REQUEST FOR PROPOSAL (RfP)
Project Management Services for TUMI E-Bus Mission: LATAM Region

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

08 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. Summary, Purpose and Background of the Project

C40 Cities Climate Leadership Group (C40) seeks to hire an independent consultant to provide project management services for the TUMI E-Bus Mission in the LATAM Region. This project manager will lead the activities of the TUMI mission in up to 3 cities, whilst providing support to other TUMI E-Bus Mission Partners in up to an additional 3 cities in the region, in Brazil, Mexico and Colombia as outlined below.

The project manager will lead and support the TUMI coalition-building activities in Brazil, supporting the cities of Curitiba, Salvador, and Rio de Janeiro to achieve progress with their transition to electromobility. In addition, the project manager will continue to track São Paulo's and Mexico City's advances as critical cities for Latin America, given their regional importance. TUMI E-Bus Mission's goal is also to continue facilitating an exchange of knowledge and experience with cities across the region based on strengthening a knowledge-sharing network to boost political will and science-based evidence for decision-making. Finally, given Bogotá’s status as
a global success story, the project manager will continue to monitor the Colombian capital's progress as a source of guidance for Brazilian cities and Mexico City, for the development of business models based on the separation of asset ownership and just transition initiatives.

The project's purpose and detailed description are provided in Section 3 of this RfP.

The Transformative Urban Mobility Initiative, TUMI E-Bus Mission, is a collaborative project to advance Electric Bus adoption and facilitate the deployment of electric buses in up to 20 cities across Asia, Africa, and Latin America. It is a collaborative effort between different partners, including C40 Cities, WRI, ITDP, UITP, ICLEI, and ICCT, and it's funded by the German Government and facilitated through BMZ and GIZ.

The TUMI E-Bus Mission works closely with 20 targeted “deep dive” cities and mass scaling to at least 500 additional cities through a city-to-city mentorship program to facilitate large-scale change. Global and local partnerships provide the participating cities with deep technical assistance to create localized momentum, driving national and sub-national activities to overcome e-bus adoption barriers.

These activities will facilitate the adoption of more than 100,000 e-buses, which will result in an estimated reduction of more than 15 megatons of CO₂ over the useful lives of the buses. The ecosystem platform developed by the TUMI E-Bus Project will also be primed for future application to other types of transport electrification.

3. Proposal Guidelines

The E-Bus Mission Project Manager will be a key part of the E-Bus Mission's activities in Latin America. They will be responsible for the creation and management of local stakeholder working groups (referred to as sub-coalitions) in up to 6 cities in the region, along with coordination efforts with the other TUMI E-bus Mission partners who will be delivering the technical assistance in those cities.

The E-Bus Mission Manager will lead C40's effort to periodically update the stakeholder landscape, and manage relationships with the cities, including relevant city officials, transit authorities and operators, along with investors, manufacturers and community organizations. The role of the E-Bus Mission Manager will be to lead and coordinate municipal coalitions towards achieving the objectives of the TUMI E-Bus Mission, including the creation and achievement of ambitious targets for e-bus deployment, and the
identification of local barriers to facilitate the development of a coordinated technical assistance plan with the relevant TUMI partners. To achieve this, we expect the E-Bus Mission Manager to create strong working relationships with multiple stakeholders, offer leadership, and structure the coordination among stakeholders including the TUMI partners.

The E-Bus Mission Manager will be responsible for facilitating regional and global exchanges between TUMI cities on relevant topics and best practices on pilot demonstrations, charging infrastructure implementation, gender inclusion, fleet provision, and responsibility separation.

As the primary link between C40 and the TUMI E-Bus Mission coalition, the E-Bus Mission Manager will also play a critical role in managing the collaboration between the E-Bus Mission and other C40 programmes, networks, and initiatives. This need for internal coordination and alignment will be even more critical in cities and regions where C40 is already actively involved in activities related to mobility.

As a coordinator and facilitator, the E-Bus Mission Manager will have experience building and managing stakeholder relationships and coordinating action with multiple actors. The E-Bus Mission Manager will have excellent relationship-building talents and outstanding management and organizational skills.

3.1 Deliverables and Responsibilities

- Creation and management of municipal working groups (sub-coalitions)
  - Lead the action of the global TUMI E-Bus Mission coalition at the municipal level in up to 3 cities in the region as outlined above.
  - Periodically scan and update the local stakeholder landscape relevant to the TUMI E-Bus Mission cities.
  - Identify and engage relevant stakeholders to include in each municipal sub-coalition.
  - Coordinate sub-coalition governance structures.
  - Coordinate TUMI activities and events globally with other C40 teams and programmes including Inclusive Climate Action, ZEBRA, CFF, UKCAI and others.
  - Create and manage a collaborative work environment for municipal stakeholders.
  - Coordinate the action of the TUMI E-Bus Mission at the municipal level, including organizing and leading stakeholder
meetings and consultations.

- Target setting and political commitments for e-bus deployment
  - Lead the engagement of local government actors, foster political commitments, and support the establishment and implementation of ambitious targets for the deployment of e-buses.
  - With a focus on the Just Transition, promote social awareness of inclusive targets and indicators. Support cities with recommendations for gender-responsive e-bus design based on La Rolita Distrial Public Transport.

- Technical assistance coordination
  - Facilitate the development of technical assistance plans by other TUMI partners by coordinating stakeholder engagement within each sub-coalition.
  - Participate in the review of technical assistance plans and e-bus adoption roadmaps.

- Mentorship program and connections with the global coalition
  - Lead municipal sub-coalitions through the mentoring of other cities by working closely with other TUMI E-Bus Mission partners.
  - Facilitate city-to-city exchange across the global coalition by organizing workshops, and calls, and by proactively and strategically developing knowledge-sharing activities.
  - Draft regional and city reports from the region to the TUMI partners.
  - Support organization and management of knowledge-sharing events.

3.2 Project Manager Requirements

- Bachelor’s degree in Finance, Political Science, Urban Planning, Engineering, or other relevant fields related to sustainable infrastructure, climate change and urban development.
- 3 or more years of experience working collaboratively with city governments, financial institutions, NGOs, international organizations and the private sector.
- Existing knowledge of zero-emission transport including electric buses.
● Experience in program management, network creation, and stakeholder engagement is required.
● International experience, particularly working across different cultures, languages and time zones.
● A proven track record of working remotely and independently.
● Strong problem-solving and interpersonal skills.
● Fluency in either Spanish or Portuguese is essential, with an intermediate level in the other language desirable. Fluency in English is also essential.
● Applicants must be able and willing to travel to TUMI-supported cities in Mexico, Colombia, and Brazil.

Proposals will be accepted until **30 November 2023, 5 pm BST**. Any proposals received after this date and time will not be accepted and will be returned to the sender. All proposals should include clear timetables, how they would work with C40, clear costs and detail on experience in this area.

**Contract**

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

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

If C40 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.

**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.

All costs must be itemized to include an explanation of all fees and costs.
Contract terms and conditions will be negotiated upon selection of the winning bidder for this RfP. All contractual terms and conditions will be subject to review by the C40 Legal Department and will include the scope, budget, schedule and other necessary items pertaining to the project.

**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.

4. RfP and Project Timeline

**Contract Duration**

15 months (1 January 2024 - 31 March 2025). The consultant can be based in either Brazil, Colombia or Mexico.
5. Proposal Evaluation Criteria

C40 will evaluate all proposals based on the following criteria:

- Overall proposal suitability: ability to meet the scope and needs included in this document
  - Organisational/ Individual experience
  - Value and cost
  - Expertise (technical, experience, etc.)

C40 will evaluate all proposals based on the following criteria:

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<tr>
<th>Criteria</th>
<th>Weighting</th>
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<td>Overall compliance with the Request for Proposals and Interpretation of the brief</td>
<td>5%</td>
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<td>Relevant experience and expertise</td>
<td>30%</td>
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A proposed approach that demonstrates the consultant’s understanding of the LATAM e-bus landscape and TUMI regional activities | 35%
---|---
Equity and ethics policy alignment | 5%
Value for money (efficiency, time, budget, value-add, etc.) and Overall price | 25%

Note that C40 may choose to conduct interviews with shortlisted consultants to ask more detailed questions about the proposed approach, expertise, and to clarify any remaining questions.

6. Project Budget

The Project Manager will provide the ongoing, recurring monthly service, for up to a maximum of $70,000 (USD) over 15 months, depending on their location. Invoices can be issued in local currency.

Travel is expected for this work. Travelling costs and eligible expenses, supported by invoices and proof of expenditure will be borne by C40. All travel is to be pre-approved by the C40 point of contact prior to incurring the cost.

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. Pricing should be listed for each of the following items in accordance with the format below. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

7. C40 Policies

C40 expects third parties to 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](#)
- GIZ Travel and Expense Policy -[Here](#)
8. Submissions

Each bidder must submit 1 copy of their proposal to **Mr Wilberforce Chege**, Zero Emission Buses Senior Programme Manager, C40 at **Wchege@C40.org**.

All questions related to this RfP should be directed by email no later than the date stated above to **Mr. Wilberforce Chege**, Zero Emission Buses Senior Programme Manager, C40 at **Wchege@C40.org** and **Mr. Gabriel Tenenbaum**, Head of Zero Emission Vehicles in Latin America at **gtenenbaum@c40.org**.

Anonymised responses to questions will be provided here ([Link](#)) when the Q&A period closes. The FAQ will close a few days before the submission date.

**Terms and Conditions**

C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time, without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action. All costs incurred in connection with the submission of this RfP are non-refundable by C40 Cities Climate Leadership Group.

**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.