



REQUEST FOR PROPOSAL (RfP)

*Green and Thriving Neighbourhoods for Resilient Communities, City of Milan,
Project Management, Coordination and Technical Delivery*

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

<24th 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.

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. Background

C40 supports the city of Milan through a new programme called *Green and Thriving Neighbourhoods for Resilient Communities*’ (GTNRC). The programme focuses on implementing resilient, people-centred neighbourhood project(s), integrating 15 Minute City principles with community-based climate adaptation solutions. The GTNRC programme will result in the development, design and implementation of spatial interventions to increase community climate resilience as well as a holistic approach of neighbourhood regeneration and public spaces transformation as promoted by 15-minute city principles.

This request for proposal outlines the need for a consultant/s to support the programme offering either one or both of the skill sets outlined below.

The consultant/s will be funded by C40 to work directly with the City of Milan. They will work closely with teams from both organisations, particularly the C40 Urban Resilience and Urban Planning and Design Teams, the Urban Resilience Department of the Municipality of Milan and the Agency for Mobility, Environment and Territory (Agenzia Mobilità Ambiente e Territorio, AMAT), a consulting company wholly owned by the City of Milan.

The consultant/s will support the delivery of the GTNRC programme in Milan, their activities will be geared towards ensuring:

- Driving the progress of the programme and delivering programme outcomes
- The programme integrates community resilience solutions and 15 Minute City principles in line with ambitious climate resilience solutions within the selected communities of Milan and within the context of the climate and air plan of the city of Milan.

This initiative will offer a joint support to the City of Milan in delivering neighbourhood level pilot projects that integrate climate resilience and '15 minute city' principles, with below outcomes:

- Prepare Milan's neighbourhoods for the impacts of climate change and transform their resilience capacity;
- Strengthen urban proximity to promote "complete" neighbourhoods that support more thriving local life and foster more cohesive and inclusive communities;
- Transform public spaces to better integrate people's needs and nature, and in particular by liberating public space from cars.

Moving away from sectoral approaches, the City supported by C40 will engage with local communities at the neighbourhood level to develop a set of integrated actions that maximise positive impact.

C40 has broken the scope of the consultancy into 2 lots representing different skills sets. We request two skills sets in order to deliver the activities of the programme. Consultants are welcome to apply and demonstrate either skills set according to their background. C40 reserves the right to appoint one consultant for each skills set or both skills sets.

- **Skills set one : Programme Management and Coordination**

Management & facilitation: Supporting planning, delivery and reporting of programme activities, like overseeing technical studies, facilitating workshops, meetings and events.

- Strategic planning & Coordination: Establishing and strengthening relationships between stakeholders, while coordinating the programme delivery between C40, officials across relevant departments in the Municipality of Milan, and local partner and municipal agencies, and local community organisations. Also, liaise with various C40 teams to ensure wider collaboration with others programmes being delivered in the region.
- Delivery: Working with C40 and the Municipality of Milan work in the scoping of delivery actions and supporting implementation through activities like local partner(s) management and stakeholder engagement. Also, support key programme activities such as, procuring local goods and services.
- Delivery of other tasks connected to the main deliverables as required.
- Reporting: deliver a monitoring and evaluation assessment to track progress and impact of the programme.

Skills set two : Technical Delivery

- Community Engagement: Lead in designing and delivering community engagement, and community-led design within selected communities.
- Community Assessment: Knowledge of climate risks at a local scale, solutions and urban planning. Specific expertise in community preparedness for extreme heat and/or urban flooding. Ability and resources for mapping.
- Communication; ability and resources to map, sketch and communicate stakeholder priorities.
- Programme Design: Technical skills in the field of urban design and placemaking, architecture, landscape design and street design, design and planning of public spaces, in particular concerning the definition of integrated urban planning strategies, urban design techniques and integrated design of public space, applying the principles of sustainable mobility, urban quality, social inclusion, circular economy, decarbonisation and adaptation to climate change. This includes project visualisation and communication techniques (use of Adobe suites, programs for three-dimensional modelling, photomontages and rendering). Knowledge of the Minimum Environmental Criteria of the Italian Ministry of the Environment and/or European Green Public Procurement criteria is desirable.
- Delivery of other tasks connected to the main deliverables as required.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until *5pm EST, December 12th, 2023*. Any proposals received after this date and time will not be accepted.

Consultants should demonstrate some of the following experiences and skills in their Proposal Form:

- Demonstrable experience and understanding of climate adaptation and resilient and people-centred urban design in the urban context, preferably within Italian cities and/or Milan. Familiarity with the 15-minute city model and adaptation solutions is a strong positive.
- Experience in engaging and coordinating with city government and/or local authorities.
- Knowledge in engaging local communities and grassroots organisations.
- Experience in ability to foster collaboration across multidisciplinary stakeholders and teams.
- Track record in programme development and project management.
- Proof of ability to work independently, while considerately collaborating with colleagues and various stakeholders.

Other Essential Requirements:

- Excellent verbal and written communication skills in both English and Italian is essential.
- A degree in engineering, environmental, climate change, citizen engagement, urban planning/design or equivalent and relevant areas.
- Good strategic, analytical and critical thinking with proactive and insightful nature is highly desired.
- International experience, particularly working with different cultures, languages and time zones, is desired.

All proposals are requested in English. All proposals should include a scope of eligibility, demonstrating your skills and experience in this area that will support the delivery of this programme. A curriculum vitae is also essential to the application. Work samples are voluntary.

Please see the appendix for the template which should be submitted as part of all proposal applications.

4. RfP and Project Timeline

The Consultant is advised of the following timeline for the RFP; a project timeline is included below.

RfP Timeline:

RFP Timeline	Due Date
Request for Proposals sent out	<i>November 24, 2023</i>
Questions submitted to C40	<i>November 29, 2023</i>
C40 responds to questions	<i>December 04, 2023</i>
Deadline for receiving Offers	<i>December 12, 2023</i>
Review of Offers	<i>December 13, 2023 - December 15, 2023</i>
Proposal Interviews	<i>January 8, 2024 - January 12, 2024</i>
Selection decision made	<i>January 15, 2024</i>
All Potential Suppliers notified of outcome	<i>January 15, 2024</i>
Potential Start Date of successful applicant	<i>February 15, 2024 (dependent on any outstanding work or notice periods).</i>

5. Proposal Evaluation Criteria

C40 will consider the following to assess proposals from potential consultants:

- **Specific Technical Expertise.** The successful applicant will need to demonstrate in-depth knowledge of the challenges Milan has faced around climate resilience and urban planning and design for communities.
- **Project Management Experience.** The successful applicant will be working on a large project as part of a multidisciplinary team. They will need to demonstrate their capacity to manage a complex project across various stakeholders.
- **Cost consideration.** C40 will also consider value for money when selection the successful candidate depending on their experience and skills as well as time to deliver the programme phases.

The experience and expertise in the proposals will be evaluated against the following criteria

Programme Management and Coordination	Weighting	Technical Delivery	Weighting
Experience in working with and coordinating with city governments and/or local authorities preferably within Italian cities and/or Milan	30%	Experience in working with and coordinating with city governments and/or local authorities preferably within Italian cities and/or Milan	30%
Strong track record in programme development and project management.	40%	Demonstrable experience and understanding of climate resilience and people-centred urban planning and design.	40%
Knowledge in engaging local communities and grassroots organisations.	15%	Knowledge in engaging local communities and grassroots organisations.	20%
Experience in ability to foster collaboration across multidisciplinary stakeholders and teams.	15%	Good strategic, analytical and critical thinking with proactive and insightful nature.	10%

Please see Section 3 on Proposal Guidelines on further desirable criteria and guidance.

6. Project Fees

C40 will compensate the successful consultant on time and expenses basis to a maximum cap. Hours of work will vary based on programmatic need and we do not anticipate more than 20 hours per skillset a week being required.

Invoices will be paid on a monthly basis subject to satisfactory delivery. Please note, the successful candidate may be required to submit timesheets with proof of deliverables attached.

All potential consultants should submit daily rate(s) as part of their proposal.

The maximum available budget per year for the full 3 year programme period is:

*Skillset 1: € 38,000 **(Tbc.)***

*Skill set 2: € 38,000 **(Tbc.)***

All quotations must be inclusive of all taxes.

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

7. 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.

8. Contract

Please note this is a contract for professional services and not a grant opportunity. Consultancies/ Individual consultants that are 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 consultant.

9. 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 [Here](#)

10. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by **December 12th 2023 at 5pm EST**

Neuni Farhad,
Senior Manager, Mainstreaming Urban Resilience
nfarhad@c40.org

Each proposal must include the Proposal Form as attached in Appendix 1 below, as well as a CV. Work samples are voluntary.

Anonymised responses to questions will be provided [here](#) when the Q&A period closes.

12. 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.

Appendix 1: Proposal Form

This form must be submitted as part of the submission.

Please include details regarding your skills and experience that are applicable to this programme in the table below. You may answer either one or both sections on Project Management and Technical Delivery.

Please also include your CV in your proposal application. Work samples are optional.

Please provide a short introduction and background of your career, interests and suitability. <i>(Max 200 words)</i>	
Skills and Experience <i>Please provide an example of your work experience in relation to the skill</i>	
General Skills	
Experience in working with city governments and/or local authorities preferably within Italian cities and/or Milan <i>(Max 300 words)</i>	
Additional skills <i>Please refer to the skills and experience outlined in Section 3. Proposal Guidelines. You may also share additional skills that you think are relevant to the programme.</i> <i>(Max 300 words)</i>	
Skills Set 1: Project Management	
Strong track record in programme development and project management. <i>(Max 300 words)</i>	
Skills Set 2: Technical Delivery	
Experience and understanding of climate resilience and people-centred urban planning and design. <i>(Max 300 words)</i>	