



REQUEST FOR PROPOSAL (RfP)
**Mainstreaming Climate Action within the Master Plan of
Chennai 2046 with Chennai Metropolitan Development
Authority in Chennai, India**

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

November 2023



1. About 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](#).

range of entities beyond GCC. Currently, CMDA has initiated the preparation of the Third Master Plan (TMP) for 2026-2046 under the World Bank-assisted Tamil Nadu Housing and Habitat Development Project (TNHHDP) for an extent of 1189 sq. km. In alignment with the National and State Government’s ambitions on climate action and with the UN Sustainable Development Goals, CMDA aims to develop a Third Master Plan that focuses on building climate resilience and improving the adaptive ability of the Chennai Metropolitan Area. The master plan shall adopt an integrated approach to climate action that aims to leverage both adaptation and mitigation synergies by providing opportunities to piggyback mitigation on adaptation action and vice versa but also equally manage trade-offs by ensuring adaptation actions don't inadvertently increase or lock in emissions.

2. Summary, Purpose, and Background of the Project

2.1 About Jameel X C40 Urban Planning Climate Lab

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 Halicin 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](https://communityjameel.org) at MIT. communityjameel.org

**C4O
CITIES**

C4O and Community Jameel have established the [Jameel x C4O 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 C4O 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 C4O Urban Planning Climate Lab in Chennai.

2.2 Chennai's Climate Action Plan and Preparation of the City's master plan

Extreme weather events, such as intensified and frequent storms, floods, droughts, heat waves and water scarcity are becoming more frequent in Chennai. Observations exhibit that global average temperatures have now increased by more than 1°C since pre-industrial times. Global warming is likely to be more than 2°C above pre-industrial levels by 2060 and could even be as much as 5°C above pre-industrial levels by the end of the century. Densely populated cities will be more affected by climate change and its effects as greenhouse gas (GHG) concentrations rise, the atmosphere and oceans warm, and sea levels rise.

Projections of future global and regional climate change indicate that continued emissions of GHGs will cause further warming and further changes to our climate. Climate change will have a devastating impact on nature, bringing out irreversible changes to many ecosystems, with a consequent loss of biodiversity and the ecosystem functions and services that human well-being depends on. Higher temperatures and extreme weather events will result in huge costs to Chennai's economy and society. These changes will cause extensive direct and indirect harm to Chennai and its environment which are highly vulnerable and exposed to impacts such as,

- Rising sea levels threaten land and particularly coastal infrastructure - sea level rise, combined with storm-driven waves, poses a direct risk to the state's coastal resources, including public and private real property and infrastructure. Rising marine waters threaten sensitive coastal areas, habitats, the survival of threatened and endangered species, beaches and other recreation areas, and urban waterfronts.
- Extreme weather, including more intense cyclonic storms and rainfall affecting our land, coastline, and seas - leads to urban expansion further into floodplains, and increases the damage risk faced by urban built infrastructure



- Pressure on the elixir of life (water resources) and food production systems with associated impacts on the river and coastal ecosystems such as poorer water quality, decline in produce etc.
- Increasing pollution and GHGs - additional synergies between air quality and climate action result from the fact that lower methane emissions help to reduce ozone pollution over large areas.

In line with the ambitions of the Government of India's National Action Plan for Climate Change and Tamil Nadu State Action Plan for Climate Change (TNSAPCC), Greater Chennai Corporation (GCC), in collaboration with C40 Cities Climate Leadership Group, prepared the City Climate Action Plan. The climate action planning process led to the development of a greenhouse gas emissions inventory, climate risk assessment and mapping, and the identification of strategies and actions for both mitigation and adaptation. The Plan is focused on the 426 sq. km of GCC's administrative boundary but involves action by a wide range of entities beyond GCC.

Currently, CMDA has initiated the preparation of the Third Master Plan (TMP) for 2026-2046 under the World Bank-assisted Tamil Nadu Housing and Habitat Development Project (TNHHDP) for an extent of 1189 sq. km. In alignment with the National and State Government's ambitions on climate action and with the UN Sustainable Development Goals, CMDA aims to develop a Third Master Plan that focuses on building climate resilience and improving the adaptive ability of the Chennai Metropolitan Area. The master plan shall adopt an integrated approach to climate action that aims to leverage both adaptation and mitigation synergies by providing opportunities to piggyback mitigation on adaptation action and vice versa but also equally manage trade-offs by ensuring adaptation actions don't inadvertently increase or lock in emissions.

Objectives of the project

The Jameel x C40 Urban Planning Climate Lab in Chennai, seeks consultancy services from firms to offer project preparation support to the CMDA in mainstreaming climate action in its third master plan. The work in addition to providing technical assistance will require operationalizing a Project Management Unit(PMU) within CMDA.

The work will entail two parts:

- **Part I** will entail the development of an inception report, the development of a comprehensive urban planning and climate action integration baseline assessment report
- **Part II** will entail a climate assessment planning study and the development of a framework for mainstreaming climate action in urban planning.

The work under these two parts shall be carried out concurrently.

2.3 . Part 1 Key Activities and Deliverables

Deliverable A: Develop an Inception report



<p>Activity</p>	<ul style="list-style-type: none"> • Conduct stakeholder consultations with CMDA to establish alignment with other proposed studies that will inform the master plan • Operationalise the PMU in CMDA by providing two professionals to be part of the PMU to co-locate within CMDA. Refer to the proposal guidelines for more details. • Define the approach and methodology to be adopted for the studies. • Develop and finalize a work plan in consultation with C40 and CMDA and any other key stakeholder identified
<p>Output</p>	<ul style="list-style-type: none"> • Stakeholder consultation materials along with documentation of meeting outcomes • Methodology for the studies • Approved work plan
<p>Indicative timeline</p>	<p>Week 0 - Week 3</p>

Deliverable B: Develop a comprehensive Urban planning and climate action integration baseline assessment report

<p>Activity</p>	<ul style="list-style-type: none"> • Stakeholder mapping - undertake a detailed stakeholder mapping – Identifying all relevant stakeholders that could influence the integration of climate action and master planning, such as government, private sector, NGOs, institutions, provide a clear direction on what possible roles and responsibilities each stakeholder would play. • Review existing relevant national, state, and city-level urban planning policies, and rules to identify any contradictions and gaps to meeting climate goals. • Review the Chennai Climate Action Plan (CCAP) prepared for the Greater Chennai Corporation(GCC) jurisdiction and identify climate adaptation and mitigation actions that should be prioritized for mainstreaming in the third master plan; and analyze spatial information generated during the CCAP preparation process that can help in defining possible spatial development scenarios and policies under the Third Master Plan of Chennai- 2046. • Review the existing Chennai Master Plan 2026 including the
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	<p>Land Use Plans and Development Control Regulations from a perspective of climate action implementation. Review document amendments, updates and supporting policy documents to the existing master plan and identify policy and regulatory adjustments needed to mainstream actions in the third master plan.</p> <ul style="list-style-type: none"> • Extract key findings and recommendations on spatial planning from ongoing / completed studies by CMDA under the master plan preparation project that are relevant to mainstreaming climate action in the third master plan. • Understand the emission reduction potential for the listed strategies • Analyze spatial information generated during the CCAP preparation process that can help in defining possible spatial development scenarios and policies under the Third Master Plan of Chennai- 2046. • Identify legal, institutional, financial, social, and technical barriers and challenges towards implementation of Chennai Master Plan 2026 • Develop a draft baseline report on urban planning and climate action integration outlining a summary of key findings across all the sectors identified under the Chennai CAP and other sectors aligned to the focus of the third master plan for Chennai along with their current status of integration into spatial/Land use plans and development control regulations. • Validate the draft baseline report through stakeholder consultations and workshops, further based on the suggestions received prepare a final comprehensive baseline assessment report • Share the final comprehensive baseline assessment report with C40 and CMDA for review and finalize based on comments/feedback
<p>Output</p>	<ul style="list-style-type: none"> • Stakeholder Mapping report indicating all relevant stakeholders that could influence the integration of climate action and master planning, such as government, private sector, NGOs, institutions, provide a clear direction on what possible role are/would be • stakeholder engagement reports including outcomes of Stakeholder workshops; and minutes of the meetings. • draft baseline report on urban planning and climate action integration outlining key findings and recommendations from baseline studies (designed version in English and Tamil)

	<ul style="list-style-type: none"> Comprehensive Urban Planning and Climate Action Baseline Assessment Report (designed version in English and Tamil) that includes
Indicative timeline	Week 4 - Week 16

The final outputs including spatial data must be submitted to CMDA and C40 in editable formats (GIS, PSD, PPTx, Word doc files).

2.4 Part II Key Activities and Deliverables

2.4.1 Climate Assessment Planning for CMA

The purpose of the study is to understand the impacts of climate change as well as the vulnerability of the key sectors and communities to climate change in Chennai and identify strategies and actions needed to enhance resilience to climate change while achieving net zero greenhouse gas emissions. The strategies shall address climate change adaptation and mitigation, including energy use efficiency and natural resource conservation while pursuing sustainable economic growth – i.e., measures that promote development objectives that also result in co-benefits for addressing climate change. The information generated under this study shall complement the findings and recommendations of the urban planning and climate action integration baseline study and shall be incorporated into both the draft and final framework for mainstreaming climate action in urban planning.

Deliverable C: Climate Change Risk Assessment (CCRA)

Assessing climate risks, now and in the future, is a vital step to inform a climate change adaptation strategy and ensure that the most vulnerable groups, sectors, and assets are protected. A climate risk assessment looks at the likelihood and potential impact of a range of climate risks and hazards, including the impact on different groups and areas of the city. The assessment shall be undertaken for the area not covered by the GCC climate action Plan.

Activity	<ul style="list-style-type: none"> Identification and engagement of key actors/stakeholders. Collection of data that support the identification of vulnerable communities, assets, and services; localized current and future impacts; and climate risk rating. Spatial mapping of climate risk and impacts and identify areas that need to be protected and conserved within the master plan Workshop to enhance and validate the collected data. Summary of key findings from climate risk and impact assessment study
Output	<p>Climate change risk assessment report with the following:</p> <ul style="list-style-type: none"> Workshop report/ meeting materials to support engagement

	<p>(including minutes of meetings)</p> <ul style="list-style-type: none"> • Vulnerability maps (locations of sensitive communities, and services that are exposed to identified climate hazards) and maps of areas that should be marked for conservation in the master plan • Validated impacts for natural, social, and economic impacts) and prioritization (through workshop) • Risk matrix for prioritized impacts (through workshop) • Localized summary of current and future climate risk that should be addressed in the Third master Plan <p>Maps, impacts, risk matrix and summary to be delivered in draft first to CMDA and C40 for review before finalization.</p>
Timeline	Week 4-32

2.4.2 Develop a Comprehensive Climate Strategy for the Third Master Plan

Based on the findings of the risk assessment, and the GHG emissions profile of CMA, the consultant shall identify the strategic interventions and priority actions to enhance the resilience of key sectors and communities to climate change, and reduce GHG emissions.

Activity	<ul style="list-style-type: none"> • Based on the outcomes of Deliverables B, C & the updated GHG inventory for CMA, develop Climate Strategies from a mitigation (to reduce emissions) and adaptation (to build resilience to climate risks) perspective for the entire CMA • The strategies or actions need to be linked to goals, and targets along with a monitoring and evaluation framework for implementation with support from key stakeholders and identification of finances. • Spatially identify different resilience actions/ interventions for the various vulnerable sectors, infrastructure and communities and geographical areas, along with their financial costs and identification of synergies with the actions/interventions proposed in the GCC CAP. • Develop a short list of priority actions to be considered in the Third Master Plan and prioritize those that have the greatest Adaptation and Mitigation potential and socio-economic benefits relative to cost. • Identification and engagement of key actors/ stakeholders. Further conduct Sectoral technical meetings with relevant sectoral teams (e.g. transportation, buildings, energy, waste, agriculture, among others) to build consensus on the Climate Strategy.
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	<ul style="list-style-type: none"> • Recommendation of implementation arrangements for short-listed priority resilience interventions. • Recommendation of possible urban planning policies and design guidelines, to mainstream climate resilience and mitigation in the third master plan for Chennai.
Output	<p>A comprehensive Climate strategy (designed in English and Tamil) for the third master plan entailing the following:</p> <ul style="list-style-type: none"> • Identified existing climate and sustainability goals • Identified adaptation targets and timelines for the actions • Completed action definition report for each priority action (including further information for each action: GHG impacts; Adaptation impacts; benefits & relevant SDGs; governance; barriers & conditionalities; equity considerations; relevant indicators; resourcing & financing) • Stakeholder workshop or meetings with key stakeholders and city departments including minutes of meetings. • Summary and visual(s) that cover identified interventions/actions that can be included in the third master plan • Report on sectoral technical meetings with relevant sectoral teams (e.g. transportation, buildings, energy, waste among others) (including minutes of meetings). • List of priority mitigation and adaptation strategies/actions to be considered in the third Chennai master plan • Complete summary of urban planning policies, and regulations that can be included in the third master plan to integrate climate action and urban planning
Timeline	Week 32 -week 40

2.4.3 Develop a framework for the integration of climate actions into the master plan of Chennai

The Consultant shall develop a framework for integrating climate actions into city master plans. The draft framework shall consider the urban planning and climate action assessment findings and climate strategy report.

Deliverable E: Develop a draft framework for the integration of climate actions into the master plan of Chennai

Activity	<ul style="list-style-type: none"> • based on the key findings from Deliverables B, C & D, identify possible spatial development scenarios and urban planning policies and regulations that could be incorporated in the third master plan to mainstream climate
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	<p>action for Chennai City (GCC jurisdiction) and the CMA region.</p> <ul style="list-style-type: none"> • Review case studies in India and globally to identify best practices, on urban and climate action planning integration • Identify key pillars for integrating climate actions in urban planning based on the information gathered during the baseline studies and case studies • develop first draft framework for mainstreaming climate action in urban planning demonstrating the key parameters of the framework through spatial/ policy modeling exercises on greenfield and brownfield sites • define urban planning Key Performance Indicators (KPIs) that have strong impact on climate change (mitigation and adaptation) that the CMDA could monitor • present the draft framework to C40 and CMDA for review. • Hold stakeholder workshops to present the framework to relevant stakeholders for comments • develop final draft framework incorporating suggestions from all stakeholders and present to C40 and CMDA
<p>Output</p>	<p>draft framework for mainstreaming climate actions into the Master Plan of Chennai 2046 (designed version in English and Tamil)</p> <ul style="list-style-type: none"> • Methodology for integrating climate action with city urban planning • Recommendations on spatial development scenarios, • Urban planning policies, and regulations for GCC and CMA to be included in the third master plan • Urban planning Key Performance Indicators (KPIs) that have strong impact on climate change (mitigation and adaptation) that the CMDA could monitor • Stakeholder consultations report including minutes of meetings
<p>Indicative timeline</p>	<p>Week 40 - Week 48</p>

Deliverable F-Facilitate Knowledge Sharing workshop and develop final Framework for mainstreaming Climate action in urban Planning

<p>Activity</p>	<ul style="list-style-type: none"> • Prepare and deliver a 3-day workshop to finalize the framework. The presentation should cover the report
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	<p>chapter of the framework, as well as key takeaways. The workshop will include:</p> <ul style="list-style-type: none"> ○ basic materials shared in advance ○ an overview of the draft framework developed ○ interactive sessions for participants and exercises ○ all relevant CMDA departments and representatives from other C40 member cities in the region <ul style="list-style-type: none"> ● Prepare a workshop report ● based on the inputs from the workshop develop a second draft framework on integrating climate action with urban planning that can be shared with other cities: The guidelines shall include: <ul style="list-style-type: none"> ○ methodology outlining key steps in mainstreaming climate actions in urban planning ○ summary of urban planning policies and regulations that cities can adopt to mainstream climate action in city master plans ○ Key Performance Indicators(KPIs) that cities can monitor ○ Possible spatial development scenarios based on the CMDA master plan experience ● Present the second draft framework to C40 and CMDA for review. ● Hold technical stakeholder workshops to present the framework to relevant stakeholders for comments ● Develop final framework incorporating suggestions from all stakeholders
Output	<p>Validated final framework for mainstreaming climate action planning through urban planning:</p> <ul style="list-style-type: none"> ● possible spatial scenario illustration ● Validated methodology ● Recommended urban planning policies and regulations, ● KPIs ● Stakeholder engagement workshop report with detailed workshop agenda and minutes of meetings
Indicative timeline	Week 48 - Week 52

3. Proposal Guidelines

3.1 Submission Details

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **5 pm Indian Standard Time on 21 December 2023**. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work within

the Jameel x C40 Urban Planning Climate Lab in Chennai , clear costs, and details on experience in this area. This assignment is only open to firms (and NOT individuals)



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

- Relevant information about the service provider and contact details
- How your proposal and services will meet the project objectives, in reference and alignment with the project scope and deliverables, and in line with [C40's Strategic Recommendations](#)
- A timeline, indicating the different stages, milestones, and contact with C40 – adequate review periods should be included
- An overview of expertise and experience on the topic of city climate action planning and urban planning including references to previous work on mainstreaming climate action in urban planning
- An overview of the project team (providing CVs) and outlining key roles and responsibilities of each team member. The other team members shall have the following qualifications

Master Planning Expert (Team Leader)	Master Degree in Urban/Regional Planning with at least 18- 20 years of work experience
Senior Urban Planner (Project Manager)	Master Degree in Urban/Regional Planning/ Urban Design with at least 12- 15 years of work experience
Environment and Climate Change Expert (Mitigation)	Master’s Degree in Environment Engineering/ Environmental Science & Management or equivalent. At least 12-15 years of work experience in related fields with experience in GHG emission inventory development
Environment and Climate Change Expert(Adaptation)	Master’s Degree in Environment Engineering/ Environmental Science & Management or equivalent. At least 12-15 years of work experience in related fields particularly climate research and/or change risk assessment
GIS Expert (to be based in CMDA)	Master's Degree in Geo-informatics/GIS/Remote Sensing or equivalent 7 -12 years of work experience in preparing digital base maps, and developing and managing large

	and diverse databases. To be based out of CMDA. Must be fluent in Tamil
Research Associate (to be based in CMDA)	Masters degree in Urban planning with at least 7-12 years of experience in urban planning/environmental planning. To be based out of CMDA. Must be fluent in Tamil

- Work approach and coordination with The Jameel x C4O Urban Planning Climate Lab in Chennai team, specifying required input and resources
- Clear cost breakdown structure and explanation of expenses including all associated events, and production of reports among others- please see Section 6 “Project budget” for more details.
- Any risks and assumptions made in planning this work - where risks are identified, appropriate alternatives and mitigation strategies should be outlined.
- The consultant has to submit hard and soft copies of all reports, data, 3D drawings and renders, GIS files, and AutoCAD drawings. All the designs, data, and editable versions of the reports shall be submitted in soft copies. The final reports (Approved version) shall be submitted in hardbound copies with soft copies (both editable & non-editable and all drawings etc.,) in Pen Drive.

Please note: Proposals should be written in English, saved in PDF format, and should not exceed 5 pages of text. Reference material may be placed in annexes. CVs should not exceed 2 pages.

Contract terms and conditions will be negotiated upon the selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by C4O’s legal department and will include scope, budget, schedule, and other necessary items about the project.

You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness. The costs must be provided in USD.

Supplier Diversity

C4O 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. 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 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.

4. RfP and Project Timeline

4.1 RFP Timelines

RFP Timeline	Due Date
Request for Proposals sent out	<i>4 December 2023</i>
Questions submitted to The Jameel x C40 Urban Planning Climate Lab team	<i>8 December 2023</i>
The Jameel x C40 Urban Planning Climate Lab team responds to questions	<i>11 December 2023</i>
Deadline for Proposal submission	<i>21 December 2023</i>
Evaluation of Proposal	<i>9 January 2024</i>

All Potential Suppliers notified of outcome	15 January 2024
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4.2.2 Project Delivery Timelines

Project Timeline	Due Date
The project initiation phase must be completed by	30 January 2024
Project planning phase must be completed by	9 February 2024
The project is due to run until	31 January 2025

5. Proposal Evaluation Criteria

Submissions will be evaluated against the following criteria:

Criteria	Weighting
Project delivery approach proposed, including project management approach (ability to deliver outputs on time and with quality)	40%
Relevant expertise and understanding of topics outlined in the proposal; including references to previous projects and methods used and discussion of how this knowledge will be applied, and possibly expanded upon in this project	30%
Value for money <ul style="list-style-type: none"> • <i>Economy: minimizing the cost of resources used/ spending less</i> • <i>Efficiency: the relationship between the output from goods/ services and the resources to produce them</i> • Effectiveness: the relationship between the intended and actual results 	20%
Equity and ethical alignment considerations: C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community. Consideration will focus on: <ul style="list-style-type: none"> • location of the organization (preference will be given to locally based organization) • women and youth 	10%



6. Project Budget

The proposal should indicate a cost breakdown structure, outlining the costs for each component of the analysis (based on the breakdown of deliverables in Section 3) and staff time for the staff to be seconded to CMDA. All costs included in the proposal must be all-inclusive, including any VAT, copyright or bank fees, transportation, venue charges, translation etc. Costs should be stated as one-time or recurring costs. C40 does not pay contractors more frequently than once per month.

A budget of **USD 80,000** is available including all taxes and other 'hidden' costs. Bids must not exceed this value.

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

7. C40 Policies

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

- Non-Staff Code of Conduct Policy [here](#)
- Equity , Diversity and Inclusion Policy [here](#)
- Non-Staff Travel and Expenses Policy - [Here](#)

8. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email addresses below by **5:00 PM IST on 21 December 2023**:

- Shruti Narayan, Regional Director, South, and West Asia, snarayan@c40.org
- H el ene Chartier, Director of Urban Planning and Design, hchartier@c40.org
- Benjamin John, Senior Manager Climate Implementation, bjohn@c40.org
- Alice Kaumba, Senior Manager for Land Use Planning, akaumba@c40.org

Any pre-bid queries need to be submitted to the above email addresses by **5:00 PM IST on 8 December 2023**.

Anonymized responses to questions will be provided at this [link](#) on 11 December 2023.

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.

