysis during WP2. First, this entails collecting key building energy data as well as allied data (such as population growth, GDP, etc.) and extrapolating energy consumption growth and other pertinent information. Second, the supporting analysis should consider actions related to linked actions such as building vegetation covering. 	
3	Identification of the need for comparing and/or benchmarking the criteria of the KL Low Carbon Building Checklist (LCBC) with key Southeast Asian cities	The aim is to identify the need to compare the LCBC with other cities (Jakarta, Quezon City, Bangkok, Hanoi, Singapore, etc.) to help inform the LCBC's next revision cycles as well as to improve its content (by becoming more ambitious, expanding scope of building stock & type, additional key criteria, etc.).	Week 1-4
4	Energy equity or energy democracy assessment based on the Kuala Lumpur baseline and relevant reports.	This assessment will evaluate how energy systems in Kuala Lumpur contribute to climate justice, exploring components such as public participation in energy policy, and	Week 1-4

		access, affordability, and social ownership of energy infrastructure	
5	Identification of a clearly defined scope and limitation of the NZCEB Roadmap as well as the assessment of risks involved in the roadmap development	<ul style="list-style-type: none"> • Extent and depth of roadmap. <i>This work should detail out the extent and depth of the roadmap as well as to exactly identify if this is a whole sector building decarbonisation roadmap and if there is intention to carry out the development of sub-roadmaps for new buildings, existing buildings, and municipal buildings.</i> • Risk assessment: identification & mitigation. <i>Identify any risks related to the roadmap development as well as how they should be mitigated</i> 	Week 1-4
#	As needed, consultation meetings with DBKL, report authors, and other groups to clarify data and other information in the desk review of relevant documents.	Consultation meetings with report authors will aim to clarify any ambiguous data or information in the desk review, and may be scheduled independently	as needed
6	In-person presentation of OUTPUT A results to DBKL and C40 including solicitation of feedback – must include (a) conduct of presentation & (b) slide deck		Week 9-11
7	Summary report, <i>incorporating all feedback, comments, and suggestions</i>	Inception Report and Slide Deck	Week 12

OUTPUT B - *Delivery of visioning strategy for the NZCEB Roadmap through mapping stakeholders and initial engagement.*

No	Deliverable	Details and Description	Duration
1	Stakeholder mapping activities	<ul style="list-style-type: none"> • Updated mapping of stakeholders to inform engagement and consultation for NZCEB Roadmap development. <i>Map out all relevant and potential stakeholders of the NZCEB, including those who may be impacted by the Roadmap and any underserved communities; conduct an</i> 	Week 5-8

		<p><i>exercise with the city on interest and influence, documenting the reasons behind each. This will include, but not be limited to, DBKL and national government offices or departments, the private sector, NGOs/CSOs/POs, and underserved groups, including the informal sector, women, migrants, and others.</i></p> <ul style="list-style-type: none"> • Equity assessment for the NZCEB, including components such as a stakeholder matrix and NZCEB impacts on stakeholder groups, including underserved communities in energy transition developments, and an analysis for the roadmap’s contribution to generating good, green jobs in Kuala Lumpur. <i>Analyse the (1) needs and (2) positive and negative impacts of the NZCEB for each of the stakeholders identified. In the assessment, include an analysis on the potential skills and job creation that result from the roadmap’s transition. Preparation of a year-long effective strategy to engage different stakeholder groups, based on the equity assessment and stakeholder matrix.</i> 	
2	<p>Delivery of a dialogue to engage (as well as to get early buy-in & support of) high influence, high interest stakeholders as per stakeholder matrix – consultant to propose the content of the information (or similar session) key discussion points</p>	<p>This dialogue will be between the City and stakeholders, aiming to inform about the critical developments of the roadmap and to get early buy-in and support of the most invested stakeholders</p>	Week 5-8
3	<p>Proposal of the composition of an NZCEB Roadmap Technical Working Group (TWG) or a Steering Committee (SC) as well as a Review Group (RG) by liaising & co-identifying together with DBKL & C40.</p>	<p>Consultant should ensure that there’s pre-acceptance confirmation from DBKL regarding this TWG before presenting this again in the final presentation of this OUTPUT B (in addition, this should include responsibilities as well as strategies and ways forward to establish the TWG and RG as the leader and timely reviewer, respectively, of the NZCEB Roadmap once developed)</p>	Week 5-8

4	Development of an appropriate, effective, & inclusive method in the Visioning Process of the NZCEB Roadmap	The consultant should be able to detail the design of a series of workshops to help DBKL & its stakeholders to identify the vision of the roadmap as well as the end goals in the short-, medium-, and long-term	Week 5-8
5	Knowledge sharing activities	<ul style="list-style-type: none"> • Partner with C40 to deliver a virtual/online city-to-city knowledge sharing session in developing building decarbonisation roadmaps. <i>The intention is for Kuala Lumpur to gain insights and learnings from other C40 cities such as Mumbai, Johannesburg, Mexico City, etc. (and non-C40 cities where possible).</i> • Deliver a relevant, short training on Net Zero Carbon by developing a slide deck or module and presenting it to key DBKL personnel. <i>This is to coincide during the February/March 2024 training series of CFF which will deliver training on energy efficiency, renewable energy, and district cooling system (to be confirmed).</i> 	Week 5-8
6	In-person presentation of OUTPUT B results to DBKL and C40 including solicitation of feedback – must include (a) conduct of presentation & (b) slide deck		Week 9-11
7	Summary report, <i>incorporating all feedback, comments, and suggestions</i>	Inception Report and Slide Deck	Week 12

OUTPUT C - *Detailing a high-impact, inclusive, and appropriate work plan to inform Work Package 2 (WP2) on NZCEB Roadmap Development.*

No	Deliverable	Details and Description	Duration
1	A very detailed work plan to inform WP2 (actual development of NZCEB Roadmap)	This should have a very complete outline as well as the identification of qualifiable/quantifiable components, deliverables, details, description, duration, tools or approaches needed to successfully deliver each component and subcomponents, composition and qualifications of the consultancy team to develop WP2, etc. (do note that this proposed	Week 12-14

		<p>work plan should also integrate all the outputs from this RfP).</p> <p>The current plan for WP2 encompasses four (4) major components as follows. The consultancy team is expected to: (a) build on or add to each of the components; (b) identify subcomponents, if any, and list out the specific deliverables; (c) identify any additional component; (d) detail out & describe each deliverable; (e) propose the duration according to local & international best practices; and (f) provide the justifications for each component, subcomponent, & deliverable.</p> <p><u>Component A: Contextualisation, Profiling, & Diagnostics</u></p> <ul style="list-style-type: none"> • <i>This should include the following, but not limited to, the: (1) risk analysis of the execution of the consultancy work; (2) city baselines and database; (3) appropriate, detailed energy modelling and supporting analysis to inform how the low carbon building checklist alongside energy-and-building-specific programs, projects, and activities will be able to meet the ambitious milestones & targets of the roadmap; (4) consideration for integration of climate actions, for near zero emission and resilient buildings through the policy and regulatory actions in the roadmap (i.e., emphasising energy efficiency and building vegetation covering actions working together for building decarbonisation); (5) policy and regulatory framework full review and analysis; (6) financing mechanisms full review and analysis; (7) related building decarbonisation Initiatives and developments full review and analysis; (8) gaps and needs analysis; and (9) key challenges and opportunities</i> <p><u>Component B: Visioning</u></p> <ul style="list-style-type: none"> • <i>This should include the following, but not limited to, the: (1) benchmarking of best practices in Net Zero Carbon Roadmapping; (2) conduct of several rounds of key stakeholder engagement; (3) setting of goals and key targets by</i> 	
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		<p><i>revisiting local, national, and regional visions and commitments; and (4) setting of building decarbonisation priorities</i></p> <p><u>Component C: Local Actions & Roadmap</u></p> <ul style="list-style-type: none"> • <i>This should include the following, but not limited to, the: (1) NZCEB Roadmap Design and (2) NZCEB Roadmap Implementation Plan</i> • <i>The NZCEB Roadmap Design should include the following, but not limited to, the: (1) Definition of the Baseline; (2) Definition of Objectives and Goals; (3) Regulatory and Political Framework; (4) Energy Efficiency, Renewable Energy, and related building strategies (e.g., building vegetation covering); (5) Risk Identification and Mitigation Strategies; (6) Definition of Impact; (7) Presentation to DBKL, C40, and stakeholders to gather collective feedback and get buy-in; (8) NZCEB Roadmap</i> • <i>The NZCEB Roadmap Implementation Plan should include the following, but not limited to, the: (1) Governance Scheme; (2) Financing; Implementation Strategy; (3) Identify Partners for Implementation; (4) Monitoring, Evaluation, and Reporting (MER) Plan; (5) Presentation to DBKL, C40, and stakeholders to gather collective feedback and get buy-in; (6) Roadmap Implementation Plan that is well-designed, appropriate, inclusive, and responding to the needs of DBKL, its people, & the environment</i> <p><u>Component D: Socialising the Roadmap & Championing Change</u></p> <ul style="list-style-type: none"> • <i>This should include the following, but not limited to, a socialisation strategy, recommended engagement methods for stakeholder groups with suggested designs, an implementation plan and schedule, and a feedback-gathering mechanism for all socialisation activities</i> 	
2	In-person presentation of OUTPUT C results to DBKL and C40 including solicitation of feedback – must include (a) conduct		Week 15-17

	of presentation & (b) slide deck		
3	Summary report, <i>incorporating feedback, comments, and suggestions</i>	Work Plan Document of Roadmap Development.	Week 18

2.5.2. WORK PACKAGE 2 (WP2): DEVELOPMENT OF THE NZCEB ROADMAP

As mentioned above in the “details & description” under Section 2.5.1. (Output C - Deliverable No. 2), the WP2 will be informed by the outputs of WP1. At the minimum, the following are the components of WP2 & the consultant is expected to build on or add to the components, subcomponents, and deliverables for WP2 (i.e. to help design the actual roadmap development process according to dynamic needs of the city, its people, & the built environment.)

1. *Component A: Contextualisation, Profiling, & Diagnostics*
2. *Component B: Visioning*
3. *Component C: Local Actions & Roadmap*
4. *Component D: Socialising the Roadmap & Championing Change*

The consultant is required to provide a Technical Report for each component for review and a Final Report upon completion of all components

3. Requirement of Experiences and Qualifications

In the process, it is recommended that the selected Company has several personnel resources with required experience and submit their detailed CVs with the following categories and requirements:

- 1) Project manager
 - a. With academic and professional background on management or administration
 - b. With demonstrated experience on leading programs or projects on energy efficiency & conservation, renewable energy, and building decarbonisation; and with previous key roles in the development of government roadmaps or private sector business plans
 - c. Preferably with Project Management Professional (PMP) certification
- 2) Policy expert
 - a. With demonstrated experience in analysing national and/or subnational policies relating to energy efficiency & conservation, renewable energy, and building decarbonisation;
- 3) Energy efficiency and renewable energy specialist
 - a. With academic background on engineering or related technical field
 - b. With at least 5 years experiences in green building assessment, experience as energy auditor or energy manager, or with demonstrated experience in evaluating and analysing projects and programs (as well as building codes, product standards, technology, etc.) relating to energy efficiency & conservation, renewable energy, and building decarbonisation, preferably with national or subnational governments (certifications to be provided)
 - c. Expertise on building vegetation covering
 - d. Preferably a certified green building professional (GBI, LEED, or GreenRE)
- 4) Energy equity researcher or specialist
 - a. With background on energy equity or energy justice through academic or development research
 - b. With demonstrated experience on designing and conducting stakeholder engagement sessions or consultations, preferably with underserved communities
 - c. With demonstrated experience and/or skills on social assessments
- 5) Other relevant professional/s deemed necessary by the consultancy team as essential to undertake this work

4. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until the deadline for receiving offers stated in RfP timeline in **subchapter 5 and 9**.

Any proposals received after the set date and time will not be accepted.

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

A. Technical Proposal

- Company Profile – describing the nature of business and field of expertise.
- Examples of past works and list of clients for similar services as those required by C40.
- How your proposal is responsive to the Evaluation Criteria.
- Detailed methodology on how to execute WPI by considering how to produce quality activities, tasks, and/or deliverables in a limited timeline.
- The assumptions you are making about the project.
- Risks you have identified and appropriate mitigation measures.
- 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.
- List of key personnel who would be working and their resumes in the standard [C40 CV Template](#).
- Submit with duly signed of each personnel for [commitment letter](#).
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40.

B. Financial Proposal

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

Please note: Proposals are to be written in English, or (ideally) in both English and Bahasa Malaysia, saved in PDF format and not exceed **ten (10) pages** of text. **Please take note that failure to comply with the maximum number of pages for the proposal may unfortunately result in the proposal not being considered.** Reference material may be placed in annexes.

Important points:

1) 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.

2) 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

3) 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) Programme Management

The Head of Implementation (Southeast Asia), the Regional Programme Manager, the Technical Adviser for Energy & Buildings (Southeast Asia), Inclusive Climate Action & Engagement Sr. Manager, and City Adviser for Kuala Lumpur from C40 will oversee the project and be active partners. The supplier will foster close and constructive working relations with the C40 team. All interim deliverables and change requests will need to be approved by the C40 team. As part of the project management, an inception meeting will be required, along with regular progress meetings (frequency to be agreed upon).

5. RfP and Project Timeline

RFP Timeline	Due Date
Request for proposals sent out. Potential suppliers with an interest to submit a proposal are advised to register their interest by emailing cai_sea@c40.org to receive direct updates for this RFP (if any).	28 November 2023
Questions submitted to C40	12 December 2023
C40 responds to questions	19 December 2023
Deadline for receiving offers	4 January 2024
Clarification of offers & evaluation of proposals	5 - 12 January 2024

Selection decision made	19 January 2024
All potential suppliers will be notified of outcome	

Project Timeline: Refer to payment schedule and timeline

6. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:

Evaluation Criteria	Weighting
Suitability of method: Work plan demonstrates understanding of project requirements and risks	30%
Expertise and experience: <ul style="list-style-type: none"> Key personnel's demonstrated experience in performing projects of similar scope 	40%
Value for money <ul style="list-style-type: none"> Project quote Additional value (if any) 	20%
Equity and ethical alignment	10%

7. Project Budget

Costs should be stated as one-time costs. The budget for WP 1 is maximum **USD 10,000** and The budget for WP 2 is maximum **USD 50,000**. All proposals must include proposed costs to be completed the tasks described in the project scope, including all VAT, taxes, tools, equipment, transportation, meals, accommodations, 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 **exclude the cost for catering and venue hire**, these costs will be covered by C40. All budgets are to be prepared in **USD**.

All costs incurred in connection with the submission of this RfP are non-refundable by C40.

Payments are made within 30 days of C40 approving an invoice and subject to satisfactory delivery of the services as approved by C40. Please note, C40 does not pay contractors more frequently than once per month.

Payment Schedule

1) Work Package 1 (WPI): Preliminary Phase

Output A - Defining the scope and limitation of the NZCEB Roadmap through the analysis of needs and gaps. (30%)

No	Activity	Duration	Payment %
1	Scoping of relevant, existing & future frameworks.	Week 1-4	10%
2	Scoping of relevant projects (past & on-going), best practices, recent technical reports, baseline studies, initiatives, public/private support, and case studies.	Week 1-4	
3	Development and recommendation of method/s to review & analyse mapped frameworks and resources. <i>* Payment for activity 1-3 shall be made upon satisfactory submission and approval by DBKL and C40.</i>	Week 1-4	
4	Identification of a clearly defined scope and limitation of the NZCEB Roadmap.	Week 1-4	20%
5	Assessment of the Kuala Lumpur energy & buildings baseline study and all relevant data/studies/reports to check additional data gaps & needs for both new & existing buildings.	Week 1-4	
6	Identification of the need for comparing and/or benchmarking the criteria of the KL Low Carbon Building Checklist (LCBC) with key Southeast Asian cities.	Week 1-4	
7	Energy equity or energy democracy assessment based on the Kuala Lumpur baseline study, and compare at minimum two local and two regional relevant reports <i>* Payment for activity 4-7 and the continuation for the next activity shall be made upon satisfactory submission and approval by DBKL and C40.</i>	Week 1-4	
8	As needed, consultation meetings with DBKL, report authors, and other groups to clarify data and other information in the desk review of relevant documents.	as needed	Merge with Output B, deliverable 8 & 9
9	In-person presentation of COMPONENT A results to DBKL and C40 including solicitation of feedback – must include (a) conduct of presentation, (b) slide deck, & (c) feedback report	Week 9-11	
10	Inception Report and Slide Deck	Week 12	

	<u>* Payment for activity 8-10 of Output A shall be made concurrently with activity 8-9 of Output B upon satisfactory submission and approval by DBKL and C40.</u>		
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Output B - Delivery of visioning strategy for the NZCEB Roadmap through mapping stakeholders and initial engagement. (30%)

No	Activity	Duration	Payment %
1	Updated mapping of stakeholders to inform engagement and consultation for NZCEB Roadmap development.	Week 5-8	25%
2	Equity assessment for the NZCEB, including components such as a stakeholder matrix and NZCEB impacts on stakeholder groups.	Week 5-8	
3	Delivery of a dialogue to engage (as well as to get early buy-in & support of) high influence, high interest stakeholders as per stakeholder matrix.	Week 5-8	
4	Proposal of the composition of an NZCEB Roadmap Technical Working Group (TWG) or a Steering Committee (SC) as well as a Review Group (RG) by liaising & co-identifying together with DBKL & C40.	Week 5-8	
5	Development of an appropriate, effective, & inclusive method in the Visioning Process of the NZCEB Roadmap.	Week 5-8	
6	Partner with C40 to deliver a city-to-city knowledge sharing session in developing building decarbonisation roadmaps.	Week 5-8	
7	Deliver a relevant, short training on Net Zero Carbon by developing a slide deck or module and presenting it to key DBKL personnel. This is to coincide during the February/March 2024 training series of CFF on energy efficiency, renewable energy, and district cooling system. <i>* Payment for activity 1-7 and the continuation for the next activity shall be made upon satisfactory submission and approval by DBKL and C40.</i>	Week 5-8	
8	In-person presentation of COMPONENT B results to DBKL and C40 including solicitation of feedback – must include (a) conduct of presentation, (b) slide deck, & (c) feedback report.	Week 9-11	Merge with Output A, deliverable 9 & 10
9	Inception Report and Slide Deck <i>* Payment for activity 8-9 of Output B shall be made concurrently with activity 8-10 of Output A upon satisfactory submission and approval by DBKL and C40.</i>	Week 12	5%

Output C - Detailing a high-impact, inclusive, and appropriate work plan to inform Work Package 2 (WP2) on NZCEB Roadmap Development. (40%)

No	Activity	Duration	Payment %
1	Risk assessment: identification & mitigation	Week 12-14	
2	<p>A very detailed work plan to inform WP2 - actual development of NZCEB Roadmap. this follows four (4) major components as follows:</p> <p><u>Component 1:</u> Contextualisation, Profiling & Diagnostics <u>Component 2:</u> Visioning <u>Component 3:</u> Local Actions & Roadmap <u>Component 4:</u> Socialising the Roadmap & Championing Change</p> <p><i>Additional reference: Comparison of building decarbonisation work plans</i></p> <p><i>* Payment for activity 1-2 and the continuation for the next activity shall be made upon satisfactory submission and approval by DBKL and C40.</i></p>	Week 12-14	30%
3	Financial plan (monetary and in-kind finance)	Week 12-14	
4	<p>Socialisation Strategy to socialise the NZCEB roadmap & championing change and equity in the city – includes the identification of methods to communicate the roadmap.</p> <p><i>* Payment for activity 3-4 and the continuation for the next activity shall be made upon satisfactory submission and approval by DBKL and C40.</i></p>		5%
5	Any additional In-person presentation of COMPONENT C results to DBKL and C40 including solicitation of feedback – must include (a) conduct of presentation, (b) slide deck, & (c) feedback report	Week 15-17	
6	<p>Work Plan Document of Roadmap Development.</p> <p><i>* Payment for activity 5-6 and the continuation for the next activity shall be made upon satisfactory submission and approval by DBKL and C40.</i></p>	Week 18	5%

2) **Work Package 2 (WP2): Development of The NZCEB Roadmap**

No	Activity	Payment %
1	<i>Component A: Contextualisation, Profiling, & Diagnostics</i>	25%
2	<i>Component B: Visioning</i>	25%
3	<i>Component C: Local Actions & Roadmap</i>	25%
4	<i>Component D: Socialising the Roadmap & Championing Change</i>	25%

The consultant is required to provide a Technical Report for each component for review and a Final Report upon completion of all components.

8. 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](#)
- [C40 Non-Staff Travel and Expenses Policy - if applicable - [Here](#)]
- [GIZ Travel and Expense Policy - If applicable - [Here](#)]

9. Submissions

Each Potential Supplier must submit their proposal to the email address below: CAI SEA Contracts Manager at cai_sea@c40.org, with email subject: RfP Scoping of and Development of the Near Zero Carbon Emissions Building Roadmap (NZCEB Roadmap) for Kuala Lumpur - Submission - [Name of Company], no later than **04 January 2024, 17:00 (GMT+7)**.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the designated email by the deadline.

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