

Request for Proposals

C40
CITIES



Supporting the City of Dar es Salaam in the
diversion of organic waste through activities with
an initial focus on City Markets

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

6 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. The UCAP Climate Action Implementation (CAI 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. Summary, and Background of the Project

The CAI Africa Programme is looking for a consultant or a consultancy firm/consortium to develop an implementation plan and roadmap for the selected waste priority high-impact action in the City of Dar es Salaam.

3.1. Overview of Dar es Salaam City

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 as a result of urbanisation, it is important to address sustainable growth 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 2020 -2050](#) 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 climate adaptation and mitigation. To mitigate climate change impacts, the City has included in its focus areas, improving waste management and water supply and treatment, affordable and reliable clean energy coupled with optimising energy efficiency in buildings and green transport.

The Dar es Salaam City Council is committed to contributing to:

- [National Solid Waste Management Strategy for the United Republic of Tanzania](#)
- [Dar es Salaam Organic Waste Management Strategy 2017 -2020](#)
- [Environmental Policy 2021](#)
- [National Climate Change Response Strategy 2021-2026](#)
- [Paris Agreement bind Nationally Determined Contributions \(NDC\)](#)

Tanzania's NDC calls for strengthened modern waste management practices including the adoption and implementation of the waste management hierarchy as part of its efforts towards building city residents' economies and becoming a carbon-neutral city by 2050. Linked to that, Dar es Salaam city is also committed to ensuring that its residents are building a resilient economy through green jobs, a healthy environment and promoting a circular economy.

3.2. Selected high-impact priority waste action for the City of Dar es Salaam.

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

High-impact priority waste action: ***Organic waste diversion emanating from city markets into compost (and/or biogas or other products) within the City of Dar es Salaam, leading to reduced methane emissions at Pugu Kinyamwezi***

dump site, increased urban gardening, increased city internal revenues and/or decreased cost of waste management and creation of decent jobs. A synopsis of the project can be found [here](#).

3.3 Dar es Salaam City Produce Markets

According to the National Solid Waste Management Strategy of 2017, food waste constitutes between 55-74% of the total waste generated in the City, with city markets producing only 3.5% of the waste generated in the city of Dar es Salaam. However, city markets' waste is almost entirely composed of organic (food waste) resulting from discarded food products, providing a good opportunity for trialling interventions for the management of organic waste, which can later be expanded to include waste from households and other sources. In addition, City market food traders incur losses associated with fresh produce losses because of a lack of preservation of their produce. According to the National Solid Waste Management Strategy of 2018, It is estimated that 78.5% of Dar es Salaam city's organic waste will be avoided due to reduced loss of perishable food products at the market and household level.

The city markets of Dar es Salaam face waste collection challenges due to the limited availability of waste collection infrastructure and resources. The current practice reveals the absence of waste segregation at the source as a result of limited awareness of the opportunities for recovering value from discarded organic waste, lack of dedicated in-house organic waste bins and skips and overall market set-up to encourage waste segregation at the source. Under this circumstance, uncollected waste from these city markets ends up in streets, roads, and trenches and accelerates flooding during the rainy season. Improper waste management within the city of Dar es Salaam, including littering, illegal dumping as well as city markets' insufficient waste collection has led to not only the increased risk of flooding but also to increased negative impacts on human health from the spread of waterborne diseases.

The city of Dar es Salaam including key administrative authorities namely the Dar es Salaam regional secretariat, Dar es Salaam City Council (DCC) and the four municipalities of Ubungo, Kinondoni, Kigamboni and Temeke have joined the effort to address the challenge with a lens to tapping potential on the benefits associated with reducing the amount of disposed waste, and thus emphasise the use of such waste to produce compost, animal feed and bioenergy. The DCC being the key implementer of the UCAP CAI programme is closely working to investigate and develop a model that will support the implementation of a viable and fit-for-purpose organic waste management system in the city markets of Dar es Salaam.

Following the recently completed [gaps and needs assessment](#) on diverting organic waste from the city markets of Dar es Salaam, this RFP is aimed at unpacking the study into a more detailed and pragmatic action plan on the suggested waste technologies and models, ensuring an inclusive and participatory stakeholder engagement for the co-creation of viable organic waste management models and selection of preferred options to move forward for implementation.

4. Project Scope

4.1. Project aim and objectives

The aim of this work is to develop an implementation plan for an organic waste diversion program with an initial focus on the city markets in Dar es Salaam and the surrounding municipalities. This will focus on (i) gaining a better understanding of the quality and quantity of organic waste that is generated in the city/markets, (ii) understanding the perspectives and readiness of organic waste generators, collectors and other stakeholders to support the idea of source separation, collection and processing (iii) detailed implementation plan for diversion of organic waste from dar es Salaam, with an initial focus on city markets.

The project seeks to better understand community and private-community waste management models, including in-depth details on implementing such actions within city jurisdiction. The project will effectively involve consulting and co-creation of organic waste diversion solutions in the envisioned city markets with a wide scope of stakeholders. These include market traders, waste collectors in the markets, city officials, academia, research institutions, political leaders, within and beyond the city boundaries, policy analysts, and key government officials and agencies. More importantly, the project needs to reflect on the inclusion and participation of climate-marginalised groups such as women, youth, and informal waste pickers.

A critical assessment will be required to articulate waste streams and typology identification, increased efficiency of city waste data collection, maintenance, and update into specialised systems, capacity building on waste management value chain and technical specification of prioritised waste technologies, as well as step by step components and implementation phases to realising the waste management action within the city markets of the Dar es Salaam city.

The gaps and needs assessment report recommended several interventions that Dar es Salaam City could implement in order to support the diversion of organic waste from City markets, including:

- (i) **Waste characterization and material flow analysis:** Waste characterization and quantification in at least two of the City markets, and

extrapolation of the data in order to estimate waste generation across all the City markets.

- (ii) **Stakeholder and value chain mapping for organic waste management in Dar es Salaam:** This will look at (i) identifying existing organic processing initiatives, and (ii) gaining an understanding of current capacity and potential for diverting organic waste to these facilities.
- (iii) **Supporting the Waste byproduct market:** The lack of a market for compost and other organic products - similar to many developing as well as developed economies - still provides a significant challenge for Dar es Salaam.
- (iv) **Roadmap for organic waste diversion** This will give a high-level view of (i) what the City needs to implement to divert organic waste from markets (including the construction of facilities), (ii) logistic models, (ii) budgeting/financing processes for the City.
- (v) **Access to suitable land:** Limited availability of space or land for installing/construction of waste sorting and processing activities. With the DCC and neighbouring Ubungo and Kigamboni municipal councils already having allocated land for the construction of Material Recovery Facilities (MRF) facilities, there is potential for making these integrated facilities that include organic waste processing.
- (vi) **Regulatory and policy considerations** This will entail reviewing the policy and regulatory landscape and proposing actions that will be implemented in order to create an enabling environment for organic waste management in the City.

The assignment will include a mix of both desktop/literature study, as well as extensive stakeholder engagement

4.2. Project specification

1. The community engagement process should feature a mix of **qualitative and quantitative methods** to enable C40 and the City to gather insights into the organic waste diversion practices and perceptions of market traders, informal waste pickers and waste entrepreneurial engagement on waste segregation at source, fees contribution and readiness to waste collection and recycling activities.
2. The assignment needs to involve the development of a community engagement methodology including **face-to-face surveys, interviews, focus group discussions, capacity-building tools (training materials inclusive)** and any other method that may be necessary in order to meet the objectives of the project.
3. **Sample size:** at least 200 market traders, informal waste traders/entrepreneurs, city/municipal officials, CBOs, waste SMEs, academia, and research institutions to be engaged in either face-to-face surveys and interviews or focus groups.
-Minimum 4 focus groups

-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 and informal waste entrepreneurs benefit from the project component with women and youth prioritised.**
5. Based on the findings from the conducted reviews and stakeholders' engagement the practitioner needs to **prepare a report to synthesise insights** from market traders, Waste SMEs and informal waste entrepreneurs and associated **perceptions**, and preferences (technology, payment models, business models) and **make recommendations to the city on the following:**
 - Land acquisition and collaboration mechanisms of available land options to locate waste recovery facilities (considering both segregation and treatment).
 - Report on community engagement approaches and capacity building built and to be built on a continuous basis.
 - Skills and training are needed to enable the localisation of operations and maintenance of the solution.
 - Potential business model that aligns with community (market traders and city, municipal officials, waste entrepreneurs and SMEs) preferences and willingness to pay. This involves all costs for installation, funding options, technical specifications of all recommended waste action solutions or technologies, as well as estimated maintenance costs.
 - Bottlenecks and opportunities along local (by-laws), policy and national regulatory framework in favour of waste diversion and circular economy activities in the City of Dar es Salaam.

4.3. Key activities and deliverables

Task 1: Waste characterisation and material flow (value chain) analysis

This activity will involve getting a better understanding of the waste generated at the markets as well as understanding the current routes through which organic waste is managed in the City. This will involve.

- Conducting a waste characterisation at at least 2 of the City markets (selection will be done in collaboration with C40 and City teams)
- Identifying current facilities and capacities for the management of organic waste
 - Short-term - identifying how organic waste can be diverted to existing facilities
 - Medium-term - recommendations on re-establishment of any facilities that may have been decommissioned
 - Long-term - recommendations on the establishment of new facilities (types, capacities, locations etc) that the City should consider

- Costs and financial models for the activities above (including both operational and capital costs, logistics costs etc across the full waste management value chains).
- Cost-benefit analysis of available waste management practices versus proposed models and associated inclusion and diversity.
- Other benefits of modelling - are job creation, improvement in quality of life and climate resilience aspects.
- Regulatory requirements, including possibly needs for Environmental Impact Assessments (EIAs), authorisations, integration into City planning processes etc.

Expected output/deliverables	<ul style="list-style-type: none"> • In-depth technical project Report highlighting: <ul style="list-style-type: none"> ◊ Quantities and types of waste generated at the City markets ◊ Organic product value chain mapping (upstream and downstream of the markets) ◊ implementation plan for the diversion of organic waste from City markets (and longer-term recommendations for the inclusion of organic waste from households and other sources) ◊ Current and proposed cost and financial models of the waste management solutions ◊ Cost-benefit analysis ◊ Project scale-up and realisation considerations (including availability of and accessibility to land) ◊ Project implementation plan and roadmap.
Estimated task time	25 days/160 hours

Task 2: Stakeholder mapping and engagement (in collaboration with Energy and building consultant¹)

This is one of the critical components of the project. The project needs to identify and specifically indicate the level and type of stakeholders to be engaged during action design development implementation and scale-up. This objective includes identifying capacity-building gaps, developing training materials, and providing training/awareness raising parallel to the action refining process under this assignment. This object will be hinged on improving stakeholder ownership and buy-in through transparency, building trust and managing expectations. In addition, the appointed consultant will need to liaise and coordinate with the consultant appointed for conducting [work on the energy focus](#) at the City markets.

¹ An Energy and Building consultant will also be appointed by C40 to work with the City markets, and C40 will introduce both sets of consultants during the inception phase of each of the projects in order to develop and establish a working relationship during the course of the projects.

- Identify and map roles and responsibilities of various city market stakeholders including waste entrepreneurs/SMEs, market traders and city/municipal officers.
- Validate the roles and responsibilities, as well as gain a better understanding of the education and awareness, as well as the willingness of the stakeholders to support the diversion of organic waste (via e.g. one-on-one meetings, site visits, questionnaires/surveys, focus group discussion, workshops etc)
- Develop a plan for inclusive participation in the implementation of organic waste diversion
- Develop a data collection and management plan including details of the logistics for surveys 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.
- 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) and Energy and Building consultant to collect disaggregated data to inform the stakeholder engagement process, action co-design and waste management by-laws/policy in the city. The questionnaire must be designed in line with ethical research practices and maintain the confidentiality and anonymity of participants.
- Design focus group discussion methodology and inputs in collaboration with the project team, borrowing from existing questionnaires and approaches adopted in similar projects such as the iShack/ASDU Model (C40 & City of Johannesburg).
- 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 waste entrepreneurs/SMEs, city/municipal markets, waste collection needs, opportunities, and preferences to feed into the functional specification for waste recovery facility technologies and upon selected waste technologies.
- Provide recommendations for a stakeholder’s engagement mechanism for organic waste diversion emanating from city markets.
- Document lessons learnt throughout the process (to be included in the stakeholder engagement report, part of the synthesised report at the end of the assignment).
- Compile a detailed stakeholder engagement report. The report should identify key topics raised during the engagement process, main areas of consensus and disagreements, memory of how decisions were reached and clear final outcomes of the process.
- Draft one of every deliverable to be shared for review. Draft two to address all provided comments and be approved by the city and C40 team.

<p>Expected output/deliverables</p>	<ul style="list-style-type: none"> ● Stakeholder map (including roles and responsibilities) ● List of current market opportunities for (i) processing of organic/market waste, and (ii) off-takers of organic produce ● Stakeholder engagement plan (including data collection and management plan) ● Stakeholder engagement report ● At least 4 markets surveyed <ul style="list-style-type: none"> ○ rationale for the proposed audience ○ Draft surveys/questionnaires ○ Results/outcomes ● At least 4 focus group sessions: <ul style="list-style-type: none"> ○ Rationale for proposed audiences/themes ○ Draft surveys/questionnaires ○ Clarification of issues or potential challenges with implementation ○ Collective decision-making on getting to proposed solutions ○ Meeting registers and minutes ● At least 2 capacity building workshops² <ul style="list-style-type: none"> ○ Development of training materials ○ Training registers and minutes ● Meeting registers and minutes ● Site visit reports ● Inclusive project implementation plan ● Final consolidated stakeholder engagement report including: <ul style="list-style-type: none"> ○ analysis of results from the survey and focus groups, recommendations ○ Business model recommendations (2 - 3 approaches, including pros and cons, and suggested preferred option) ○ Possible technology solutions and training need to be linked to outcomes from the surveys
<p>Estimated task time</p>	<p>35 days/200 hours</p>

² This should ideally include provision for training the trainer (i.e. training City and/or other stakeholders to provide the training)

Task 3: Regulatory and policy framework

The aim of the assignment will look at gaining a better understanding of the current regulatory and policy environment, with recommendations on how this can be streamlined in order to create a more enabling environment for the diversion of organic waste. This can include analysis and proposed changes within activities, roles and responsibilities in Dar es Salaam city council, and the four municipalities, update or implementation of bylaws, and or policies as related to national waste strategies on organic waste collection, reuse, and recycling activities. More importantly, the reflection will point out procumbent guidelines and city markets' involvement in the operations of selected waste diversion technologies and recovery facilities. As part of the detailed action synthesised report, this assignment will:

- Review and update all relevant policies, regulations/acts, strategies, and declarations identified in the gaps and needs study.
- Outline direct challenges and opportunities resulting from the identified regulatory framework as a way to contribute to the action realisation, and propose ways to address them for successful action implementation and replication.

Expected output/deliverables	<ul style="list-style-type: none"> ● Engagement plan with necessary stakeholders (identified in collaboration with the City and C40) ● Technical report, outlining:: <ul style="list-style-type: none"> ◇ Relevant laws, policies, and regulations/acts in favour of the envisaged action technology. ◇ Bottlenecks, threats, and opportunities are demonstrated to highlight a successful in-action implementation ◇ recommendations on update of existing or implementation of new bylaws
Estimated task time	10 days/80 hours

Task 4: Validation workshop

To present the findings of the in-depth technical specifications of the waste action model, and key recommendations and also create awareness on opportunities along the waste management value chain in Dar es Salaam city including proposed approaches to waste data collection, storage and improvement.

Expected output/deliverables	<ul style="list-style-type: none"> ● Development of workshop materials (agenda, presentations, group exercises) ● A list of stakeholders (internal & external)
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	<ul style="list-style-type: none"> • Workshop facilitation material (presentation slide deck) • Validation workshop report
Estimated task time	5 days (40 hours)

4.4. Project management

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

- Inception meeting within 5 days of contract signed
- Short bi-weekly check-in meetings (30 minutes 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 within the last 2 weeks of the contract

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

Expected output/deliverables	<ul style="list-style-type: none"> • Inception meeting presentation • Inception meeting report • Project bi-weekly management meeting notes • Project close-out report
Estimated timeline	Full project period

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 all important information and minutes at all stages of the assignment.
- The assignment team must be equipped with practicable knowledge and experience in project design, planning, implementation, monitoring, and evaluation. More importantly, demonstrate resource mobilisation skills and record linkages to major climate change funding organisation platforms in Tanzania and across the globe.
- A community engagement practitioner with technical expertise in solid waste management in Tanzania, climate change, waste management

synergies, and 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 waste entrepreneur groups, waste SMEs, city or municipal market traders, city officials and climate-marginalised communities will be highly regarded.
- Technical experts on climate change, waste management, community mobilisation and stakeholder engagement, policy analysis and advocacy in Tanzania.

Consortia are 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 the 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
- Description of your proposed approach to the scope of work, including a proposed methodology for conducting the assignment and designing and delivering the training 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 climate change, solid waste management, organic waste diversion with expertise in re-use and recycling of biodegradable waste, policy analysis and advocacy, stakeholder engagement (engaging local government, national government, private sector, CBOs/CSOs/NGOs, academia, and research institutions).
- Examples of previous relevant work/projects about project preparatory work, design, and development of waste management and city markets engagement-related projects, highlighting key outputs and impacts to be achieved.
- Risk analysis and mitigation plan
- Timeframe for your tasks and completion of the project (the work should be concluded by the **30th of June 2024**)

- 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. Contracts

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider Agreement](#).

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide a separate document for review setting out clearly your rationale for the change. If C40 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 bidder.

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:

C40's [Inclusive Community Engagement Playbook](#)

11. RfP timeline

RFP Timeline	Due Date
Request for Proposals sent out	<i>November 6, 2023</i>
Questions submitted to C40	<i>November 17, 2023</i>
C40 responds to questions	<i>November 22, 2023</i>
Deadline for receiving Offers	<i>January 31, 2024</i>
Evaluation of Proposal	<i>February 14, 2024</i>
Successful Suppliers notified of the outcome	<i>February 20, 2024</i>
Inception meeting	<i>March 01, 2024</i>
Project close-out	<i>June 30, 2024</i>

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:	10

<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 	
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13. Project budget

The proposal should indicate a cost breakdown structure, outlining the costs for each component of the project (i.e. preliminary scoping, exchanges, venues and resources, etc.). The project's total cost should not be beyond **USD 25,000**. All costs included in the proposal must be all-inclusive, referring to any VAT, copyright, bank fees, etc. Costs should be stated as one-time or recurring costs. C40 does not pay contractors more frequently than once per month.

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

14. Compliance with C40 Policies

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

1. Non-Staff Code of Conduct Policy [here](#)
2. Equity, Diversity and Inclusion Policy [here](#)
3. 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 by the 17th of November 2023.

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.