



Request for Proposals

Energy auditing, extended community engagement and pilot project co-designing for solar-powered cold rooms in Dar es Salaam city markets.



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

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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. The UKAID CAI Programme

About the Climate Action Implementation (CAI) Africa Programme

The Climate Action Implementation (CAI) Africa Programme is part of a new, broader UK Government funded Urban Climate Action Programme (UCAP) that aims to work with cities in Africa, Latin America and Southeast Asia to implement high-impact, priority climate actions and to integrate climate action into city plans, processes and structures.

In Africa, the CAI programme aims at providing technical assistance and capacity building to seven metropolitan cities across the region to enable climate change mainstreaming and action implementation of two key sectors: (i) waste and (ii) energy & buildings. In Tanzania, the CAI programme will work with the City of Dar es Salaam to steer such implementation of actions in the mentioned sectors.

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

3. Dar es Salaam City

3.1. Overview

Dar es Salaam is the commercial hub of Tanzania and is one of the fastest-growing cities in Africa. It is the largest economic centre of the country accounting for about 10 percent of the country’s population. With the city’s rapid growth and expansion because of

urbanisation, it is important to investigate sustainability and ensure that both development and the environment are taken into consideration. The city is working to ensure that the lives of its residents are improved, by taking bold actions to build a clean, safe, inclusive, and resilient city while adapting to the impacts of climate change.

The City of Dar es Salaam launched its ambitious [Climate Action Plan](#) in 2021. The city aims to be a net zero-emission & climate resilient city by 2050. The Climate Action Plan focuses on 9 priority thematic areas with actions to tackle both adaptation and mitigation. To mitigate climate change impacts, the city will focus on affordable clean energy, optimising energy efficiency in buildings, green transport, improving waste management and water supply and treatment.

The Dar es Salaam City Council is committed to contributing to the Tanzania Energy Policy 2015, and its associated strategies such as the Tanzania Renewable Energy Strategy 2023 (In draft), Tanzania Energy Efficiency Action Plan, National Climate Change Response Strategy 2021-2026, and the Paris Agreement bind Nationally Determined Contributions (NDC) that call for clean, affordable, and safe energy adoption and use as part of its efforts towards building a net zero emission & climate resilient city by 2050. Linked to that, Dar es Salaam city is also committed to ensuring that its residents are building a resilient economy through creating green jobs, increased food production value chain and a healthy environment.

3.2. Priority high-impact energy action

The City of Dar es Salaam - through a collaborative and extensive city engagement process - has selected the following energy action from the [Climate Action Plan](#) for implementation under the CAI Africa programme.

High-impact priority energy action: ***Development of a renewable energy (solar power) model for powering cold storage facilities to preserve fresh produce and incorporate energy efficiency improvements in Dar es Salaam city markets.*** A synopsis of the project can be found [here](#).

3.3 Costly and unreliable energy for fresh food preservation in Dar es Salaam city Markets.

Electricity supply has remained unreliable to developing world growing cities like Dar es Salaam due to the limited amount of power generation and associated power distribution costs in Tanzania. The Tanzania Energy Access and Use Situation Survey II of 2019/2020 reveals that 62.3% of Tanzanian households are not connected to electricity. It has also been highlighted that 37.7% of households connected to electricity, still experience unreliable supply of electricity due to frequent power breakouts leading to reduced production and/or high costs of production through the use of backup petroleum/diesel generators.

Despite its best efforts, the city is also struggling to keep up with huge demographic shifts into the city and the many challenges that come with this influx including acute lack of housing and unemployment imposing a tremendous increase of energy demand in the entire city. Energy shortages are highly visible in Dar es Salaam city markets where market traders utilise energy to light the market, maintain quality air (AC and Fans), market building elevators and power various electronic appliances such as mobile phones, freezers, refrigerators, TVs and radios.

Dar es Salaam city like many other parts of Tanzania has frequent outages in various parts of the city as a result of ongoing power infrastructure repairs and maintenance. Since 2015, Tanzania has embarked on constructing the 2,115 MW Rufiji Dam (Mwalimu Nyerere) Hydropower which was expected to be completed and operationalized by the year 2022. Such massive investments shifted electricity operational, repair and infrastructural maintenance funds into Rufiji Dam construction and investment activities. As a result, unmaintained and unrepaired grid electricity infrastructure is wearing out in various parts of the country including the city of Dar es Salaam resulting in unplanned power breakouts. These power outages impact power users in Dar es Salaam city markets who rely heavily on supplied electricity from the grid for storing perishable foods in refrigerators & freezers powered by grid electricity. Furthermore, the purchase, use and maintenance of such refrigerators has remained highly expensive resulting in low use of refrigeration equipment since many city market traders are low-income earners. During power outages, city market refrigerator users rely on diesel and petroleum generators to continue securing perishable fresh produce. However, they still experience significant food losses as not all the city market traders can afford to purchase expensive backup generators.

Linked to that, the city markets generate huge quantities of organic waste heading to landfill sites as a result of a lack of reliable and affordable preservation infrastructure for perishable fresh produce. According to the National Waste Management Strategy of 2018, household organic waste mainly characterised by food waste constitutes 75% while the city markets constitute only 3.5% of the total food waste generated in the city of Dar es Salaam. It is important to note that, while the food/organic waste from city markets may seem small overall, city markets do generate numerous amounts of organic waste from decomposing fresh produce) unlike single households where waste from decomposing fresh produce remains minimal. City market fresh produce traders incur losses associated with fresh produce going bad due to a lack of proper preservation of their produce. It is estimated that more than 80% of the city's organic waste will be avoided due to reduced rotting of perishable fresh produce at the market with the implementation of this project.

Reduced use of energy sourced from fossil fuel sources will result in avoided GHG emissions and enhanced energy resilience. The use of renewable energy and energy-efficient technologies/appliances such as refrigerators and cold rooms at city markets, will eventually reduce overall utility bills on electricity in the longer term.¹ Savings from this will be used for other purposes like maintaining the markets and will eventually result in increased market traders' incomes and promoting their well-being. Furthermore, the city will be collecting cost-effective perishable food preservation fees in the constructed cold rooms. While the largest percentage of the collected fee income will be used to repair and maintain the cold rooms, surplus income will be allocated to other city social services improvements for the city of Dar es Salaam.

3.4 Building on the gaps and needs assessment.

Following the successful completion of the Gaps and Needs Assessment for the CAI energy and buildings action in Dar es Salaam city, one of the immediate actions recommended was to continue assessing the feasibility of the energy action through undertaking detailed energy audits while extensively engaging key stakeholders in the city markets, including other key recommendations as stipulated below (but not limited to this):-

- (i) Carrying out detailed energy audits (and GHG assessment) to better understand energy supply, demand and usage in selected city markets and determine cooling needs.

¹ Through an Energy Audit, it will be important to explore further which other common appliances are in use at the market which are not energy efficient and how the TA support will help identify how the overall energy efficiency in the market can be achieved through replacement of these appliances like fridges and lighting while raising awareness on EE among market traders and vendors.

- (ii) Extensively engaging key stakeholders to collect key demographic data and understand their energy use habits & behaviours, assess their willingness to pay for cold storage facilities while building their capacity and educate them about energy efficiency, energy management and renewable energy issues
- (iii) Further exploring specific, appropriate and applicable regulatory measures and business/financial models feasible for the pilot project
- (iv) Co-designing a pilot project and specifying applicable solar-powered cooling solutions for city markets
- (v) Exploring how the city can further collaborate with ongoing initiatives especially on Building Codes among others so that important energy efficiency and renewable energy aspects are reflected in such developments

The [final Gaps and Needs Assessment Report](#) will be shared with the selected consultant to provide some background context to the project. **The consultant will be required to read the entire assessment report before commencing this assignment and before the inception Meeting. Any further questions will be addressed and clarified during the inception meeting.**

4. Project scope

While the Gaps and Needs Assessment phase covered only 2 markets (Kisutu & Ilala markets), the scope of this assignment includes 2 additional city markets to provide a good overview of the status quo in terms of energy supply, demand and usage in city markets. The 2 additional city markets will include Buguruni and Kariakoo Markets. The selection criteria for these additional markets is that these city markets are markets owned and run by the city government and have areas specifically demarcated for the sale of fresh produce.

The project scope for this assignment includes:

1. Undertaking **detailed energy audits** for 4 city markets in Dar es Salaam (Kisutu, Buguruni, Kariakoo and Ilala), identifying key EE & RE opportunities, their annual energy & cost savings, investment/payback periods and GHG emissions reduction potential, techno-economic analysis and simulation of a pilot project etc
2. Undertaking **extensive stakeholder and community engagements**
3. Further **exploring specific, appropriate and applicable regulatory measures** to be taken into account and **business/financial models feasible for the pilot project** building on what was done under the Gaps and Needs Assessment.
4. Refining the **technical specifications of a pilot project in 1 (one) of the city markets** including total installed solar PV system capacity in kWp (as per available roof space), type & number of panels with specified warranty periods, power generated in kWh/year, size and capacity of inverters, reference images, relevant monitoring system etc & identifying key RE players (suppliers/providers) in the market who can implement this project on the ground using select business/financial models. The selection of the pilot city market will be based on the results of the energy audit and will be discussed by the consultant and C40 technical staff.
5. Developing a **detailed implementation plan for the pilot project**
6. **Validation workshop**

C40 seeks to contract a seasoned renewable energy, energy efficiency & project development expert with considerable experience in **conducting energy audits, undertaking community stakeholder engagements and developing the technical**

specifications for at least 1 (one) pilot project in one of the selected city markets.

Following the preliminary Gaps and Needs Assessment and engagement with Dar es Salaam city market stakeholders, city market managers, authorities, city officials and a few national government officials, it was been established that there is a need to undertake a detailed energy audit, consult key stakeholders to co-create a pilot project with complete technical specifications and costing of the planned energy and buildings action for the city of Dar es Salaam.

4.1 Aim of the assignment

The project aims to work with market authorities and city officials particularly those directly overseeing city market operations, buildings and construction engineers, and market traders as well as the wider public in co-designing a sustainable energy solution/model that addresses city markets' energy needs and ultimately lead up to the installation of solar powered cold rooms (pilot project) and improved energy efficiency technologies in city markets. The project seeks to better understand the technical specifications of solar-powered cold rooms, energy needs and consumption patterns as well as undertaking consultative and co-creation stakeholder engagements of such energy-related project solution that relies on the city official's expertise and experience to address city markets energy challenges while boosting economic aspects of city markets' traders and clients. The project also aims to gain buy-in from various local government authorities in Tanzania and the community for future project replication and implementation.

4.2 Key deliverables of this assignment

Task 1: Detailed ASHRAE Level I & II Energy Audit

It is expected that the consultant will undertake ASHRAE's Level I & Level II energy audits for the 4 selected city markets. The specifications of what is to be covered under the energy audits are as stipulated below (but are not limited to only these parameters):

1. **Energy usage and different types of appliances:** used in city markets including cooking. Detailing current energy use, existing energy technologies and energy use, as well as best solutions to minimise high electricity use in city markets.
2. **Energy Use Intensity (EUI) Calculation:** Calculate the building's EUI, which represents energy consumption per unit area (e.g., kWh/sq. ft or MJ/m²), to compare the building's energy performance with similar buildings.
3. **Load Profiling:** Analyse the building's energy consumption patterns over time to identify peak demand periods and potential opportunities for load management by comparing these over a period of time.
4. **Regression Analysis:** Use statistical regression models to identify relationships between energy consumption and various parameters such as occupancy levels or operating hours.
5. **System-Level Analysis:** Evaluate the performance of individual building systems (e.g., HVAC, lighting) and identify areas for optimization or retrofitting.
6. **Life-Cycle Cost Analysis:** Assess the costs and benefits of potential energy-saving measures over their expected life span to prioritise the most cost-effective options.

7. **Return on Investment (ROI) Analysis:** Evaluate the financial viability of energy-saving/RE measures by comparing their costs to potential energy savings and incentives.
8. **Techno-economic analysis:** Around solar PV installation and visualisation or simulation of the same including total initial costs, annual cost and energy savings, payback periods etc and documentation of EE/RE opportunities and estimated investment.

Task 2: Extensive stakeholder and community engagement

The aim of task 2 is:

- To gain an understanding of market traders' space occupancy rate & basic demographics, energy use and expenditure, including access to energy and energy mixes used.
- To uncover energy needs for the city markets' daily operations.
- To understand the quality of energy services currently being delivered and any challenges and safety concerns (including illegal connections).
- To provide an understanding of market traders' perceptions and attitudes towards alternative modern energy services. This includes areas such as social acceptability and safety of alternative modern energy services by market traders.
- To understand affordability and willingness to pay for sustainable energy services.
- To understand any possible preferences around payments for energy services and the ability to buy appliances, i.e. Pay as You Store options in a common market store room or purchase of their own refrigerators, freezers or chillers etc.
- To understand the accessibility and familiarity of alternative energy services to market traders
- To better understand market traders' perceptions of various energy sources (traditional and modern energy sources) and energy consumption practices.
- To better understand market traders' perceptions of energy services offered by the national grid and those offered by the private sector.
- To understand the level of government services and subsidies that residents are currently receiving or registered for.
- To gain an understanding of market traders' preferences for add-on services such as internet access.
- To gain an understanding of the skills and education levels among market traders, to enable future resourcing of energy projects from within the city, and the other four municipalities of Ubungu, Kinondoni, Temeke and Kigamboni.
- To investigate the effects of unreliable and inadequate energy access on powering market cold rooms for preserving fresh produce, economic opportunities, gender dynamics, and overall quality of life.
- Improve stakeholder ownership and buy-in through transparency, building trust and managing expectations.
- To gain an understanding of information needs from market traders and communication preferences.

Task 2 must follow the detailed specifications below

1. The community engagement process should feature a mix of **qualitative and quantitative methods** to enable the consultant to gather insights into the energy practices and perceptions of market traders relying on national grid-powered

- electricity and to better understand their energy use patterns and perceptions of various alternative energy sources.
2. The consultant should develop a community engagement methodology including **face-to-face surveys, interviews, focus group discussions (FGDs) (co-creation)**, and any other method that the consultant(s) consider to be aligned with the objectives of the project.
 3. **Sample size:** 200 market traders, city/municipal officials, CBOs, energy SMEs, academia, and research institutions to be engaged in either face-to-face surveys and interviews or focus groups.
 - Minimum 4 focus groups for each market
 - Minimum 140 face-to-face interviews/surveys
 4. To enhance increased inclusion and participation of a wider market's stakeholders where **80% of market traders benefitting from the project component with women and youth prioritised.**
 5. Based on the findings from the conducted energy audits and detailed project specifications and details, the consultant **should prepare a report to synthesise insights** from market traders and associated relevant city officials on **energy needs, perceptions, and preferences** (technology, payment models, business models) and **make recommendations to the city on the following:**
 - Alternative energy functional specification - enhance the city functional specification for alternative energy options (focus onto solar-powered cold rooms, chillers or freezers) for market traders.
 - Community engagement mechanism for solar-powered cold room solutions energy projects
 - Potential business model that aligns with the community (market traders and city/municipal officials) preferences and willingness to pay.
 - Skills and training needed to enable the localisation of operations and maintenance of the solution.

Stakeholder engagement key activities

Activity 1: In collaboration with the waste action consultant, co-design community engagement methodology, plans and tools.

- In collaboration with waste action consultants, conduct a site visit to city/municipal markets to inform the data collection and action design. This site visit will be facilitated by the city market managers, and officials and the consultant will be formally introduced to the market traders.
- Collaboratively with a waste action consultant, develop a data collection and management plan including details of the logistics for the survey and how these are planned to be managed to ensure the successful completion of the survey. Data quality assurance, including field checks and data capture checks.
- With the waste action consultant, develop a Fieldwork Plan – including a plan on how the fieldworkers will be recruited and trained to clearly outline the purpose of the survey to the target groups being surveyed and to fulfil all the survey requirements aligned to the specifications for the project.
- Design the survey questionnaire in collaboration with the project team (C40 & DCC) to collect disaggregated data to inform the stakeholder engagement process, energy audit and action design. The questionnaire must be designed in

line with ethical research practices and maintain the confidentiality and anonymity of participants.

- Design focus group discussions (FGDs) methodology and inputs (including questionnaire and co-creation methodology) in collaboration with the project team, borrowing from existing questionnaires and approaches adopted in similar projects such as the [ASDU Model](#) by GreenCape in South Africa.
- Work with city/municipal officials and market traders to form a Project Steering Committee that will be used to consult and communicate with market traders, city/municipal administration, relevant/like-minded stakeholders and the wider public.

Activity 2: Map, identify and establish mechanisms for a wide range of stakeholder engagement during project co-designing:

- Identify and orient various city market stakeholders including market traders on project design inclusion and participation as per project design and implementation plan.
- 80% of the city/municipal market traders, city officials, academia, CBOs/NGOs youth, women, and politicians to be included and effectively participate in the project co-design and therefore buy-in and be involved in action implementation.
- A project co-creation and its implementation plan laid down and should be finalised with a close consultation with (C40 and the DCC team).

Activity 3: Deliver the community engagement process.

- Provide a skilled local facilitator/s.
- Undertake the face-to-face surveys (interviews).
- Convene at least 4 focus group engagements.
- A one-on-one, mixed with formal and informal consultations will be conducted with a wide identified range of stakeholders.

Activity 4: Document the stakeholder engagement and co-creation process.

- Analyse the data collected from the survey and focus groups, and present key trends and findings in the stakeholder engagement report.
- Provide recommendations on the city/municipal markets' energy needs and preferences to feed into the functional specification for alternative energy options that the city is developing for informal settlement (focus on clean energy).
- Provide recommendations for a stakeholder's engagement mechanism for alternative energy projects.
- Document lessons learnt throughout the process (to be included in the stakeholder engagement report).
- Compile a detailed stakeholder engagement report. The report should identify key topics raised during the engagement process. Draft one to be shared for review. Draft two to address all provided comments and be approved by the city and C40 team.

Task 3: Further exploring specific, appropriate and applicable regulatory measures to be taken into account and business/financial models feasible for the pilot project

The aim of the assignment will focus on assessing the linkages between a number of policies, and strategies in favour of renewable energy and energy efficiency in Tanzania.

This assignment needs to explore the challenges and opportunities of opting to rely on the decentralised renewable energy systems against the national grid electricity already in place. Implications such as the need for government agencies to contribute electricity service fees will be key. As part of the detailed action synthesised report, this assignment will:

- Identify all relevant policies, regulations/acts, strategies, and declarations in favour of selected action implementation in the city.
- Outline direct impairment and opportunities resulting from identified regulatory framework tools and coordination as the way to contribute to the action realisation, and propose ways to address them for maximum chances of successful action implementation and replication.

Task 4: Refining the technical specifications of a pilot project in 1 (one) of the city markets

The selection of the city market for a pilot project will be based on the energy audit findings and the feasible available roof space for RE & its EE potential.

This activity will involve detailing relevant technical specifications and costing of all relevant requirements to realise the action through the pilot project. This will involve.

- Detailed systemic technical considerations in solution installation plans, operations, and maintenance.
Technical specifications include total installed solar PV system capacity in kWp (as per available roof space), type & number of panels with specified warranty periods, power generated in kWh/per annum, size and capacity of inverters, reference images, relevant monitoring system etc & identifying key RE players (suppliers/providers - potential collaborators with the city markets) in the market who can supply equipment, maintain and implement this project on the ground using select business/financial models.
- Costs for solar-powered cold room installation.
- Cost-benefit analysis of available solar-based technology and/or hybrid options and cold storage technologies
- Other benefits modelling - job creation, improvement on quality of life
- Security of installed infrastructures etc

Task 5: Developing a detailed implementation plan for the selected pilot project

Indicating clear timelines on what needs to be achieved by when and by who, relevant suppliers and providers of specified technology/solution/equipment, procurement guidelines, ToRs and timelines among other relevant parameters.

Task 6: Validation workshop

To present the findings of the energy audits, key recommendations and create awareness around energy auditing and the process and important data needs.

Task 7: Project management

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

- Inception meeting & presentation

- Inception meeting notes & summary report/email
- Short bi-weekly check-in meetings (30 minutes or as may be decided), with a smaller group) to report on progress, challenges, and plans for communicating assistance needed.
- Ad-hoc project team meetings as needed to resolve issues and review deliverables.
- Project close-out meeting

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

Summary of all key deliverables:-

Activity	Expected output/deliverables	Estimated timeline	% Payment
Task 1: Detailed ASHRAE I & II Energy Audit	<ul style="list-style-type: none"> • 4 energy audits for 4 city markets in Dar es Salaam and detailed energy audit analyses reports including key recommendations around appropriate energy efficiency technologies, RE options and solutions corresponding to energy audit findings 	Week 1-8 (8 weeks - 2 months)	30%
Task 2: Extensive stakeholder & community engagement	<ul style="list-style-type: none"> • Site visit report, stating existing market committees that could be used as project steering committee. • Data collection and management plan • Survey and focus group discussion questionnaires 	Week 1-8 (8 weeks - first 2 months)	
Activity 1: Design of community engagement methodology, plans and tools.	<ul style="list-style-type: none"> • Site visit report for the 4 selected markets and city managers interviewed. • Data collection and management plan • Fieldwork plan including stakeholders' engagement arrangements. • Survey and focus group discussion questionnaires 	<i>Ideally should happen at the same time the energy audits are being carried out</i>	20%

	<ul style="list-style-type: none"> Community project steering committee 		
Activity 2: Map, identify and establish mechanisms for a wide range of stakeholder's engagement during project co-designing:	<ul style="list-style-type: none"> Stakeholders map Project co-designing implementation plan 		
Activity 3: Design of community engagement methodology, plans and tools.	<ul style="list-style-type: none"> At least 4 markets surveyed. At least 4 x focus group sessions Survey results 4 x Meeting minutes 4 x Meeting registers 		
Activity 4: Document the stakeholder engagement and co-creation process.	<ul style="list-style-type: none"> Consolidated stakeholder engagement report (including analysis of results from the survey and focus groups, recommendations) Business model recommendations (2 - 3 approaches, including pros and cons) Possible technology solutions and training needs to be linked to outcomes from the surveys. 		
Task 3: Exploring specific, appropriate and applicable regulatory measures to be taken into account and business/financial models feasible for the pilot project	Using the gaps and needs assessment report as a basis, to explore beyond what has been done so far around regulatory measures, permits, licences and specifically explore the business and financial models feasible for the pilot project.	Week 1-8 (8 weeks - 2 months)	10%
Task 4: Refining the technical specifications of a pilot project in 1 (one) of the city markets	In-depth technical project report highlighting: <ul style="list-style-type: none"> Financial model of the solar-powered cold rooms solutions Cost-benefit analysis Willing to pay modalities and 	Week 8-12 (4 weeks - 1 month)	

	<ul style="list-style-type: none"> • City government intention to project contribution/realisation • Cost implications for project realisation • Project scalability plan 		30%
Task 5: Developing a detailed implementation plan for the pilot project	<ul style="list-style-type: none"> • Clear implementation plan with timelines on what needs to be achieved by when and by who, relevant suppliers and providers of specified technology/solution/equipment, procurement guidelines, ToRs and timelines among other relevant parameters. 		
Task 6: Project management	<ul style="list-style-type: none"> • Inception meeting & presentation • Inception meeting notes & report/email • Short bi-weekly check-in meetings (30 minutes or as may be decided), with a smaller group, to report on progress, challenges, plans for communicating assistance needed. • Ad-hoc project team meetings as needed to resolve issues and review deliverables. • Project bi-weekly management meeting notes • Project close-out report 	Throughout the project period	
Task 7: Validation workshop To present the findings of the energy audits, key recommendations and also create awareness around energy auditing and the process and important data needs	<ul style="list-style-type: none"> • The consultant will be required to prepare all the workshop materials (slide deck covering all findings, facilitation guides etc) and deliver the workshop 	TBC	10%

All the above key deliverables should ideally be achieved by the end of 30th of June 2024.

5. Project team requirements

The ideal project team for this assignment will have:

- A well-experienced project lead to coordinate across different experts, liaise with the broader project management team and ensure the timely delivery of high-quality outputs.
- Administrative support to assist with coordinating logistics and support with documenting the stakeholder engagements.
- A consultant with a proven track record of successfully delivering public participation processes and education and awareness campaigns in Dar es Salaam or any other region in Tanzania.
- Previous experience working with city or municipal market authorities, traders, city officials and climate-marginalised communities will be highly regarded.
- Technical experts on renewable energy, energy efficiency, solar-powered appliance technicalities, and knowledge of how to carry out extensive energy audits.

Consortia is welcome to bid for this work. However, all project team members must be included in the proposal. C40 will not take responsibility for coordinating across the different entities, this will be the responsibility of the project lead assigned to the consulting team. Local expertise is critical for the successful delivery of this assignment, especially the stakeholder engagement component.

6. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **January 31, 2024, at 17:00 HRS EAT (GMT +3)**. Any proposals received after this date and time will not be accepted. All proposals should include clear timelines, how you will work with C40, clear costs and details on experience in this area. Proposals should be presented with costs including tax and administrative fees.

The proposal should give City and C40 evaluators all the information they need to assess your bid. Submissions should include:

- A summary of your understanding of the project and scope of work in a detailed workplan
- Description of your proposed approach to the scope of work, including a proposed methodology for conducting the energy audits, stakeholder engagement and co-designing a pilot and delivering the workshops.
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40.
- List of key personnel who would be working on the contract, their job titles, and responsibilities on the project. Please include relevant experience and expertise and limit CVs to a maximum of 3 pages per person.
- Brief description of technical expertise and experience on relevant topics – specifically energy/renewable energy, energy efficiency technologies, energy audits, stakeholder engagement, climate change, local government and just transition
- Examples of previous relevant work/projects about energy auditing, stakeholder engagement, project preparatory work, design, and development of energy related projects, highlighting key outputs and impacts to be achieved.
- Risk analysis and mitigation plan
- Timeframe for your tasks and completion of the project

- A full, detailed project budget breakdown of deliverables and costs inclusive of taxes and hours allocated to tasks per project team member and daily rates of the project team needs to be included in the submission.

Please note: Proposals should be written in English, saved in PDF format and should not exceed 10 pages of text. Reference material may be placed in annexes.

7. Supplier Diversity

C40 is committed to supplier diversity and inclusive procurement by 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 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. 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 your rationale for the change.

If C40 is 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.

9. 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.

10. Useful resources

Below is a list of useful resources that may assist interested bidders in developing their proposals:

- [Final Gaps & Needs Assessment Report](#)
- [C40's Inclusive Community Engagement Playbook](#)

11. RfP timeline

RFP Timeline	Due Date
Request for Proposals sent out	November 6, 2023
Questions submitted to C40	November 30, 2023
C40 responds to questions	December 08, 2023
Deadline for receiving Offers	January 31, 2024
Evaluation of Proposal	February 15, 2024
Successful Suppliers notified of the outcome	February 26, 2024
Inception meeting/kick off	March 01, 2024
Project close-out	June 30, 2024

12. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria and weighting:

Evaluation Criteria	Weighting (%)
Project delivery approach proposed, including project management approachability to deliver outputs on time and quality	35
Expertise and experience of the bidder across relevant topics and focal geography. Including existing work and methods that we can draw on for this work	35
Value for money	20
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: <ul style="list-style-type: none"> • location of organisations (preference will be given to locally based organisations), • organisations with women and youth ownership are encouraged to apply 	10

13. Project budget

Costs should be stated as one-time or recurring costs. The maximum budget available for all project deliverables is **USD 22,000**. Note that all costs should be included (taxes, etc.), as the budget above represents the total amount available. Proposals should include a budget breakdown of the tasks and deliverables. The cost for workshops should exclude the cost of 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. Payment will be made periodically based on the completion of deliverables as outlined in the payment schedule provided. Please note that C40 does not pay contractors more frequently than once per month.

14. Compliance with 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](#)

15. Submissions

Each bidder must submit 1 copy of their proposal to the email address below by **January 31, 2024, at 17:00 HRS EAT (GMT +3)** to Neema Afwande, Senior Procurement & Programme Officer, caiafrica@c40.org.

All questions related to this RFP by potential bidders should be directed by email to caiafrica@c40.org.

Anonymised responses to questions will be provided [here](#) before 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.