REQUEST FOR PROPOSAL (RfP)
ICA Needs Assessment and Capacity-Building for Quezon City

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

30 October 2023
1. **C40 Cities Climate Leadership Group Inc. (“C40”)**

C40 is a network of nearly 100 mayors of the world’s leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of London, Sadiq Khan. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40’s three core strategic funders are Bloomberg Philanthropies, the Children’s Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our [Website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#), and [LinkedIn](#).

2. **Background of the Project**

2.1. **UCAP CAI Programme**

C40’s [Climate Action Implementation (CAI) Southeast Asia 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 Southeast Asia, the programme will work with Quezon City, Jakarta, and Kuala Lumpur.

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

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

2.2. **Inclusive Climate Action**

C40 works to integrate [Inclusive Climate Action (ICA)](#) into the CAI Programme. ICA aims to integrate equity, social justice, diversity, and inclusion into climate action implementation, particularly, in CAI cities’ priority actions, and in mainstreaming
activities, which ensure that cities’ action plans are integrated into structures, processes, sectors, and departments involved, resulting in better climate governance.

2.3. Quezon City
Particularly, in Quezon City, C40 works on two (2) priority actions: (1) the amendment of the QC Green Building Code, and (2) solarization of municipal, residential, private, and commercial buildings, with the first action ongoing. While processes such as engagements and consultations, among other ICA considerations, are integrated into the process of the GBC, Quezon City has requested a needs assessment and capacity-building to make their city’s approach to ICA more strategic for personnel who are working on climate and sustainability, particularly, staff within the Climate Change and Environmental Sustainability Department (CCESD). Quezon City has requested for in-depth training on applying good green jobs (GGJ) to the processes and programs of the Business Permits and Licensing Office (BPLO) the Public Employment Service Office (PESO), the Youth Development Office (YDO), the Social Services Development Department (SSDD), and the Human Resources Management Department (HRMD). The training aims to build the knowledge of these offices on Inclusive Climate Action, and guide participants to deliver training outputs that are useful to everyday operations and programs. These training outputs can include the packaging of job opportunities for climate-vulnerable groups (ie, for illiterate members of the community), integrating benefits into climate messaging and communications, human resources training modules, and other similar work on action delivery.

3. Objectives and Deliverables

C40 requires the consultant in the following area:

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Deliverables</th>
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<tbody>
<tr>
<td>1. To determine the capacities, competencies, and needs of city offices specific to making ICA more deliberate in governance and engagement.</td>
<td>1. Initialization Report</td>
</tr>
<tr>
<td>2. To map out and analyse PICs and key offices for ICA, actions, functions, and mechanisms, indicators, and opportunities / challenges of inclusion across city departments and the stakeholder landscape.</td>
<td>2. ICA Needs Assessment Report with the following chapters:</td>
</tr>
<tr>
<td>3. To map out and analyse existing and planned social and environmental/climate programs of QCG.</td>
<td>a. Background on need for mainstreaming ICA into cities and work on the climate crisis</td>
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<td>4. To provide an evaluation framework on ICA competency and capacities for the training plan based on the needs assessment</td>
<td>b. Mapping of city offices and stakeholders with similar ICA initiatives and surveying of ICA skills</td>
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<td></td>
<td>c. ICA capacities and needs assessment report.</td>
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<td></td>
<td>d. Recommendations for ways of working amongst city departments for ICA and engagement.</td>
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<td></td>
<td>e. Recommendations for integration of existing and planned programs for more inclusive approaches to climate action</td>
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<td></td>
<td>f. M&amp;E competency framework for the training package</td>
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</table>
5. To capacitate key city departments on components of inclusive climate action and inclusive community engagement through tailored ICA training delivery

3. ICA Training Package for QC, including the following components:
   a. Design and contextualization of training modules including but not limited to basic C40 ICA topics, incorporating per-module outputs relevant to the city government activities and operations; package to be designed for QCG to be able to replicate for future use.
   b. Activity and output delivery designs and materials, including workbooks.
   c. Script for the training sessions
   d. In-person delivery of training with QC Government
   e. Documentation report of the training delivery.

6. To evaluate participants’ ICA competencies post-training and provide recommendations and next steps for mainstreaming ICA in QC’s governance

4. Training Evaluation Report, with the following components:
   a. Training evaluation results and summary analysis
   b. Next steps and recommendations for mainstreaming ICA in QC

*All soft copies of the deliverables are to be shared with C40.*

*Any production of printed materials will be covered separately by C40.*

The training will be held with following arrangements:

<table>
<thead>
<tr>
<th>Day</th>
<th>Module Topic</th>
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<tbody>
<tr>
<td>Day 1</td>
<td>Overview of <a href="#">Inclusive Climate Action</a></td>
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<tr>
<td></td>
<td>Applications and best practices of ICA in C40 cities</td>
</tr>
<tr>
<td></td>
<td>Review of Assessment and Inclusive Program Mapping Results</td>
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<tr>
<td>Day 2</td>
<td><a href="#">Inclusive community engagement</a></td>
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<tr>
<td>Day 3</td>
<td><a href="#">Inclusive planning</a> / Equity assessments</td>
</tr>
<tr>
<td></td>
<td>Inclusive planning / Application</td>
</tr>
<tr>
<td>Day 4</td>
<td><a href="#">Good, green jobs</a> and <a href="#">Just transition</a></td>
</tr>
<tr>
<td>Day 5</td>
<td><a href="#">Benefits</a></td>
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4. Requirements and Qualifications

ICA Assessment and Capacity-Building for Quezon City will require a company with the following minimum qualification:

1. Team or Consortium may be from NGOs or CSOs, with demonstrated experience in capacity-building in Philippine cities, preferably on topics about equity and inclusion (E&I) or its intersectionality or applications in
climate policies and solutions, or energy and buildings in the urban context; previous experience working with the Quezon City Government will be given preferences.

2. Required members:

<table>
<thead>
<tr>
<th>No</th>
<th>Team Member</th>
<th>Role</th>
<th>Education</th>
<th>Experience or Competency</th>
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<tbody>
<tr>
<td>1</td>
<td>Technical Lead/Training Specialist</td>
<td>Lead the ICA needs assessment study and lead training delivery, including contextualization of modules, activities, and output designs</td>
<td>Background in Development Studies, Climate and Society, Public Administration, Social Work, Community Development, Gender Studies, or related fields, preferably with MA</td>
<td>● Demonstrated experience and skills in delivering capacity-building in the development sector, preferably in climate solutions with city governments. ● Knowledge of E&amp;I and its applications in climate work ● Excellent communication skills</td>
</tr>
<tr>
<td>2</td>
<td>Module Developer</td>
<td>Design the ICA training modules based on C40's training plan</td>
<td>Background in Development Communication, Development Studies, Climate and Society, Social Work, Community Development, Gender Studies, or related fields, preferably with MA</td>
<td>● Demonstrated capacity in developing training modules. ● Knowledge of E&amp;I and its applications in climate work ● Excellent communication skills</td>
</tr>
<tr>
<td>3</td>
<td>Module Designer</td>
<td>Creatively design training modules and materials according to C40’s Brand Guidelines and Presentation Templates</td>
<td>Background in Graphic Design or Development Communication</td>
<td>● Demonstrated competency in creatively designing and packaging learning materials. ● Skills in using design software</td>
</tr>
<tr>
<td>4</td>
<td>Monitoring and Evaluation Specialist</td>
<td>Develop the M&amp;E training framework and lead the evaluation</td>
<td>Background in Social Sciences or related fields, preferably with MA</td>
<td>● Demonstrated competency in creating frameworks and assessments on monitoring, evaluation, accountability and learning for capacity building. ● Excellent analytical skills</td>
</tr>
<tr>
<td>5</td>
<td>Documenter</td>
<td>Document coordination meetings and training sessions, esp. key points of training activities or field immersions</td>
<td>Background in Development Communication, Development Studies, or related fields</td>
<td>● Excellent writing skills ● Demonstrated experience in documenting development workshops or similar events</td>
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5. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until the deadline for receiving offers stated in RfP timeline in subchapter 6 and 10. Any proposals received after the set date and time will not be accepted.

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

A. Technical Proposal
- Company Profile – describing the nature of business and field of expertise;
- Proof of competencies, such as previous training plans and modules, capacity development reports, M&E training frameworks and evaluations, creative training presentations, and documentation report
- How your proposal is responsive to the Evaluation Criteria;
- Risks you have identified and appropriate mitigation measures;
- Proposed timeline of implementation;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff;
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
- List of key personnel who would be working and their resumes in the standard C40 CV Template
- Information about the organisation’s commitment to equity, diversity and inclusion and ethical alignment with C40;

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

**Important points:**

1) **Supplier Diversity**
C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.
We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.
Feel welcome to refer to C40’s Equity, Diversity and Inclusion Statement as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

2) **Contract**
Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the C40 Standard Service Provider Agreement. These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity.
If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier.

3) **Subcontracting**
If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals
which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

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

6. RfP and Project Timeline

<table>
<thead>
<tr>
<th>RFP Timeline</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Request for proposals sent out.</td>
<td>30 Oct 2023</td>
</tr>
<tr>
<td>*Potential suppliers with an interest to submit a proposal are advised to register their interest by emailing <a href="mailto:cai_sea@c40.org">cai_sea@c40.org</a> to receive direct updates for this RFP (if any).</td>
<td></td>
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<tr>
<td>Questions submitted to C40</td>
<td>6 Nov 2023</td>
</tr>
<tr>
<td>C40 responds to questions</td>
<td>8 Nov 2023</td>
</tr>
<tr>
<td>Deadline for receiving offers</td>
<td>27 November 2023, 23:59 GMT+7</td>
</tr>
<tr>
<td>Clarification of offers &amp; evaluation of proposals</td>
<td>28 Nov – 5 Dec 2023</td>
</tr>
<tr>
<td>Selection decision made</td>
<td>12 Dec 2023</td>
</tr>
<tr>
<td>All potential suppliers will be notified of outcome</td>
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</table>

Project Timeline: Refer to payment schedule and timeline

7. Proposal Evaluation Criteria
Proposals will be evaluated against the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Suitability of method: Work plan demonstrates understanding of project requirements and risks</td>
<td>30%</td>
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<tr>
<td>Expertise and experience:</td>
<td>40%</td>
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</tbody>
</table>
8. Project Budget

Costs should be stated as one-time costs. The budget is between **USD 10,000 to USD 15,000.** All proposals must include proposed costs to completed tasks described in the project scope, including all VAT, taxes, tools, equipment, transportation, meals, accommodations, etc., as the budget above represents the total amount available. Proposals should include a budget breakdown of the tasks and deliverables.

Cost for workshops should **exclude the cost for catering and venue hire,** these costs will be covered by C40. All budgets are to be prepared in **USD.**

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

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

Payment will be made based on deliverables and after satisfactory acceptance by C40 the services provided on the schedule below.

<table>
<thead>
<tr>
<th>Timeline 2023-2024</th>
<th>Activity</th>
<th>Deliverables</th>
<th>Payment Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 2023</td>
<td>• Engage consultant</td>
<td>Initialization report</td>
<td></td>
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</tbody>
</table>
| Dec 2023 - Jan 2024 | • Kickoff meeting with QC  
• Review of ICA Global Resources and CAP QC ICA Report  
• Conduct of baseline capacity and needs assessment  
• Conduct meetings with QC and recommended local NGO | ICA Needs Assessment Report | 20%               |
### Feb 2024
- Develop training package: design, including training background, objectives, and outcomes (changes) and success indicators, module, activity and output development, case study research, creative design
- Meetings with relevant institutions and community groups
- Coordination meetings with QCG, C40 CAI SEA, and C40 ICA Global Team, as needed

| Training Package | 30% |

### Mar 2024
- Rollout of training

1. Training delivery
2. Documentation Report

| 30% |

### Apr 2024
- Evaluation Report
- Wrap-up and debrief with QC

| Training Evaluation Report | 20% |

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### 9. 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](#) - if applicable - [Here](#)
- [GIZ Travel and Expense Policy - If applicable - Here](#)

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### 10. Submissions

Each Potential Supplier must submit their proposal to the email address below: CAI SEA Contracts Manager at [cai_sea@c40.org](mailto:cai_sea@c40.org), with email subject: RfP ICA Needs Assessment and Capacity-Building for Quezon City - Submission - [Name of Company], no later than **27 November 2023, 23:59 (GMT+7)**. In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the designated email by the deadline.

All questions related to this RFP by potential bidders should be directed by email to [cai_sea@c40.org](mailto:cai_sea@c40.org). Anonymised responses to questions will be provided [here](#) when the Q&A period closes.

**Disclaimer**
C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP.

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners)
to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.