REQUEST FOR PROPOSAL (RfP)
Integration of Climate Action in Urban Planning Regulations for Greater Amman Municipality, Jordan

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

December 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

Community Jameel advances science and learning for communities to thrive. An independent, global organisation, Community Jameel was launched in 2003 to continue the tradition of philanthropy and community service established by the Jameel family of Saudi Arabia in 1945. Community Jameel supports scientists, humanitarians, technologists and creatives to understand and address pressing human challenges in areas such as climate change, health and education.

The work enabled and supported by Community Jameel has led to significant breakthroughs and achievements, including the MIT Jameel Clinic’s discovery of the new antibiotics Halcin and Abaucin, critical modelling of the spread of COVID-19 conducted by the Jameel Institute at Imperial College London, and a Nobel Prize-winning experimental approach to alleviating global poverty developed by the co- founders of the Abdul Latif Jameel Poverty Action Lab at MIT. communityjameel.org

C40 and Community Jameel have established the Jameel x C40 Urban Planning Climate Lab, a new program to support cities to mainstream climate action into their master plans, land use planning policies, and regulations.
The Lab aims to empower cities to mainstream climate action planning through urban planning. The Jameel x C40 Urban Planning Climate Lab will be focused on integrating climate action in urban planning in Chennai, India, and Amman, Jordan to pilot the program. The experience and lessons learned from the pilots will be used to develop knowledge products that will be shared with other cities in the Region and globally. Therefore, the program will influence the global narrative on integrating Climate Action Planning with Urban Planning. This RFP will be delivered under the Jameel X C40 Urban Planning Climate Lab in Amman.

2.1 Amman’s Climate Action Plan and Preparation of Urban Planning Regulation

C40 Cities and other partners have supported the city of Amman in developing a data-driven Climate Action Plan (CAP) using a Greenhouse Gas Emissions Inventory and Climate Risks Assessment Guidance provided by C40. This is further developed into emission reduction scenarios and adaptation goals, aligned to the mitigation and adaptation vision for the city. Amman’s CAP is currently being finalized and is expected to be published soon. This work has brought need to institutionalize the Climate Action Plan (CAP) to lock in the actions and recommendations of these plans. Urban planning has been identified as a vital tool for achieving this goal. The integration of the baselining data and actions emerging from CAP and other climate action strategies with urban planning regulations is critical in ensuring concrete implementation and mainstreaming climate actions.

The City of Amman has prepared a draft Urban Planning Regulation which is an important and transformative milestone towards updating the regulatory frameworks governing urban planning. This regulation stems from and interprets the recently introduced ‘Amman Law of 2021’ and builds upon it. The legal reference had always been the Law on Regulating Cities, Villages and Buildings of 1966 (and the Land Division Law of 1968), which continued to be in effect despite its rigidity and lack of updates. It was introduced during a time when planning was highly centralized and focused on the physical form of cities, road networks, and infrastructure as the starting point. Due to its limited scope, it lacks flexibility in dealing with emerging issues, resulting in strict planning policies and ineffective, complex, and delayed planning decisions. Implementing these policies poses challenges and is associated with long time frames. The formulation of modern planning legislation requires an integrated vision and a deep understanding of planning concepts, mechanisms, and tools that belong in the 21st century. These in turn aim to build complete communities based on progressive values such as sustainability, inclusivity, social justice, participatory planning and decision-making, resilience, smart growth, effective density,
environmental protection, heritage preservation, health, quality of life, economy and prosperity, evidence-based and data-driven planning, high-quality public transit, among others. Moreover, we are currently facing global challenges such as climate change, water and food security, rapid technological advancements, and opportunities such as the growing role of the private sector as a partner in development and urban building.

2.2 Purpose of the RFP

The Jameel x C40 Urban Planning Climate Lab in Amman is seeking an Individual consultant to support the Greater Amman Municipality to finalize the Urban Planning Regulation for the city with a lens of mainstreaming Climate action in the regulation. The Consultancy shall be for 6 Months. The consultant is expected to lead Lab’s engagement with the city under the programme on integrating climate action and urban planning working closely with the City, C40’s South and West Asia Regional, and Urban Planning and Design teams.

The consultant will work directly with the city administration and support the C40 Teams (Regional and Global) and in particular, the Jameel X C40 Urban Planning Lab Senior Manager to engage the city and key stakeholders in the implementation of the program.

The responsibilities of the consultant will include:

- Acting as a liaison between Jameel X C40 Urban Planning Climate Lab and Greater Amman Municipality officials, mapping the city’s priorities and needs for mainstreaming climate action in urban planning.
- Identifying key contact points and facilitating engagement with other relevant stakeholders from the municipality, NGOs and community groups, etc. Also mapping out the National Government level and any other key stakeholders and funders.
- Review the draft Amman Climate Action Plan and other relevant climate strategies at the National, regional, and local levels and identify actions that should be mainstreamed in Amman’s Urban Planning Regulation
- Review urban planning regulations in the region, nationally, and globally to identify best practices in mainstreaming climate action in urban planning regulation
- Prepare a summary of key findings from the studies and recommendations on how to integrate climate action in the draft urban Planning regulation for Amman
- Collect and analyze any additional data required to ensure the city acquires additional data necessary to facilitate the integration of climate action in urban planning regulation
- Update the draft urban planning regulation for Amman to integrate climate actions
- Present the updated draft urban planning regulation to Jameel X C40 urban Planning Climate Lab and other stakeholders and prepare a final
urban planning regulation for the city, incorporating Stakeholder comments. The draft regulations should be translated into Arabic for engagement with stakeholders in Amman.

- Supporting Jameel X C40 Urban Planning Climate Lab as required during the project implementation to ensure the continuity of the city's engagement with the programme.
- Providing frequent internal updates on the city's political, social and economic context.
- Support the organization of webinars, and workshops and coordinate participation of Amman city officials in the events.
- Be part of a group of individuals supporting cities to mainstream climate actions in urban planning and engage with the program team at Jameel X C40 Urban Planning Climate Lab in Chennai.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 pm EEST on 13 December 2023. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

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

- How your proposal is responsive to the Evaluation Criteria (refer Section 5 for details) – include your latest resume with examples of relevant past work along with 3 client references. Please ensure all information required in the C40 CV Template is present in your submission.
- Information about your fees in USD

You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness.

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.

**Contract**

Please note this is a contract for professional services and not a grant opportunity. Individual consultants 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 penalize your bid based on 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

**4. RfP 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>4 December 2023</td>
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<tr>
<td>Questions submitted to C40</td>
<td>8 December 2023</td>
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<tr>
<td>C40 responds to questions</td>
<td>11 December 2023</td>
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<td>Deadline for Proposal submission</td>
<td>13 December 2023</td>
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<td>Evaluation of Proposal</td>
<td>14-20 December 2023</td>
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<td>Interviews</td>
<td>8-12 January 2024</td>
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<tr>
<td>Selection decision</td>
<td>January 15</td>
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<tr>
<td>All Potential Suppliers notified of outcome</td>
<td>16 January 2024</td>
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<td>potential state date (subject to notice period/pending work)</td>
<td>16 February 2024</td>
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5. Proposal Evaluation Criteria

5.1 Supplier (Individual) Requirements

- Able to work with Greater Amman Municipality. Preference for individuals based in Amman and willing to work in a location agreed with the Greater Amman Municipality for the duration of work (6 months). Travel to and from work will not be reimbursed.
- Masters degree in urban planning, preferred with relevant experience of at least 20 years in local, regional, and/or national government, business, or NGO sectors with a focus on urban planning and climate change.
- Knowledge and experience in the field of urban planning and environmental planning are required.
- Experience with the formulation of urban planning laws/by-laws and regulation is highly desirable.
- Proven track record in working collaboratively across teams and with partners, such as city governments, NGOs, international organizations, and the private sector.
- Ability to lead strategic discussions to help facilitate action-oriented approaches and problem-solving.
- International experience, particularly working with people of different cultures and languages, and time zones, is preferred.
- Experienced with Microsoft Office software (Word, Excel, PowerPoint) and Google Drive.
- Excellent organisation and project management skills, and attention to detail.
- Ability to perform and adapt under pressure.
- Outstanding interpersonal and communication skills and the demonstrated ability to effectively interface with different teams towards a shared goal.
- Fluency in English and Arabic is required and fluency in any other language is appreciated.
- Some travel may be required as part of the role. May, on occasion, be required to work outside typical 9 am-6 pm working hours to accommodate meetings scheduled for global attendances.

Additional Requirements

- Supplier must already have the right to work in Jordan.

5.2 Proposals will be evaluated against the following criteria

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

Specific Technical Expertise. The successful applicant will need to demonstrate in-depth knowledge of urban planning, climate change, city-level climate action planning, and urban planning regulations for climate action.
**Relevant Experience.** The successful applicant will need to demonstrate experience in urban planning and integration of climate action in urban planning, project management, and stakeholder engagement.

**Cost consideration.** C40 will also consider value for money when selecting the successful candidate depending on their experience and skills as well as time to deliver the project.

**Equity and Ethical Alignment:** C40 is looking to appoint an individual who shares our values and is grounded in the context of the local community. Ten percent of the evaluation will focus on these factors, Individuals who are based in the global south are strongly encouraged to apply.

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<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tr>
<td>Familiarity with urban planning policies and regulations/climate change/environmental planning and strong communication and coordination skills.</td>
<td>30%</td>
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<tr>
<td>Relevant past experience of working with city governments, national or international organizations</td>
<td>30%</td>
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<tr>
<td>Ability to meet the listed Supplier requirements and cost-effectiveness</td>
<td>20%</td>
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<tr>
<td>Equity and ethical Alignment to C40 values</td>
<td>10%</td>
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<tr>
<td>Client References</td>
<td>10%</td>
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6. Project Specifications

6.1 Project Management

The consultant will report to the C40 Regions Director for South and East Asia as the main point of contact for their consultancy services. Upon onboarding, the Supplier will be required to develop detailed monthly work plans coordinating with C40 as well as the Greater Amman Municipality and other stakeholders involved in the delivery of the Programme, along with a schedule of payments in close coordination with the C40 point of contact to support the delivery of activities as outlined above. All deliverables need to be completed to the satisfaction of the C40 point of contact. All interim deliverables and change requests will need to be approved by the C40 point of contact. Besides, C40 staff will be involved in the review of each deliverable and will be available to provide guidance and input. Additionally, overall progress review meetings will be organized every 2 weeks with the C40 point of contact.
6.2 Project Timeline

The assignment will kick off in February 2024 and is due to run for 6 months. However, C40 reserves the right to terminate the engagement at any time during the project duration in line with the Termination clause specified under the C40 Standard Service Provider Agreement.

6.3 Project Budget

A maximum budget of 33,000 USD is available, including all taxes, apart from expenses that may be incurred to travel to other cities. Bids must not exceed this value. All proposals must include proposed costs to complete the tasks described in the project scope, including professional rates, all VAT, and other taxes. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

Payment will be made in pre-agreed installments (bidder to specify) according to meeting project milestones and satisfactory delivery of the work plan (to be developed in consultation with C40) and as approved by the C40 point of contact. Travel may be expected for this work and all travel expenses will be reimbursed as per actuals, in line with the C40 Travel and Expenses Policy. All travel is to be pre-approved by the C40 point of contact prior to incurring the cost.

6.4 Language and Documentation

All outputs should be provided in English and Arabic and all documentation should use C40 templates (unless otherwise specified) and be provided in an editable and portable document format, compatible with computer software used by C40 and Amman. Editing, formatting, and presentation of electronic files should be of a consistent, professional, and publishable standard. All project deliverables, reports and documentation, content, and intellectual property will be owned 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

8. Submissions

Each Potential Supplier must submit 1 copy of their proposal (in English) to the email addresses below by 5 pm EEST on 13 December 2023.
1. Shruti Nayaran, Regional Director, South and West Asia, snayaran@c40.org
2. Helene Chartier, Director of Urban Planning and Design, hchartier@c40.org
3. Nikhil Kulkarni, Senior Manager Climate Implementation, nkulkarni@c40.org
4. Alice Kaumba, Senior Manager Land Use Planning akaumba@c40.org

Any pre-bid queries need to be submitted to the above email addresses by 5 pm EEST on 8 December 2023. Anonymized 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.