



Request for Proposals

# **Preparation of Climate Action Plans for Thanjavur and Krishnagiri in Tamil Nadu, India**

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NY 10017  
United States of America

# 1 Background

## 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 co-chaired by Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyerr of Freetown, Sierra Leone. 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.

### 1.1 C40 approach to climate action planning

All C40 cities have developed or are developing a climate action plan that addresses the need to reduce GHG emissions, adapt to the impacts of climate change and deliver wider social, environmental, and economic benefits<sup>1</sup>. A climate action plan is a strategic document (or series of plans and documents) that demonstrates how a city will deliver on its commitment to address climate change. Developing a city level climate action plan is also a key compliance requirement as part of C40 Leadership Standards for Member Cities and the Deadline 2020 commitment which requires reducing sectoral emission in line with the highest ambitions of the Paris Agreement. Climate action plans should aim to build resilience, be inclusive and consider wider social, environmental, and economic benefits associated with climate action (e.g., health, air quality, employment, equity) in line with the Sustainable Development Goals (SDGs). C40 defines a climate action plan as outlined below.

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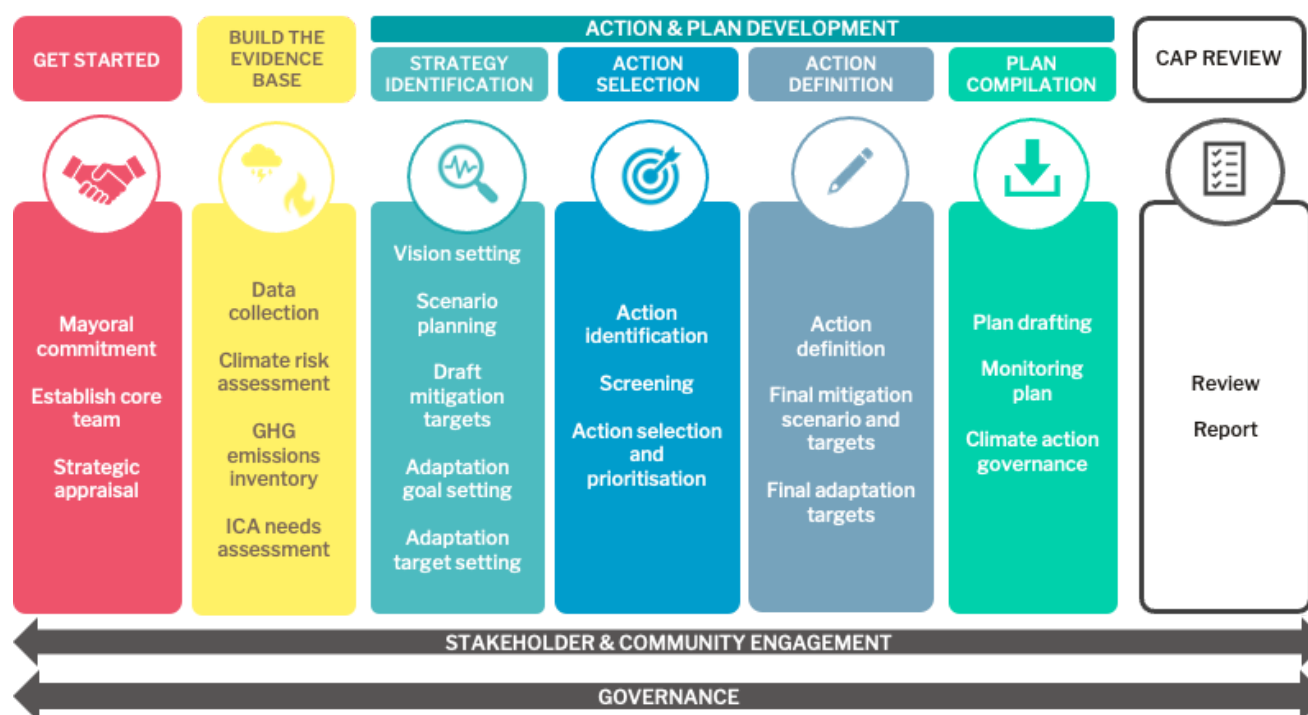
<sup>1</sup> All C40 member cities are working toward climate action plans that are aligned with the Paris Agreement (1.5°C), include science-based targets, and take ambitious and inclusive climate action to achieve carbon neutrality by 2050 while also building climate resilience.

A climate action plan will:

1. Establish city/ district -owned targets to achieve net zero emissions no later than 2050, with ambitious interim targets (e.g. 2030), supported by a Develop a pathway to deliver on these targets and identify strategies and actions
2. Demonstrate how the city/ district will adapt and improve its resilience to the climate hazards that may impact the city/ districts now and in future (based on climate change projections) by setting sectoral/ hazard based adaptation targets, supported by adaptation strategies and actions.
3. Detail the wider social, environmental, and economic benefits expected from implementing the plan, and improve the equitable distribution of these benefits to the city's population.
4. Outline the district's governance, powers and the partners who need to be engaged to accelerate the delivery of the district's mitigation targets and resilience goals.

The city/ districts will work towards:

- Considering adaptation and mitigation in an integrated way, identifying interdependencies to maximise efficiencies and minimise investment risk.
- Setting an evidence-based, inclusive, and deliverable plan for achieving transformational mitigation and adaptation, centred on an understanding of the city's powers and wider context.
- Establishing a transparent process to monitor delivery, communicate progress, and update climate action planning in line with governance and reporting systems.



The above is captured in C40's [Climate Action Planning Framework](#)<sup>2</sup> (CAP Framework), which sets out the essential components of a climate action plan that is deemed to be compatible with the objectives of the Paris Agreement. A typical CAP development process aligned with meeting the C40 CAP

<sup>2</sup> Please note that the CAP Framework is scheduled for update in 2024 and a new updated version will be released in 2025 that includes lessons learnt from 5 years of CAP development support to C40 cities as well as recommendations from the United Nations High Level Expert Group on Net Zero Integrity.

Framework is described in the coloured diagram above. Further the CAP will be reviewed and finalised based on this [CAP framework criteria](#).

## 1.2 Tamil Nadu Climate Change Mission

Tamil Nadu, like most other Indian states, is extremely prone to climate variabilities and particularly susceptible to increased frequency and magnitude of floods and droughts. The unprecedented levels of rainfall received by Chennai in November 2021 is an apt example of the uncertainties the state is currently facing. Duly recognising the climate impacts faced by the state, the Government of Tamil Nadu (GoTN) has announced a slew of measures in the budget speech for 2021-22. The GoTN which is currently reviewing its SAPCC for a Phase II, has launched the following missions to implement both climate mitigation and adaptation actions:

1. **Green Tamil Nadu Mission:** A massive tree plantation programme of indigenous and diverse species, in coordination with multiple departments, and public and private institutions will be taken up with people's participation over 10 years. The overall objective is to bring the total area under forests and tree cover to 33% of the state's geographical area.
2. **Tamil Nadu Climate Change Mission:** To implement mitigation and adaptation actions through a budget of Rs 500 crores
3. **Tamil Nadu Wetlands Mission:** To identify and map 100 wetlands in 5 years and restore the ecological balance with a specific focus on livelihoods of dependent communities, for Rs 150 crore
4. The city of Chennai has established ambitious targets to reduce emissions 40% by 2040 and reach net zero by 2050

Having announced the above-mentioned Missions, the GoTN has also proposed the setting up of a new Special Purpose Vehicle (SPV), a non-profit company namely [Tamil Nadu Green Climate Company \(TNGCC\)](#) under section 8 of the Companies Act, 2013. This company will focus on raising funds from multiple sources to support the implementation of the Missions. The TNGCC will set up a Project Management Unit (PMU) for coordinating and monitoring activities under all three Missions in partnership with Tamil Nadu Infrastructure Fund Management Corporation Limited (TNIFMC). The state has also announced that it would pilot test a climate- smart village (CSV) model across 10 vulnerable districts for showcasing its benefits and thereafter scaling up across other regions.

As part of these Missions, the Department of Environment (DoE) also seeks to climate-proof district development plans. Given that district-level development plans integrate the ground realities and vulnerabilities within blocks and GPs, climate-proofing these plans will form the future guidance for climate-sensitive development. It will also provide a detailed break-up of technical and budgetary convergence to fund incremental climate resilience/adaptation components within these plans. This will also help highlight the need to mobilise additional climate finance, to help innovate and scale up best practices in collaboration with district and decentralised government agencies, to meet the country's climate targets, and to build resilient communities.

## 1.3 District level Climate Action Planning in Tamil Nadu

Through a [G.O.\(Ms\).No.120 Dated: 11.07.2022](#), The government of TN had decided to set up District Climate Change Missions to strengthen the climate response of Tamil Nadu at the grass roots level. Mission is a comprehensive initiative aiming to tackle climate change at the grassroots level across all 38 districts of the state. Here's a brief overview:

Mission Goals:

Adaptation: Build resilience against climate change impacts like droughts, floods, and rising sea levels.

Mitigation: Reduce greenhouse gas emissions through sustainable practices and renewable energy.

**Key Actions:**

- District-level missions: Each district has a dedicated mission with a technical staff member to coordinate activities.
- Stakeholder workshops: Engaging communities, NGOs, and local authorities in planning and implementation.
- Climate Smart Villages (CSVs): Developing model villages showcasing adaptation and mitigation strategies.
- Capacity building: Training and awareness programs for officials and communities.
- Monitoring and reporting: Tracking progress and sharing success stories.

## **1.4 About Thanjavur District**

Thanjavur District often referred to as the "Rice Bowl of Tamil Nadu" due to its rich agricultural activities is situated in the eastern part of Tamil Nadu and covers an area of approximately 3,403 square kilometers. The district has a diverse population, and the 2011 Census reported a population of around 2.4 million people. The district's topography is characterised by flat plains, with the Cauvery River flowing through it. The region is known for its extensive network of irrigation canals and fertile soils, supporting agriculture. Thanjavur is an agrarian district, and its economy is heavily reliant on agriculture. Paddy cultivation is predominant, benefiting from the fertile soil and irrigation systems. The region also hosts diverse flora and fauna, including species adapted to wetland ecosystems along the Cauvery Delta. Thanjavur experiences a tropical climate, with hot summers, moderate monsoons, and relatively mild winters. The district typically receives rainfall during the southwest monsoon (June to September) and the northeast monsoon (October to December), contributing to the agricultural productivity of the region.

### **Climate Change Challenges:**

While Thanjavur has historically been an agriculturally productive region, it faces several challenges related to climate change:

1. **Water Stress:** Changes in precipitation patterns and increased temperatures may lead to water stress, affecting irrigation and agriculture.
2. **Extreme Weather Events:** The district is susceptible to extreme weather events such as cyclones or floods, impacting both rural and urban areas.
3. **Sea Level Rise:** Given its coastal proximity, the district faces risks associated with sea-level rise, impacting low-lying areas.

## **1.5 About Krishnagiri District**

Krishnagiri District is located in the western part of Tamil Nadu and covers an area of approximately 5,143 square kilometers. The district has a diverse population. As of the 2011 Census, Krishnagiri had a population of around 1.88 million people. The district's topography is characterised by hills, plateaus, and plains. The Eastern Ghats influence the geography, and the region has both hilly terrain and agricultural plains. Krishnagiri experiences a tropical climate, with hot summers, moderate monsoons, and relatively mild winters. The district typically receives rainfall during the southwest monsoon (June to September) and the northeast monsoon (October to December). Agriculture: Agriculture is a significant

economic activity in Krishnagiri. The district is known for horticultural crops, including mangoes and flowers. The region has diverse flora and fauna, with a mix of forested areas and agricultural landscapes.

#### **Climate Change Challenges:**

- **Water Management:** Changes in precipitation patterns and rising temperatures can impact water availability for agriculture. Efficient water management practices are crucial.
- **Extreme Weather Events:** The district may be susceptible to extreme weather events, including erratic rainfall and temperature variations, which can affect crop yields.
- **Sustainable Agriculture:** Climate change poses challenges to traditional agricultural practices. Promoting sustainable and climate-resilient farming methods is essential for the district's agricultural communities.
- **Biodiversity Conservation:** Conservation of biodiversity, especially in the context of changing climate conditions, is crucial for maintaining ecological balance and supporting agriculture.

## **2 Objectives of request for proposal**

C40 is seeking consultancy services from firms/ consortiums to support the development of climate action plans for Thanjavur and Krishnagiri districts.

The CAP development process will involve working with the two districts in Tamil Nadu namely Thanjavur and Krishnagiri to develop:

- GHG inventories, with apportionment to determine the indicative contribution for Thanjavur and Krishnagiri districts
- Climate Change Risk Assessments highlighting key hazards, impacts and risks as well as adaptation gaps for Thanjavur and Krishnagiri districts
- Context-specific action identification/ definition, monitoring and governance plan for Thanjavur and Krishnagiri districts based on their challenges, priorities and policy/ governance structures with a focus on reducing GHG emissions and increasing resilience to risks.
- Separate CAP documents with sections highlighting nuances for Thanjavur and Krishnagiri districts

The process of the CAP development needs to be participatory and involve engagement with relevant Thanjavur and Krishnagiri districts officials and other stakeholders. Besides the approaches defined below we would welcome suggestions from bidders around other methods to gain buy-in and support for the work.

The assignment is for a total of 8 months and will kick off in April 2024 and needs to be completed by the end of November 2024.

## **3 Deliverables**

### **3.1 Deliverable A: Strategic Appraisal & Needs Assessment**

The Strategic Climate Action Planning Appraisal is designed as a starting point for cities to determine the extent to which their current and/or planned climate targets, policies, plans, data, programmes, and actions are consistent with the goals of the Paris Agreement and the C40 Climate Action Planning Framework.

It involves the gathering and analysis of information that can inform the process of developing the climate action plan. It needs to recognise the work that has already been done and identify areas that need strengthening. This can be done through desk-based research; documentation review as well as interviews with key stakeholders; based on a close interaction with the district's focal point (officials from Thanjavur and Krishnagiri districts in this case). The purpose is to assess the district's current situation against the C40's CAP Framework (CAPF) to identify potential gaps, strengths and opportunities that can support the climate action planning process and inform the work plan to develop the Climate Action plan (CAP) and identify priority areas for development during the project.

This initial activity will also include an Inclusive Climate Action (ICA) needs assessment. A needs assessment puts climate action in a district's wider context, spanning everything the district's government works on, from health and wellbeing to education and skills, economic prosperity and engagement with civil society. It allows the districts to make informed decisions on the suitability and effectiveness of potential climate actions, to design those actions in a way that delivers widespread and equitable benefits, and to align them with the district's wider priorities. It also informs decisions on who and how to engage. Access the resources [here](#) to learn about inclusive city climate action and explore insightful examples from C40 cities.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

### Objectives

- Assess Thanjavur and Krishnagiri current plans/sectoral strategies at a district level against CAP Framework as well as key state and national policies that will affect them.
- Conduct a stakeholder assessment to inform development of the CAPs.
- Identify potential gaps and inform the development of a work plan for developing the CAPs.
- Conduct a needs assessment in alignment with C40's Inclusive Climate Action Planning Playbook
- Summarise key findings to support engagement of different districts departments and wider stakeholders.

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| <b>Key Activities</b> | <p>Following C40's template (refer Annex B) to conduct a Rapid Strategic Appraisal (RSA); the consultant is required to undertake the following activities for the two districts:</p> <ul style="list-style-type: none"> <li>● Review in detail C40's Climate Action Planning Framework and get familiar with the framework requirements. Review C40 Strategic Appraisal templates and prepare a detailed work plan outlining key milestones to deliver the work (including C40 review)</li> <li>● Participate in a kick-off meeting with the C40 team and the two districts to understand &amp; agree on the district's vision for CAP, share insights from an initial assessment based on the C40 SA template, introduce the CAP process, work plan and define next steps.</li> <li>● Review the existing climate literature/plans/policies/projects for Thanjavur and Krishnagiri districts and assess them against the CAPF - as per the C40 SA template. Review can include interviews with key stakeholders, and should be conducted in close coordination with and approved by the two districts</li> <li>● Conduct a stakeholder assessment to inform development of the CAP by identifying a list of the priority stakeholders, including government departments, &amp; methodology for engagement throughout the CAP process (to be conducted in close coordination with and approved by the two districts)</li> <li>● Conduct an initial needs assessment for Thanjavur and Krishnagiri districts in alignment with C40's Inclusive Climate Action Planning Playbook. The needs</li> </ul> |
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|                            | <p>assessment to cover the 6 domains: 'Health and wellbeing'; 'Planet'; 'Education &amp; skills'; 'Economic prosperity'; 'Essential public services'; 'Civil society'; 'Institutions &amp; governance'. (See Annex B for a list of proposed resources)</p> <ul style="list-style-type: none"> <li>Based on the CAPF requirements and the RSA findings, the consultant should conduct a strengths &amp; opportunities analysis, identify data gaps, provide recommendations based on opportunities to improve and structure next steps to move forward, and update &amp; finalise the detailed work plan for CAP development for the two districts.</li> <li>Summarise key findings to present to Thanjavur and Krishnagiri districts and wider stakeholders through a workshop. Consultant to lead planning and delivery of the workshop, including agenda, logistics, preparation of presentation and minutes of meeting, in close coordination with the two districts. All deliverables and presentation to be reviewed by C40 team before finalisation</li> </ul> |
| <b>Indicative timeline</b> | <i>month 1</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Output</b>              | <ul style="list-style-type: none"> <li>Work Plan that details deliverable deadlines and indicative timelines for key sub-tasks within these, including also a stakeholder engagement plan, for CAP development based on the outcome of the RSA for Thanjavur and Krishnagiri districts (format: excel spreadsheet)</li> <li>Summary of key RSA findings for Thanjavur and Krishnagiri districts (format: PPT) to present to the cities during a workshop</li> <li>Summary of Needs assessment findings for Thanjavur and Krishnagiri districts (format: word document, to form part of the CAP itself)</li> <li>Summary of districts context; existing plans/policies (including inclusivity/equity strategies); districts's climate governance &amp; powers assessment; and summary of existing monitoring structure (if applicable) to form part of CAP itself for Thanjavur and Krishnagiri districts (format: word document)</li> </ul>                                                                                                                          |

### 3.2 Deliverable B: Developing GHG inventory

This stage includes development of a GPC<sup>3</sup> compliant GHG emission inventory to form an evidence base which supports decisions in setting formal mitigation reduction targets and identifying key emissions reduction strategies.

The consultant will review all existing literature with respect to any GHG emissions work already completed for the districts. The consultant will further collect relevant data and conduct stakeholder meetings to produce updated GPC compliant GHG inventories for Thanjavur and Krishnagiri districts, using the C40's CIRIS tool or another tool with a proven methodology with data for 2020 or later. The Consultant will also review and update the Inventory Management Plan for the two districts to support future inventory updates.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

#### Objectives

- Identify key emission sources for each sector; gather necessary data and estimate emissions for each sector and sub-sector

<sup>3</sup> Global Protocol for Community-scale Greenhouse Gas Emission Inventories

- Report districts emissions to be in line with the GPC standard
- Summarise results and insights in public facing report Inventory Management Plan as needed with revisions to process, responsibilities, data collect and methods to facilitate future updates.

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| <b>Activity</b>            | Develop emissions inventory for the two districts through data collection and facilitation of meetings with relevant stakeholders to introduce, develop and validate the GHG emissions inventory.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Indicative timeline</b> | <i>month 3</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Output</b>              | <p>The consultant is required to undertake the following activities for the two districts:</p> <ul style="list-style-type: none"> <li>● Review existing literature on previously prepared GHG inventory</li> <li>● Identify and collate relevant data to compile GHG inventory,(GPC data checklist and generic data collection template available on request)</li> <li>● Identify list of relevant stakeholders with Thanjavur and Krishnagiri districts and plan to engage to support inventory development and validation (Templates for Emissions sources mapping &amp; Capturing data provider information available on request)</li> <li>● Develop meeting materials (e.g., agenda, pre-reading and slides) to support engagement with stakeholders</li> <li>● GHG inventory data validated with sectoral teams/ departments in the two districts</li> <li>● Final GHG emissions inventory (in CIRIS or another tool with proven methodology) for Thanjavur and Krishnagiri districts- as well as using C40's self-review template to evaluate and demonstrate their alignment with the GPC.</li> <li>● Prepare an Inventory Management Plan for the two districts to repeat the process in future. To be presented and validated by the two districts. (Existing version available to project team) detailing any improvements that should be made to data quality and/or methods in future inventories to more accurately monitor action implementation</li> <li>● Synthesis findings to develop a clear narrative in the CAP document which explains findings and insights for Thanjavur and Krishnagiri districts</li> <li>● Detailed summary reports for Thanjavur and Krishnagiri districts - to form technical annex of CAP document</li> </ul> <p>GHG inventory, data and assumptions, and summary to be reviewed and approved by C40.</p> |

### 3.3 Deliverable C: Climate Change Risk Assessment (CCRA)

Assessing climate hazards, impacts and risks, now and in the future, is a vital step for cities to inform a district's climate change adaptation strategy, and ensure that the most vulnerable groups, city sectors, and assets are protected. A climate risk assessment looks at the likelihood and potential impact of a range of climate hazards and the risks that are/will be faced by different groups, systems and areas of the districts.

A preliminary scan of documents available in public domain has been undertaken by C40 to identify existing climate risk information at district level (conducted for Dhaka North). As these reports lack the granularity required to inform decision making, the consultant will further review and update the CCRA screening - for Thanjavur and Krishnagiri districts - to assess completeness of existing data and information vis-a-vis C40 CAPF requirements. The Consultant will further use elements from C40's Rapid CCRA method to collect additional information and fill any gaps.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

## Objectives

- Identify districts's climate related hazards and assess the impacts on people/sectors/systems
- Develop a CCRA report covering essential components in line with C40's CCRA Guidance and CAP Framework requirements

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| <b>Activity</b>            | <p>This activity involves identifying the district's current and future climate related hazards and assessing the impacts on people, sectors, and systems to develop a CCRA covering essential components in line with C40's CAP Framework requirements. To be conducted for Thanjavur and Krishnagiri districts highlighting key risks and adaptation gaps for each district.</p> <p>The activity will be supported by identification and engagement of key actors/stakeholders in both districts; collection of data that support the identification of vulnerable communities, assets and services, localised current and future impacts, and climate risk rating; and a workshop (or a series of discussions) to enhance and validate the collected data.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Indicative timeline</b> | <i>month 3</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Output</b>              | <ul style="list-style-type: none"> <li>● CCRA Screening sheet - assessment of existing literature and the availability / completeness of existing data and information - for Thanjavur and Krishnagiri districts</li> <li>● Overview of current and future climate trends, including temperature &amp; rainfall, key hazards and extreme climate events. Future projects should include a summary of 2 RCPs (i.e. a low and high emissions scenario).</li> <li>● Vulnerability maps (locations of sensitive communities, assets and services that are exposed to identified climate hazards) for Thanjavur and Krishnagiri districts</li> <li>● Validated impacts (using Rapid CCRA checklists for natural, social and economic impacts) and prioritisation (through workshop) for Thanjavur and Krishnagiri districts</li> <li>● Risk matrix for prioritised impacts (through workshop) for Thanjavur and Krishnagiri districts</li> <li>● Localised summary of current and future climate risk that can be inserted in the CAP (see deliverable H) for Thanjavur and Krishnagiri districts</li> <li>● Workshop/ meeting materials to support engagement with both Thanjavur and Krishnagiri districts (including agenda, minutes of meeting)</li> <li>● Conduct a series of technical workshops with relevant sectoral teams/ departments (e.g. transportation, buildings, energy, waste) in the two districts to develop the sectoral strategies and high-level targets for the CAP and Pathways model for Thanjavur and Krishnagiri districts (including minutes of meetings).</li> </ul> <p>Maps, impacts, risk matrix and summary to be reviewed and approved by C40. The final CCRA will require an approval from the districts via a presentation.</p> |

### 3.4 Deliverable D: Strategy identification and target setting

The strategy identification phase aims to facilitate identification of key goals, targets and actions for reducing emissions both in the short and long terms in line with the objectives of the international, national and state level commitments. The GHG inventory will form a key element of the baseline for strategy identification and target setting, which will be expanded on with qualitative analysis of how these emissions may change over time. This activity will involve consultation with the core Thanjavur and Krishnagiri teams, other sectoral departments and relevant stakeholders (as agreed with Thanjavur and Krishnagiri teams and C40) to identify and validate strategies and sectoral targets which the district will implement to meet the 2030/2050 scenarios. The strategies and sectoral targets will vary for

Thanjavur and Krishnagiri districts, and will need to be separately identified & finalised with the two districts.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

### Objectives

- Conduct a (qualitative or quantitative) analysis of how emissions may be expected to change over time (to 2030 and 2050) from the base year GHG emissions inventory, under a 'business as usual' scenario, to identify the potential drivers of emissions growth and actions to mitigate this.
- Identify the key strategies (technology and system changes) needed to deliver emissions reductions in line with meeting the objectives of international, national and state level commitments.
- Establish mitigation targets for short term, medium and long term

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| <b>Activity</b>            | Develop mitigation scenarios and identify strategies for Thanjavur and Krishnagiri districts through data collection and workshops with relevant stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Indicative timeline</b> | <i>month 4</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Output</b>              | <p>The consultant is required to undertake the following activities for the two districts:</p> <ul style="list-style-type: none"> <li>● Produce an analysis of emission trajectories for the city, including a business-as-usual forecast and a scenario of ambitious policies that deliver on the goals of the Paris agreement from which to develop actions in the CAP.</li> <li>● Develop meeting materials (e.g., agenda, pre-reading and slides) to support engagement with stakeholders</li> <li>● Conduct a series of technical workshops with relevant sectoral teams/ departments (e.g. transportation, buildings, energy, waste) in the two districts to develop the sectoral strategies and high-level targets for the CAP for Thanjavur and Krishnagiri districts (including minutes of meetings).</li> <li>● Through consultations with the district level stakeholders identify a set of mitigation focussed strategies, actions and targets to be undertaken in the short and long terms along with the action rationale and barriers analysis.</li> <li>● A detailed summary report on the strategy identification process for Thanjavur and Krishnagiri districts - to form technical annex of CAP document</li> </ul> <p>Identified Strategies, Actions and Targets to be reviewed and approved by C40.</p> |

### 3.5 Deliverable E: Adaptation goals, targets, and milestones

Building on the district's vision, as established at the start of the climate action planning process, and informed by the GHG inventory and CCRA, the consultant will engage with the two districts to identify adaptation goals, targets and milestones. Goals and milestones should: (1) be based on the district's current GHG inventory and future climate change scenarios and its hazard or risk assessments; (2) outline the adaptation requirements for the districts, as well as specific sectors, communities, or actions; and (3) ensure transparency with regards to the district's anticipated progress to meeting its vision over a specific time period.

The adaptation goals are usually qualitative, using terms like 'safer', 'better' or 'cooler'. Quantitative adaptation targets can be action output related (e.g % of increased greening in the city), outcome-related (4 degrees cooler) or impact related (# people protected).

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

### Objectives

- Defining clear adaptation goals, targets and milestones
- Identifying corresponding adaptation actions

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| <b>Activity</b>            | <p>This activity involves development of <a href="#">adaptation goals, targets and milestones</a> (as quantified as possible) for priority actions in close consultation with the two districts, sectoral departments and any other relevant stakeholders in the districts (as agreed with Thanjavur/ Krishnagiri districts and C40)</p> <p>It will build on the analysis of relevant policies and plans and identification of existing adaptation goals, targets and milestones drawing from Deliverables B &amp; C. It will analyse climate actions based on the socioeconomic implications on the population, in order to guide the design of inclusive and equitable policies.</p>                                                                                                    |
| <b>Indicative timeline</b> | <i>month 5</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Output</b>              | <ul style="list-style-type: none"> <li>• Identified existing adaptation goals and timelines for different timeframes - the short term (within 4-5 years from the plan's formal approval), medium term (e.g., 2030) and long term (2050) for Thanjavur and Krishnagiri districts</li> <li>• Identified adaptation targets and timelines for several actions, also including actions that are inclusive (to be identified under E)</li> <li>• Stakeholder workshop or meetings across all relevant sectors with key districts stakeholders to sign off goals, targets and milestones including minutes of meetings.</li> <li>• Summary and visual(s) that cover identified goals, targets and milestones that can be inserted in the CAP for Thanjavur and Krishnagiri districts</li> </ul> |

### 3.6 Deliverable F: Action identification, prioritisation, and definition

This phase of the climate action planning process aims to identify, prioritize, and further define key actions for reducing emissions and adapting to the impacts of climate change in line with the objectives of the Paris Agreement, with a focus on short and medium term. The action selection process builds on the mitigation and adaptation goal setting. This stage involves identifying the actions (policies, programmes, projects, and activities) needed to deliver the strategies previously identified and prioritising these actions against a range of relevant criteria<sup>4</sup>. Based on the vision and priorities of the two districts, the consultancy will develop separate long lists and short lists of actions for Thanjavur and Krishnagiri districts. Once the actions are prioritised into a short list, the consultancy will need to define the prioritised actions in more detail through a participatory process with relevant districts stakeholders in the two districts (using the categories<sup>5</sup> included in the action definition template). Ambitious goals and targets should be developed for wider social, environmental, and economic benefits associated with climate action (e.g., health, air quality, employment, equity) and can be in line/in support of the SDGs.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

### Objectives

- To identify and prioritise key actions (policies, projects, programmes and other activities) needed to achieve the strategies.

<sup>4</sup> It is recommended that these criteria include primary benefits (e.g., GHG emission mitigation, increased resilience), secondary co-benefits (e.g., health, public services, local environment) and other criteria related to feasibility.

<sup>5</sup> Action description; GHG impacts; Adaptation impacts; Benefits & SDGs; Governance; Barriers & conditionalities; Inclusive climate action; Measuring performance; Resourcing & financing

- Define each of the priority actions (it is recommended to use the categories included in the action definition template).

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity</b>            | <ul style="list-style-type: none"> <li>● Identify and engage key actors/stakeholders in action development (to be conducted in close coordination with and approved by Thanjavur and Krishnagiri districts)</li> <li>● Compile an initial long list of adaptation and mitigation actions from different sources, including international best practice (see C40 Knowledge hub and strategic recommendations<sup>6</sup>).</li> <li>● Validate the long list of actions with the wider group of stakeholders in Thanjavur and Krishnagiri districts and link the actions to the previously defined strategies and targets.</li> <li>● Conduct an initial screening and identify the appropriate criteria for Thanjavur and Krishnagiri districts to evaluate and prioritise the screened actions.</li> <li>● Support Thanjavur and Krishnagiri districts to select and validate the priority actions (based on the previously identified key strategies). Summarise the process and key findings.</li> <li>● Define how Thanjavur and Krishnagiri districts will describe the actions, identify needed data and sources</li> <li>● Assess interaction between adaptation and mitigation actions</li> <li>● Identify wider social, environmental, and economic benefits of priority climate actions aligned with local priorities for Thanjavur and Krishnagiri districts (based on findings from deliverable A). Refine/adjust proposed actions to maximise equity and inclusion. Detail measures/policies that promote inclusivity of priority actions</li> <li>● Complete the agreed information for every priority action (bearing in mind CAP framework requirements) and validate completed information with the districts stakeholders group</li> </ul> |
| <b>Indicative timeline</b> | <i>month 5</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Output</b>              | <ul style="list-style-type: none"> <li>● Initial long list of proposed actions draft and final (following C40 review)for Thanjavur and Krishnagiri districts</li> <li>● Meeting materials (e.g., agenda, pre-reading and slides) to support engagement with stakeholders</li> <li>● Sectoral technical meetings with relevant sectoral teams (e.g., transportation, buildings, energy, waste, adaptation) (including minutes of meetings).</li> <li>● Validated long list and short list of climate actions draft and final (following C40 review) for Thanjavur and Krishnagiri districts</li> <li>● Completed and validated action definition report for each priority action (including further information for each action: GHG impacts; Adaptation impacts; Benefits &amp; relevant SDGs; Governance; Barriers &amp; conditionalities; equity considerations; relevant indicators; Resourcing &amp; financing), to be part of the CAP itself. Draft and final following C40 review for Thanjavur and Krishnagiri districts</li> <li>● Written summary of prioritisation process to be part of the CAP itself for Thanjavur and Krishnagiri districts</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

<sup>6</sup> Available from: <https://www.c40knowledgehub.org/sfc/servlet.shepherd/document/download/0691Q0000006b6aQAB>

### 3.7 Deliverable G: Monitoring plan

A Monitoring, Evaluation and Reporting (MER) system enables cities to track and review the intended results and real progress against the districts Climate Action Plan (CAP) targets, demonstrating the value of the actions taken over time, allowing cities to show short term progress as well. A well-functioning MER system improves the accountability and transparency of the diverse range of actors involved in delivering the climate action plan and can also help cities to secure further support for climate action.

The purpose of this work package is to develop/strengthen the districts's monitoring system, clearly describing the governance structure and reporting frequency and approach, including a range of different key performance indicators (KPIs) to track progress at an action level, as well as evaluating the districts-wide impact of the CAP implementation. The MER Plan would align to the priorities and governance structures of the two districts and would be developed separately for Thanjavur and Krishnagiri districts.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

#### Objectives

- Define the district's monitoring system and select KPIs for priority actions.
- Identify action specific indicators that the districts could use to monitor equitable distribution of outcomes.
- Define districts wide evaluation of impact approach and update frequency.
- Define how frequently the districts will update or refresh their CAP.

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity</b>            | <ul style="list-style-type: none"><li>● Assess the current monitoring systems and identify potential gaps and opportunities in relation to climate action for Thanjavur and Krishnagiri districts (based on findings from deliverable A).</li><li>● Identify and engage relevant stakeholders and define CAP monitoring &amp; reporting system for Thanjavur and Krishnagiri districts (including roles and responsibilities)</li><li>● Identify the current indicators for Thanjavur and Krishnagiri districts and based on the CAP action definition work, define priority actions, KPIs including indicators to track the equitable distribution of impacts and wider benefits</li><li>● Define districts wide approach and update frequency to evaluate of impact (GHG inventory and CCRA) for Thanjavur and Krishnagiri districts</li><li>● Define with the monitoring, evaluation, and reporting frequency; as well as revision and CAP update - (to be conducted in close coordination with and approved by Thanjavur and Krishnagiri districts for including in monitoring chapter of CAP)</li></ul> |
| <b>Indicative timeline</b> | <i>month 6</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Output</b>              | <ul style="list-style-type: none"><li>● MER chapter of climate action plan developed including validated CAP update frequency, MER structure (including roles and responsibilities), defined KPIs; reporting frequency and platform and approach to evaluate impact draft and final (following C40 review) for Thanjavur and Krishnagiri districts</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### 3.8 Deliverable H: Climate action governance

Climate governance is an integral component of climate action planning and refers to the formal and informal rules, structures, processes, and systems which define and influence policy and action on climate change. A good climate governance system is important for the effective implementation of a district's Climate Action Plan (CAP). Coordination with existing laws, regulations, policies, plans, initiatives, and institutions, together with identification of potential barriers, will help to identify complementary efforts and foster collaboration, opportunities for organisational coordination and integration should be maximised to ensure efficient and effective delivery.

Due to the nature of climate action cutting across the work of different departments and agencies, to ensure good climate governance, there is a need for mainstreaming the climate action plan throughout the district's governance systems and structures, across the sectors and departments involved in delivering the climate actions within the plan. As such, governance processes are considered throughout the process of designing, delivering, and monitoring an ambitious climate action plan<sup>7</sup>.

The purpose of this work package is to assess the current governance structures, identify potential barriers and strengthen opportunities for Thanjavur and Krishnagiri districts towards developing and implementing the climate action plans.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

#### Objectives

- Assess current systems and districts powers based on initial RSA done as part of deliverable A.
- Identify potential climate governance challenges and opportunities
- Develop priority actions to address challenges or exploit opportunities, as well as longer term actions for strengthening climate governance for effective implementation and mainstreaming of the CAP

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity</b> | <ul style="list-style-type: none"> <li>● Identify and engage relevant stakeholders building on the findings from the RSA conducted under Deliverable A. To be conducted in close coordination with Thanjavur and Krishnagiri districts.</li> <li>● For Thanjavur and Krishnagiri districts, review the opportunities for integration with existing laws, regulations, policies, plans, and of the local government institutions that are key for accelerating delivery and are involved in the development of the plan. (Consider delivering a workshop or a series of meetings)</li> <li>● Analysis of potential governance challenges and opportunities for implementation and identification of priority needs and actions, both in the short and long-term for Thanjavur and Krishnagiri districts. Assess districts's</li> </ul> |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>7</sup> Please see the CAP process diagram on page 3, presenting the "Governance" as a cross cutting phase. Please review the other work packages to get a full understanding of every stage and the role the different teams will need to play. Earlier stages of the development process will also include insights about governance challenges and opportunities.

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <p>power by sector (based on analysis from RSA) and prepare a brief summary to include in the CAP</p> <ul style="list-style-type: none"> <li>Define climate governance; validate the structure with a high-level political team and develop a summary for the CAP for Thanjavur and Krishnagiri districts</li> </ul> <p><b>Note:</b> C40 developed a series of resources to support these tasks. The C40 Governance Self-Assessment Resources aim to support cities in assessing their governance systems and identifying opportunities and barriers for developing and implementing their climate action plans. See <a href="#">‘How to strengthen climate governance for an effective climate action plan’</a>, in the CAP guide.</p> |
| <b>Indicative timeline</b> | <i>month 6</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Output</b>              | <ul style="list-style-type: none"> <li>Summary of results of Governance Self-Assessment for Thanjavur and Krishnagiri districts</li> <li>districts specific climate governance section in the CAP (based on institutional definition of the CAP governance structure for CAP development, delivery and monitoring - deliverable F) for Thanjavur and Krishnagiri districts</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |

### 3.9 Deliverable I: Drafting of the climate action plan (CAP) document

The purpose of this task is to determine the most appropriate structure of the district's climate action plan document(s) in line with the vision and priorities of the two districts and to write the plan utilising the evidence and outputs developed from earlier stages of the process.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

#### Objectives

- Determine the structure of the district's climate action plan document(s) in line with districts' vision and priorities
- Write the plan utilising the evidence and outputs developed from earlier stages of the process.

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity</b>            | <ul style="list-style-type: none"> <li>Define and validate with Thanjavur and Krishnagiri districts the structure and CAP document(s) components.</li> <li>Develop a clear narrative for climate action and its benefits compatible with the district's contexts and visions for Thanjavur and Krishnagiri districts</li> <li>Develop structured and comprehensive CAPs for Thanjavur and Krishnagiri districts - that meets the requirements of the C40 CAP Framework.</li> <li>Propose the document(s) design and visual contents and support the review and validation process.</li> <li>Finalise the CAP document(s)</li> </ul> |
| <b>Indicative timeline</b> | <i>month 7</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Output</b>              | <ul style="list-style-type: none"> <li>Proposed structure draft and final (based on approval by Thanjavur and Krishnagiri districts)</li> <li>First draft climate action plan (for review by C40 team)</li> <li>Draft final climate action plan submitted by consultant for review by C40 and district teams.</li> </ul>                                                                                                                                                                                                                                                                                                            |

|  |                                                                             |
|--|-----------------------------------------------------------------------------|
|  | First draft of the climate action plans to be reviewed and approved by C40. |
|--|-----------------------------------------------------------------------------|

### 3.10 Deliverable J: CAP review and finalisation

As noted above, C40 will undertake a formal final review of the draft final CAPs to ensure alignment with the C40 Climate Action Planning Framework. This task involves preparing the CAP review workbook (a simple table to signpost where relevant content from the final CAP meets each of the essential criteria of the C40 CAP Framework). In addition, the CAP documents will also be reviewed and approved by the district's team before finalisation.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

#### Objectives

- Complete CAP review workbooks for Thanjavur and Krishnagiri districts
- Obtain final CAP approval from C40 and Thanjavur and Krishnagiri districts

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity</b>            | <ul style="list-style-type: none"> <li>• Complete the CAP review workbook (Draft and Final) - for Thanjavur and Krishnagiri districts separately</li> <li>• Revise CAP documents for Thanjavur and Krishnagiri based on districts review and C40 review</li> <li>• Finalise separate CAP documents for Thanjavur and Krishnagiri districts including graphic design, translation into Tamil and layout.</li> </ul> |
| <b>Indicative timeline</b> | <i>month 8</i>                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Output</b>              | <ul style="list-style-type: none"> <li>• Completed CAP review workbook (draft and final) - for Thanjavur and Krishnagiri districts separately</li> <li>• Final climate action plans for Thanjavur and Krishnagiri districts (including graphic design and layout)</li> </ul>                                                                                                                                       |

## 4 Budget

*A maximum budget of US\$80,000 is available, including all taxes. Bids must not exceed this value.*

## 5 Project specification

### a. Programme Management

C40 will oversee and manage the project, including overall technical review, project monitoring, and facilitation of discussions with Thanjavur and Krishnagiri districts. All documents/deliverables will be submitted to the C40 team for review before submission to Thanjavur and Krishnagiri districts for approvals. Payment will align to the schedule of deliverables and subject to satisfactory submission of deliverables based on review and approval by C40 and Thanjavur and Krishnagiri district teams.

The successful bidder is expected to engage two on-ground teams (separate for Thanjavur and Krishnagiri districts), with at least 2 senior staff in each district, to work in close coordination with the two districts. At C40, the project will be anchored at the C40 South and West Asia Regions team and all deliverables and requests will need to be approved by the C40 Regional Director, South and West Asia. C40 staff will provide overall guidance in terms of C40 resources & tools to be used and will be involved in technical review of each deliverable.

All written and analytical outputs to be delivered in draft first with at least 10 days review time for C40. Additionally, overall progress review meetings will be organised every 2 weeks with C40, on a monthly basis with Thanjavur and Krishnagiri districts.

#### **b. Language**

All outputs should be provided in English and Tamil. Stakeholder consultation and workshop / meeting materials will need to be translated into Tamil. The final CAPs will also need to be delivered in English and Tamil.

#### **c. Documentation**

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 C40 Cities. Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard. All documentation to be shared with cities or other external partners should only feature C40's name and logo and relevant Tamil Nadu state logos; successful bidders may not use their own name(s) or logo(s) except with prior written permission by C40. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

## **6 Proposal**

#### **a. Submission details**

#### **b. Submissions should include:**

##### **Work Plan and cost breakdown:**

- A work plan outlining how the above requirements will be delivered on time (the proposed duration of the project is 6 months) and to the expected standard, and how the bidder proposes to work with, and involve, Thanjavur and Krishnagiri districts and C40.
- A full, detailed, cost breakdown for each of the deliverables, **inclusive of taxes** and hours allocated to tasks per project team member and daily rates of project team.

##### **Timeline:**

- The proposed duration of the project is 8 months with kick off in April 2024 and completion by the end of November 2024.

##### **Team Composition:**

- The firm/consortium will require an on-ground team/office in Thanjavur and Krishnagiri districts, with at least 2 senior staff in each district (Thanjavur and Krishnagiri) for coordination and should be fluent in Tamil.
- Details of the organisation and proposed project team – please include relevant experience and expertise and limit CVs to two pages per person; clearly indicate the project lead, the role of

each team member and whether the person will be stationed in Thanjavur and Krishnagiri offices.

- Provide clear examples of relevant work on Climate Action Planning, Climate Action Strategy, Preparation of GHG inventories, Climate change risk assessments and other related work that has been undertaken/ completed in Tamil Nadu.
- At least two recent references with phone and email contact details.
- Confirmation of adherence to C40's terms and conditions.
- Any additional deliverables and/ or information relevant to this tender.

#### **c. Time schedule for bids**

A tender in response to this request for proposal should be submitted no later than **26 February 2024** to **Ms. Shruti Narayan**, Regional Director, South and West Asia, C40, [snarayan@c40.org](mailto:snarayan@c40.org), **Mr. Benjamin Mathews John**, Senior Manager Climate Implementation, South and West Asia, [bjohn@c40.org](mailto:bjohn@c40.org) and **Mr. Sabareesh Suresh**, Manager Climate Implementation, [ssuresh@c40.org](mailto:ssuresh@c40.org)

The tender evaluation will take place between **26 February and 11 March 2024** and the bidder may be invited for a virtual meeting *during* this period.

## **7. 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 size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to [C40's Equity, Diversity and Inclusion Statement](#) as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

## **8. 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.

## 9. Subcontracting

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

## 10. RfP and Project Timeline

### RFP Timeline:

| RFP Timeline                             | Due Date                |
|------------------------------------------|-------------------------|
| Request for Proposals sent out           | <i>6 February 2024</i>  |
| Questions submitted to C40               | <i>13 February 2024</i> |
| C40 responds to questions                | <i>16 February 2024</i> |
| Deadline for receiving Offers            | <i>26 February 2024</i> |
| Evaluation of Proposal                   | <i>8 March 2024</i>     |
| Successful suppliers notified of outcome | <i>11 March 2024</i>    |
| Inception meeting                        | <i>15 March 2024</i>    |
| Contract sent for countersignature       | <i>29 March 2024</i>    |
| Project Commencement                     | <i>1 April 2024</i>     |

## 11. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria and weighting:

| Evaluation Criteria                                                                                                                                                                                                | Weighting (%) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Project delivery approach proposed, including project management approach - ability to deliver outputs to time and quality                                                                                         | 40            |
| Expertise and experience of the bidder across relevant topics and local geography. Including existing work and methods that we can draw on for this work                                                           | 30            |
| Value for money                                                                                                                                                                                                    | 20            |
| Equity and ethical alignment considerations:<br>C40 is looking to appoint an organisation or individuals that share our values and is grounded in the context of the local community. Consideration will focus on: | 10            |

|                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• location of organisations (preference will be given to locally based organisations),</li> <li>• organisations with women and youth ownership</li> </ul> |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## 12. Project Budget

Costs should be stated as one-time or recurring costs. The maximum budget available for all project deliverables is \$80,000 USD. Note that all costs should be included (taxes, etc.), as the budget above represents the total amount available. Proposals should include a budget breakdown of the tasks per project team member and deliverables with project budget breakdown of deliverables and hours allocated to tasks per daily rates of project team.

Cost for workshops should include (where appropriate) the cost for catering, venue hire, equipment such as projectors, and all other logistical costs for meetings and workshops. All costs and the budget are to be prepared in USD.

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

Payment will be made periodically based on completion and successful approval of deliverables as outlined in the Payment schedule below. Please note, C40 does not pay contractors more frequently than once per month.

## 13. 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](#)
- [C40 Non-Staff Travel and Expenses Policy - if applicable - [here](#)]

## 14. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email ids below by 26th February 2024, 11:59 hrs IST to [snarayan@c40.org](mailto:snarayan@c40.org), [bjohn@c40.org](mailto:bjohn@c40.org), [ssuresh@c40.org](mailto:ssuresh@c40.org)

All questions related to this RFP by potential bidders should be directed by email to [snarayan@c40.org](mailto:snarayan@c40.org), [bjohn@c40.org](mailto:bjohn@c40.org) and [ssuresh@c40.org](mailto:ssuresh@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 bidders in preparing a response to 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 bidder as a result of this procurement process, nor to accept the lowest price or any tender.

## **Annex A: C40 CV template**

### **CURRICULUM VITAE (CV) TEMPLATE FOR PROPOSED PROFESSIONAL STAFF**

- 1**        **Proposed Position** [only one candidate shall be nominated for each position]:
  
- 2**        **Name of Firm** [Insert name of firm proposing the staff]:
  
- 3**        **Name of Staff** [Insert full name]:
  
- 4**        **Date of Birth:**
  
- 5**        **Nationality:**
  
- 6**        **Education** [Indicate college/university and other specialised education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
  
- 7**        **Membership of Professional Associations:**
  
- 8**        **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]:
  
- 9**        **Countries of Work Experience:** [List countries where staff has worked in the last ten years]:
  
- 10**       **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
  
- 11**       **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

|                        |
|------------------------|
| From [Year] to [Year]: |
|------------------------|

Employer:

Positions held:

## 12 Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to fulfill the requirements specified in this tender]

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

## Annex B: Documents, tools and resources

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Deliverable A</u> | <a href="#">CAP Framework Strategic Appraisal Report template</a> (Rapid Strategic Appraisal (RSA) template available upon request)<br><a href="#">Inclusive Community Engagement Playbook</a><br><a href="#">Inclusive climate action planning, conducting a districts' needs assessment</a><br><br>For further reference check the following CAP Guide articles: <a href="#">Introducing the CAP Guide; first steps; districts needs assessment</a> |
| <u>Deliverable B</u> | <a href="#">GPC standard</a><br>districts Inventory Reporting and Information System (CIRIS) <a href="#">reporting tool</a> and <a href="#">user guide</a><br>(*) Liaise with C40 team for a data collection template to inform pathways model<br><br>For further reference check the following CAP Guide articles: <a href="#">GHG emission inventories; identifying mitigation strategies.</a>                                                      |
| <u>Deliverable C</u> | Article in CAP Guide: <a href="#">How to conduct a CCRA</a><br><a href="#">Climate Change Risk Assessment Guidance</a> and C40 CCRA Screening sheet (available upon request)<br><a href="#">Infrastructure Interdependencies + Climate Risks Report</a><br>CCRA data checklist (available upon request)<br>Rapid CCRA (module and template, available upon request)                                                                                   |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <u>Deliverable D</u> | CAP Guide article: <a href="#">Identifying adaptation strategies</a><br><a href="#">AMIA tool</a> (Adaptation and Mitigation Interaction Assessment tool)                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <u>Deliverable E</u> | Article in CAP Guide: <a href="#">Action prioritization, selection &amp; definition</a> ; <a href="#">How to engage stakeholders for powerful and inclusive climate action planning</a><br>Check also the <a href="#">Inclusive Climate Planning executive guide</a>                                                                                                                                                                                                                                                                                                                 |
| <u>Deliverable F</u> | <a href="#">C40 MER Adaptation Framework</a><br><a href="#">C40 districts CAP Monitoring, Evaluation and Reporting (MER) Guidance</a><br><a href="#">C40 districts CAP MER Example Annex</a><br><a href="#">C40 districts CAP MER Indicators Matrix</a> and <a href="#">User Guide</a><br>Workshop modules: <a href="#">summary and introduction</a> ; <a href="#">workshop facilitation</a><br><br><b>For further reference check the following CAP Guide article:</b> <a href="#">How to set up monitoring, evaluation and reporting for your districts's climate action plan.</a> |
| <u>Deliverable G</u> | CAP Guide article: <a href="#">good climate governance</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Deliverable H</u> | CAP Guide article: <a href="#">How to write and launch a CAP</a><br><a href="#">CAP review workbook</a> (available upon request)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### Annex C: Non- C40 Cities Checklist criteria.

| Criteria                                                         | Evidence                                                                                                                                                                                                                                                                                                                                                                |
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| 1.1.1 Long-term vision and political commitment                  | The city's vision should outline the main features and benefits of becoming an emissions neutral and climate resilient city by 2050, and should include a commitment to take transformational and inclusive action in key sectors (e.g. energy, buildings, transport and waste). The commitment should specifically endorse the Paris Agreement.                        |
| 1.1.2 Targeted engagement and consultation with stakeholders     | Stakeholder engagement and consultation are essential for: securing widespread support and buy-in for the plan; ensuring the inclusivity of the plan development process; gathering the most appropriate and comprehensive data and information to develop actions; and establishing partnerships that will be necessary for delivery.                                  |
| 1.3.1 Emissions neutrality target and interim target             | Clearly published absolute citywide emission reduction targets that present an ambitious short-term target (no later than 2030) and net zero emission target by 2050.                                                                                                                                                                                                   |
| 1.3.2 Goals and milestones for climate resilience and adaptation | Goals and milestones are based on the city's climate change scenarios and its hazard or risk assessments, outlining the adaptation requirements for specific time periods through to 2050. Goals may be stated in relation to the city as a whole, for specific sectors, communities or actions, ensuring transparency with regards to the city's anticipated progress. |
| 1.3.3 Goals and targets for wider benefits                       | Ambitious goals and targets for wider social, environmental and economic benefits associated with climate action (e.g. health, air quality, employment, equity)                                                                                                                                                                                                         |
| 2.1.2 Socio-economic context and key future trends               | The plan should provide an overview of the city's contextual data, trends and/or other information that is relevant to climate action. Social and economic indicators should be informed by the city's priorities.                                                                                                                                                      |

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| 2.2.2 The city's powers and capacity                   | There is an assessment of the powers held by city government over relevant sectors, assets and functions or actions, noting where additional collaboration is needed to accelerate the delivery of transformational actions over the short term.                                                                                                                                                                                                            |
| 2.3 Greenhouse gas emissions inventory                 | The sector-level inventory includes details of, or references to, the methodology used, and covers the following emissions sources: scope 1 emissions from fuel use in buildings, transport and industry; scope 2 emissions from use of grid-supplied energy; and scope 1 and 3 emissions from waste generated within the city's boundary. The inventory covers a full year of data and was compiled no more than 4 years prior to publication of the plan. |
| 2.4.1 Business-as-usual emissions trajectory           | The BAU emissions trajectory is presented in the plan, which takes into account the projected population and economic changes for the city and provides a scenario to 2050. The methodology is documented, with transparency on the inputs and assumptions used.                                                                                                                                                                                            |
| 2.4.2 Emissions trajectory or carbon budget            | Evidence is presented to show that the strategies and actions (conditional or unconditional) identified in the CAP could deliver on the emissions trajectories and targets (or budgets) that have been established. Any residual emissions are identified in this emissions trajectory.                                                                                                                                                                     |
| 2.5.1 Climate hazard assessment                        | There is an assessment of the changing frequency, severity and scale of all significant climate hazards through to 2030 with a commitment to assessing climate hazards through to 2050. Hazard scenarios are based on standard local methodologies or at least on a medium-emissions scenario (i.e. Representative concentration pathways peaking at 4.5 by 2100).                                                                                          |
| 2.5.2 Climate hazard impact assessment                 | There is a qualitative assessment of the impact to city systems, sectors and vulnerable communities based on the climate hazard assessment. The impact of hazards on city inhabitants and vital infrastructure (e.g. utilities, hospitals) is considered based on their vulnerability and adaptive capacity.                                                                                                                                                |
| 3.1.1 Evidence-based mitigation and adaptation actions | The list of mitigation and adaptation actions is informed by the evidence base. It focuses on the highest emissions sectors and climate risks, and the actions that deliver the greatest emissions and risk reduction potential. Mitigation and adaptation actions are considered in an integrated way, maximising efficiencies and minimising investment risk.                                                                                             |
| 3.2 Identifying barriers                               | Significant barriers to implementation of actions have been identified, along with actions to overcome them.                                                                                                                                                                                                                                                                                                                                                |
| 3.3 Residual emissions                                 | The plan should maximise efforts to deliver action within the city. However, a city may, after all actions have been deployed, still have residual emissions. The quantity of residual emissions expected following emissions reduction actions through to 2050 should be calculated and monitored.                                                                                                                                                         |

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| 3.4 Monitoring, evaluation and review of plan implementation | Long-term commitment to delivering the plan should be demonstrated through a process of setting key performance indicators, ongoing monitoring, impact evaluation and progress reporting. This will provide stakeholders with transparency about the process, inspiring trust in the city government and its commitment to becoming an emissions neutral and climate resilient city by 2050. The plan should set out a method for monitoring, evaluation, reporting and revision of the plan itself at least every 5 years. |
| 3.5 Mainstreaming climate action as a city priority          | City demonstrates how it has mainstreamed climate considerations into their internal governance processes and functions, to ensure all departments leverage their existing mandates and harness available expertise, resources, skills and budget to accelerate the delivery of the city's climate commitments.                                                                                                                                                                                                             |