REQUEST FOR PROPOSAL (RfP)

Solar Social Tariff (Lisbon)

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

This project is part of the Inclusive Climate Action Programme. More info: https://www.c40.org/programmes/inclusive-climate-action

Deadline for proposals:
March 04, 2024
Service required between:
March – April 2024
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 Realldania.

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

2. Summary, Purpose and Background of the Project

About the Global Green New Deal Pilot Program: Through the Inclusive Climate Action (ICA) Programme, C40 is supporting targeted engagement in 20+ champion cities across 5 regions. This support focuses on delivering inclusive climate action, a just transition and demonstrating what a Global Green New Deal (GGND) looks like in practice in cities. The initiative is based on C40's ambition to advance climate mitigation goals, a just and equitable transition, and adaptive resilience in North America, Europe, Africa and Latin America. The objective is for mayors and cities to contribute as world leaders to the transition of societies and communities in a low-carbon and socially desirable way, to avoid the risk of climate breakdown.

In April 2022, the Mayor of London and Chair of C40 Cities, the Mayor of Barcelona and Vice Chair of C40 Cities co-hosted a roundtable on Energy Poverty in collaboration with the Secretary General of the International Trade Union Confederation. As a result of this Mayoral and Union collaborative event, a 10-point Energy Crisis Emergency Plan was developed that C40’s new Global Green New Deal (GGND) European Pilot is helping cities deliver.

The GGND European pilot, a subset of the GGND ICA Program, supports leading European Mayors and their cities with technical support and peer learning opportunities to accelerate the Plan delivery. The pilot engages leading European cities (including, Barcelona, Lisbon, Milan, Paris, Rotterdam and Warsaw) to strengthen and support their role in tackling the energy crisis in Europe. The pilot will enhance cities’ capacities and support action to advance key strategies in line
with the C40 10-Point Energy Crisis Emergency Plan (i.e., the 3Rs: relief, retrofit, renewables) in an inclusive and equitable manner.

Specifically, the pilot aims to:

a) Advance new or enhance existing local actions to tackle energy poverty in line with the Energy Crisis Plan through inclusive climate action, addressing immediate responses to and future plans for the current energy and cost of living crises.

b) Build capacity through tailored peer learning support for city staff on issues of equitable policy development, delivery and inclusive community engagement.

The GGND European Pilot will demonstrate best-practices of how to implement relief, retrofit, renewable and resiliency strategies, demonstrating an evidence base of how cities are addressing the energy crisis and energy poverty. By showcasing cities’ leadership and actions, this process will reinforce cities’ voice and perspective in the energy crisis debate at the European regional level.

**Background of this project:**

In Portugal, the energy transition faces an added difficulty arising from relevant inequalities regarding the access to energy services in the residential sector. Compared to other European countries, Portugal has worrying levels of energy poverty, which result, in a large extent, from the combination of the lack of economic conditions for families to maintain satisfactory levels of thermal comfort, with the low energy performance and poor state of conservation of the building stock. According to Eurostat data, Portugal ranks as the lower fifth country in the European Union, having around 19% of the population experiencing energy poverty problems.

Targeting a more effective and assertive response, the city of Lisbon has been undertaking a series of initiatives to allow a better understanding and characterization of the problem. In this context, we highlight the implementation of a survey approach which focuses, in a pioneering way, the integration of variables commonly related to energy poverty, with the citizens perceptions on the phenomenon, and its effects on human health and thermal comfort. Additionally, regarding the energy efficiency levels of residential buildings in the city, the existing data are also clear in corroborating this problem.

According to the energy performance certificates issued within the city's territory, we can conclude that 45.1% have very low levels of energy efficiency, and 5.5% have very significant repair needs.

Consequently, based on the principle that the energy transition must be accompanied by a broad social transformation, which ensures equity in the distribution of responsibilities and benefits, the city of Lisbon intends to implement the concept of the Social Solar Tariff. This concept's main objective is to ensure democratisation on accessing energy services in the residential sector, focusing on the implementation of energy communities as a starting point for mitigating and alleviating energy poverty.
In this context, households, especially the most vulnerable, are called and invited to actively participate in the creation of energy communities, and collaboratively benefit from access to energy in more advantageous economic and social conditions.

**Project scope:**

As expressed in the Lisbon Climate Action Plan 2030, energy poverty takes the lead as the most relevant problem in the city’s residential sector, with its eradication being assumed as a major goal to be achieved by 2050.

The strategy to address this problem involves a set of commitments targeting the democratization in accessing clean energy. This has been planned to be done through the implementation of supporting mechanisms capable of reducing the burden of energy costs on the most vulnerable families budget (including those with greater difficulties in implementing energy retrofit measures) and, notably, to increase the thermal comfort of these populations – adding relevance to thermal stress as an overlooked component of energy poverty that amplifies health conditions, and which lead to increased costs with public health and social security and loss of productivity of companies; likely even greater costs than those incurred in energy efficiency interventions, affecting segments of the population other than the economically poor.

In this context, the city of Lisbon will launch a public tender for the installation of a 2 MWp photovoltaic power plant, to be located in the Carnide parish, and which is intended to supply energy to the Padre Cruz municipal social housing neighbourhood. This power plant is integrated within the scope of the commitments assumed by the city, intending to be a first pilot for the implementation of the Social Solar Tariff, to be replicated in several neighbourhoods across the city.

In order to create a strong knowledge base that supports the analysis of the different project components that influence the determination of the solar social tariff value, C40 is seeking a consultant to develop a model allowing the simulation of different parameters – technical and economic – associated with the installation of the photovoltaic plant ensuring an informed decision for the project implementation.

**Deliverables:**

In addition to the deliverables outlined below, the successful bidder will be responsible for creating and maintaining project timelines.
### D1:

| Activities | • Develop an analytical model capable of estimating the matching between the electricity produced by the PV plant and the consumption of the neighbourhood’s inhabitants. The model should provide a full year hourly basis analysis, based on the neighbourhood’s consumption profiles (to be provided by the city team) and the PV plant electricity production forecast (to be provided by the successful bidder). |
| Indicative timeline | • Late-March |
| Outputs | • Model of the PV production vs. inhabitants’ electricity consumption |

### D2:

| Activities | • Develop a financial analysis model for the solar plant to measure key financial indicators (including payback period, net present value, internal rate of return) based on CAPEX and OPEX. This model must give the city the ability to measure the impact of different scenarios for the allocation of the electricity sales revenue (such as transferring a given percentage of the sales revenue to vulnerable residents to reduce their energy burden, social tariff values, etc.) from the plant on these financial indicators. |
| Indicative timeline | • Late-April |
| Outputs | • Simulation model to undertake the financial analysis of the plant under different scenarios. |

### D3:

| Activities | • Final report describing the methodological approach used to develop the simulation model (D2), assumptions, financial analysis under different scenarios and main conclusions. |
| Indicative timeline | • End of April |
| Output | • Report describing the methodology and a step-by-step guide of the simulation model. |
3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **9pm EST, March 04, 2024.** Any proposals received after this date and time will not be accepted. All proposals should be in English and should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

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

- How your proposal is responsive to the Evaluation Criteria;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff;
- Proposed working partnership with C40 and the City of Lisbon, including (as applicable) project governance and management, key roles and responsibilities, and escalation procedure for issues;
- Resumes of proposed key personnel in the standard C40 CV Template;
- Information about the organisation’s commitment to equity, diversity and inclusion and ethical alignment with C40.

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

**Supplier Diversity**

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

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

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

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

If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier.

Subcontracting

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

4. RfP and Project Timeline

RfP Timeline:

<table>
<thead>
<tr>
<th>RfP Timeline</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>February 12th, 2024</td>
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<tr>
<td>Deadline for receiving Offers</td>
<td>March 4th, 2024</td>
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<tr>
<td>Clarification of Offers</td>
<td>March 6th, 2024</td>
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<tr>
<td>Evaluation of Proposal</td>
<td>March 7th, 2024</td>
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<tr>
<td>Selection decision made</td>
<td>March 7th, 2024</td>
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<tr>
<td>All Potential Suppliers notified of outcome</td>
<td>March 8th, 2024</td>
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Project Timeline

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<tr>
<th>Project Timeline</th>
<th>Due Date</th>
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<tr>
<td>The project initiation phase must be completed by</td>
<td>March 15, 2024</td>
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<tr>
<td>Deliverables are expected to be completed by</td>
<td>April 30, 2023</td>
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<td>The project is due to run until</td>
<td>May 06, 2023</td>
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5. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria

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<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tr>
<td>Demonstrated experience and understanding of the project;</td>
<td>40%</td>
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<tr>
<td>Robustness of the project delivery proposal and ability to meet objectives</td>
<td>30%</td>
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<tr>
<td>Project management, work approach and timeline</td>
<td>15%</td>
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<td>Cost effectiveness of the proposal</td>
<td>15%</td>
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6. Project Budget

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

**Total proposed project costs** (incl. VAT and other ‘hidden’ costs, if applicable) should not exceed **5,000 EUR**.

Payment will be made according to meeting project milestones as approved by the C40 point of contact.

7. C40 Policies

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

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

8. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by **March 04, 2024 at 9pm EST**:

- Josu Mozos, Inclusive Climate Action Senior Manager, Europe: jmozos@c40.org
Anonymised responses to questions will be provided here when the Q&A period closes.

Disclaimer

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

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