REQUEST FOR PROPOSAL (RfP)

-Mainstreaming Inclusive Climate Action in Jakarta-

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

1 Apr 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 Realdania.

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

2. Background of the Project

2.1. UCAP CAI Programme

C40’s Climate Action Implementation (CAI) Southeast Asia Programme is part of a new, broader UK Government funded Urban Climate Action Programme (UCAP) that aims to work with cities in Africa, Latin America, and Southeast Asia to implement high impact, priority climate actions and to integrate climate action into city plans, processes and structures. In Southeast Asia, the programme will work with Quezon City, Jakarta, and Kuala Lumpur.

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

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

C40 defines climate mainstreaming as the systematic integration or embedment of climate considerations throughout a city’s vision, strategy, governance, operations and monitoring. The general intention of climate mainstreaming is to make climate considerations - e.g. concern over how much GHG cities are emitting, or how a certain action can increase or reduce resilience to climate impacts – the norm, the routine, and integrated into everyone's day-to-day, rather than an exception, a one-off project, or the responsibility of a fringe department. Mainstreaming should be institutionally sustainable, transformational, and ultimately change the way an administration delivers services.

Mainstreaming can be achieved through many paths – and usually requires multiple paths and iterative processes or continuous improvements leading towards the same goal. Mainstreaming includes the changes needed in social norms, culture, behaviours, leadership, legislation, and institutions to ensure climate is at the forefront of everyone’s decision-making. Each of these elements requires a lot of work on its own, and coordinated action is even more challenging. There is no one prescribed way to mainstream climate action. This gives cities the flexibility to define strategies that are aligned with their own needs and context.

2.3. Inclusive Climate Action

C40 works to integrate Inclusive Climate Action (ICA) into the CAI Programme. ICA aims to integrate equity, social justice, diversity, and inclusion into climate action implementation, particularly, in CAI cities’ priority actions, and in mainstreaming activities.

This ensures that cities can engage a wide range of communities and stakeholders, design and deliver policy with fairness and accessibility and distribute the benefits of climate action equitably. There is no climate justice without social justice, and action at the city level is critical to achieve both.

2.4. Jakarta

Working with Jakarta Provincial Government Particularly, in Jakarta, C40 works on two (2) priority actions: (1) bangunan gedung hijau (green building) and (2) energy efficiency in provincial government and provincial-owned enterprise (BUMD) buildings, with the latter comprising the development of a data management system (DMS), and the undertaking of an energy audit and green building assessment. Engagements and consultations, inclusion of social criteria in technical analysis, among other ICA considerations, are integrated into the process of these priority actions.

Jakarta Interests
The BAPPEDA is the Regional Development Planning Agency of the city. Among its functions is to coordinate development planning policies in the fields of government, economy, city infrastructure and environment, people’s welfare, and finance. Jakarta’s GHG Emission Reduction Plan (Low Carbon Development Plan or Pergub 90/2021), specific sectors were set to target emission reduction: Waste, Energy, IPPU (Industrial Process and Production Used) and AFOLU (Air Forestry Land Use).
In making implementation more holistic and inclusive by considering impacts and benefits, the BAPPEDA is looking to develop the policy frameworks for each targeted GHG sector. The agency hopes to include and engage city stakeholders in developing their policies for climate action.

**Good Green Jobs**

Part of C40’s work on inclusive climate action is the promotion of good, green jobs, which promotes work that helps reduce greenhouse gas emissions (GHG), protects nature and improves wellbeing, while aiming to provide fair wages, safe working conditions, and stable employment. The BAPPENAS or National Development Planning Agency developed a roadmap strategy for Good, Green Jobs. At the city level, there is an opportunity to revise Pergub 90/2021 to become more inclusive, and to take into account good, green jobs for the different target sectors.

**Mainstreaming ICA into Jakarta Provincial Government**

Jakarta Provincial Government has selected and committed the mainstreaming of ICA as one of the two mainstreaming actions under the CAI Programme. C40 envisions steps to ensure that ICA is sustainable and transformational for Jakarta, particularly, through:

1. mainstreaming of ICA training modules into the city’s human resource development agency, the Badan Pengembangan Sumber Daya Manusia (BPSDM) and the office’ adoption of the training for their their mandatory e-training platform for current and new city officials;
2. equitable policy recommendations as an input to the Pergub 90/2021 revision;
3. the co-designing of an ICA checklist, which will serve as Jakarta’s guide to be able to conduct equity assessments and other ICA aspects integrated beyond the duration of the CAI Programme, and which will embed ICA into the city’s future programs and projects, ensuring that climate action is equitable and inclusive;
4. BAPPEDA’s ‘pilot’ of the ICA checklist in four (4) divisions.
3. Objectives and Deliverables

C40 requires the consultant in the following area:

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| 1. To map out the needs and current practices of involved OPD Offices about basic inclusive climate action and engagement. | 1. **Initialization Report**
2. **ICA Needs Assessment**, with the following chapters:
   a. Background on need for mainstreaming ICA into cities’ processes and climate action work
   b. Mapping of city offices and stakeholders with similar ICA initiatives and surveying of ICA skills
   c. ICA capacities and needs assessment report.
   d. Recommendations for ways of working amongst city departments for ICA and engagement.
   e. Recommendations for integration of existing and planned programs for more inclusive approaches to climate action - especially under the PerGub 90/2021 to be implemented in Mid-term to Long-term plan.
   f. M&E competency framework for the training package |
| 2. To determine the capacities, competencies, and needs of city offices to be able to mainstream ICA into governance and daily functions. | |
| 3. To map out and analyse PICs and key offices for ICA, actions, functions and mechanisms, indicators, and opportunities / challenges of inclusion across city departments and the stakeholder landscape. | |
| 4. To map out and analyse existing and planned social and environmental/climate programs of Jakarta, with a focus on Jakarta’s Low Carbon and Climate Resilient Development Plan (PerGub 90/2021). | |
| 5. To provide an evaluation framework on ICA competency and capacities for the training plan based on the needs assessment. | |
| 6. To capacitate key city departments on components of inclusive climate action and inclusive community engagement through tailored ICA training delivery. | |
| 7. To evaluate changes in the ICA competencies of Jakarta staff members. | |

3. **Training Package** for Jakarta, with the following components:
   a. Design and contextualization of training modules including but not limited to basic C40 ICA topics; training modules are to be adopted or replicated by Jakarta BPSDM for future use in the e-training platform.
   b. Activities that address direct outputs in the training, specifically, incorporation of a stakeholder and equity assessment that enables Jakarta to develop the policy recommendations for the different NDC sectors under the PerGub 90/2021, and as necessary, other per-module outputs relevant to the city government activities and operations.
   c. Activity and output delivery designs and materials, including workbooks if necessary.
   d. Script for the training sessions |
8. To co-design a mainstreaming tool with Jakarta which will ensure the sustained and long-term integration of ICA into city governance, programs, and practices.

6. ICA Checklist,

7. Policy Brief and inputs for developing a Governor Decree that institutionalizes the adoption and use of checklist for Jakarta

Notes:
- All deliverables are to be submitted in both Bahasa Indonesia and English.
- Actual training will be delivered in Indonesia with presentation in English

### 3.3. Participating Jakarta Office

The following Jakarta Offices will be involved in the different project stages:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Offices Involved: Jakarta Provincial Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Assessment</td>
<td>Jakarta UCAP Core Team (includes BAPPEDA), Jakarta MABI Team, and BPSDM</td>
</tr>
<tr>
<td>Training</td>
<td>Lead facilitator: BPSDM</td>
</tr>
<tr>
<td></td>
<td>Participants: Shortlist to be discussed with Jakarta</td>
</tr>
<tr>
<td>ICA Checklist Development</td>
<td>BAPPEDA (to be in charge of checklist)</td>
</tr>
<tr>
<td></td>
<td>a. Division Development and Environment</td>
</tr>
<tr>
<td></td>
<td>b. Division Social Welfare</td>
</tr>
<tr>
<td></td>
<td>c. Division of Economy</td>
</tr>
<tr>
<td></td>
<td>d. Division of Government</td>
</tr>
<tr>
<td>Institutionalisation of ICA Checklist and</td>
<td>Jakarta UCAP Core Team and BPSDM</td>
</tr>
<tr>
<td>Training Modules</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- The following offices will be involved in the NDC sectors: MABI team, which consists of:
  - BAPPEDA’s 5 divisions (environment and development, economy, government, strategic and development finance, and social welfare)
  - Environmental Department (climate change and waste divisions)
  - Transportation Department
  - Energy Department
  - Housing Department
  - Park Department
. Bureau for Economy
. Bureau for Development and Environment
. Trade/Industry Department

II. The UCAP core team in Jakarta includes:
. BAPPEDA from PLH
. Economy and PPSP
. Energy Department
. Bureau of PLH
. Bureau of Economy
. Environment Agency
. Bapenda (Tax Bureau)
. BPKD (Finance Bureau)
. PTSP (One Stop Services)
. Bureau of Regional Cooperation (KSD)
. CITATA

### 3.3. Proposed Training Plan

<table>
<thead>
<tr>
<th>Day</th>
<th>Module Topics</th>
<th>Activity / Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A. Overview of Inclusive Climate Action, Basic Concepts and Principles</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>B. ICA Global Case Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Presentation of Needs Assessment Findings in Jakarta</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>D. Inclusive Community Engagement</td>
<td>Community Immersion</td>
</tr>
<tr>
<td>3</td>
<td>E. Inclusive Planning</td>
<td>Preliminary equity assessment for 1 target sector <strong>(Energy Sector)</strong></td>
</tr>
<tr>
<td>4</td>
<td>F. Good Green Jobs, Just Transition and Equitable Benefits</td>
<td>GGJ and Equitable Policy Recommendations for Pergub 90/2021</td>
</tr>
<tr>
<td>5</td>
<td><em>No lecture, activity only</em></td>
<td>Co-Designing the Preliminary ICA Checklist</td>
</tr>
</tbody>
</table>

*Note: The Training Plan includes proposed module topics, activities, and outputs, and may be revised according to the needs assessment results and planning sessions with Jakarta.*

**4. Recruitments and Qualifications**

Mainstreaming Inclusive Climate Action in Jakarta will involve a service provider. Some of the minimum qualifications that need to have included:

1) Service provider can be in the form of company or NGOs or CSOs or thinktank or research groups or similar entities, with at least 1 year experience to demonstrate capacity-building in Indonesian cities, preferably on topics about equity, diversity, and inclusion (ED&I) or its intersectionality or applications in climate policies and solutions, or energy and buildings in the urban context; previous experience working with the Jakarta Government will be given preferences.

2) If the Bidder is a group of legal entities that will form or have formed a Consortium, they shall confirm in their Bid that:
i. They have designated one party to act as a lead entity, duly vested with authority to legally bind the members of Consortium, which shall be evidenced by an duly signed agreement among the legal entities, and submitted with the Bid;
ii. If they are awarded the contract, the contract shall be entered into, by and between C40 and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the Consortium.

3) In the process, it is recommended that the selected Company has several personnel resources with required experience and submit their detailed CVs with the following categories and requirements:

<table>
<thead>
<tr>
<th>No</th>
<th>Team Member</th>
<th>Role</th>
<th>Education</th>
<th>Experience or Competency</th>
</tr>
</thead>
</table>
| 1  | Technical Lead and Training Specialist | Lead the ICA needs assessment study and lead training delivery, including contextualization of modules, activities, and output designs | Background in Development Studies, Climate and Society, Public Administration, Social Work/Welfare, Sociology, Community Development, Gender Studies, or related fields, with MA | • Demonstrated experience and skills in delivering capacity-building in the development sector, preferably in climate solutions with city governments  
• Knowledge of ED&I and its applications in climate work  
• Excellent communication skills |
| 2  | Training Specialist | Support the Technical Lead in conducting the needs assessment and different training aspects | Background in Development Studies, Climate and Society, Public Administration, Social Work/Welfare, Sociology, Community Development, Gender Studies, or related fields, preferably with MA | • Demonstrated experience and skills in delivering capacity-building in the development sector, preferably in climate solutions with city governments  
• Knowledge of ED&I and its applications in climate work  
• Excellent communication skills |
| 3  | Module Developer and Designer | In collaboration with the Lead and Training Specialist, creatively design the ICA training modules and materials based on C40’s training plan and in accordance with C40’s Brand Guidelines and Presentation Templates | Background in Development Communication, Graphic Design, Development Studies, Climate and Society, Social Work/Welfare, Sociology, Community Development, Gender Studies, or related fields, preferably with MA | • Demonstrated capacity in developing training modules  
• Knowledge of ED&I and its applications in climate work  
• Excellent communication skills  
• Demonstrated competency in creatively designing and packaging learning materials  
• Skills in using design software |
| 4  | Monitoring | Develop the M&E | Background in Social | • Demonstrated competency |
### 5. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until the deadline for receiving offers stated in the RfP timeline in subchapter 6 and 10. Any proposals received after the set date and time will be rejected.

The proposal should give C40 evaluators all the information they need to assess your bid. The Bidder shall submit:

#### A. Returnable Forms
1. Complete and duly signed the Proposal Submission Form.
2. Complete and duly signed of each personnel for Commitment Letter.
3. Provide list of key personnel who would be working and their resumes in the standard C40 CV Template.

#### B. Technical Proposal
The bidder must describe in technical proposal:
- Company Profile – describing the nature of business and field of expertise.
- Track Record – provide list of clients for similar services as those required by C40, indicating description of contract scope, contract duration, contract value, contact references/list of referees (name, email address and phone number).
- Detailed methodology on how to execute the project by considering how to produce quality activities, tasks, and/or deliverables in a limited timeline.
- Risks you have identified and appropriate mitigation measures.
- Proposed timeline of implementation.
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff.
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
- Information about the organisation’s commitment to equity, diversity and inclusion and ethical alignment with C40.

#### C. Financial Proposal
- Information about your fee.
It is imperative that you incorporate a comprehensive breakdown of cost components (proposed workingdays multiple by each mandays’ rate) or provide details on the methodology used for cost calculation. This is essential to facilitate the evaluation of cost reasonableness.

Please note: Proposals are to be written in English, or (ideally) in both English and Bahasa Indonesia, saved in PDF format and not exceed ten (10) pages of text. Please take note that failure to comply with the maximum number of pages for the proposal may unfortunately result in the proposal not being considered. Reference material may be placed in annexes.

Important points:

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

2) Contract
Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the C40 Standard Service Provider Agreement.
These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity.

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

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

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

6. RfP and Project Timeline

<table>
<thead>
<tr>
<th>RfP Timeline</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for proposals sent out. Potential suppliers with an interest to submit a proposal are advised to register their interest by emailing <a href="mailto:cai_sea@c40.org">cai_sea@c40.org</a> to receive direct updates for this RFP (if any).</td>
<td>1 March 2024</td>
</tr>
<tr>
<td><strong>Pre-bid Conference/Aanwijzing</strong></td>
<td></td>
</tr>
<tr>
<td>To join: <a href="https://c40.zoom.us/j/91713096044">https://c40.zoom.us/j/91713096044</a></td>
<td>7 March 2024</td>
</tr>
<tr>
<td>Meeting ID: 917 1309 6044</td>
<td></td>
</tr>
<tr>
<td>Password: 897595</td>
<td></td>
</tr>
<tr>
<td>Date/Time: Thursday, 7 March 2024, 14.00-15.00 (GMT+7)</td>
<td></td>
</tr>
<tr>
<td>Questions submitted to C40</td>
<td>1-13 Mar 2024</td>
</tr>
<tr>
<td>C40 responds to questions</td>
<td>1-13 Mar 2024</td>
</tr>
<tr>
<td><strong>Deadline for receiving offers</strong></td>
<td>15 Mar 2024</td>
</tr>
<tr>
<td>Clarification of Offers &amp; evaluation of proposal</td>
<td>19 Mar - 2 Apr 2024</td>
</tr>
<tr>
<td>Selection decision made</td>
<td>4 Apr 2024</td>
</tr>
<tr>
<td>All Potential Suppliers notified of outcome</td>
<td></td>
</tr>
</tbody>
</table>

7. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria and weight:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitability of method: Work plan demonstrates understanding of project requirements and risks; robustness of the methodology, project delivery proposal and ability to meet the requirements listed.</td>
<td>40%</td>
</tr>
<tr>
<td>Expertise and experience: Key personnel's commitment to the project and demonstrated experience in developmental or institutional capacity-building and learning, or performing projects of similar scope, preferably with</td>
<td>35%</td>
</tr>
</tbody>
</table>
government entities.

<table>
<thead>
<tr>
<th>Cost Reasonableness measured by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● <strong>Economy:</strong> minimising the cost of resources used / spending less</td>
</tr>
<tr>
<td>● <strong>Efficiency:</strong> the relationship between the output from goods / services and the resources to produce them</td>
</tr>
<tr>
<td>● <strong>Effectiveness:</strong> the relationship between the intended and actual results</td>
</tr>
<tr>
<td>● <strong>Equity:</strong> the extent to which services reach the intended recipients fairly</td>
</tr>
</tbody>
</table>

Ethical alignment.

8. Project Budget

Costs should be stated as one-time costs. The budget is a maximum **USD 20,000**. All proposals must include proposed costs to completed tasks described in the project scope, including all VAT, taxes, tools, equipment, transportation, meals, accommodations, etc., as the budget above represents the total amount available. Proposals should include a budget breakdown of the tasks and deliverables.

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

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

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

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

<table>
<thead>
<tr>
<th>Timeline 2024</th>
<th>Activities</th>
<th>Deliverables</th>
<th>Payment Breakdown</th>
</tr>
</thead>
</table>
| Apr           | 1. Kickoff meeting with Jakarta (22 Apr)  
2. Review of ICA Global Resources, and CAP Jakarta ICA Report  
3. C40's review of Initialization Report (26 Apr-3 May) | 1. Initialization Report (26 Apr) | 10% |
|               | 4. Development of needs assessment tools or instruments  
5. Conduct of baseline capacity and | 2. ICA Needs Assessment Report (28 Jun) | 35% |
| May-Jun       |            |              |                   |
### 6. Conduct meetings with Jakarta, as necessary


#### Jul-Aug (module development)

#### Early Sep (5-day training)

### 8. Develop training package: design, including training background, objectives, and outcomes (changes) and success indicators, module, activity and output development, case study research, creative design

### 9. Develop flow, script, and suggested formatting of training modules for Jakarta's platforms

### 10. Meetings with relevant institutions and community groups, as necessary

### 11. Coordination meetings with Jakarta, C40 CAI SEA, C40 ICA Global Team, and other related parties on boarded by C40, as needed

### 12. C40 review of training package and consultation with BPSDM (19-30 Aug)

### 13. Training delivery

### 14. Writing of training evaluation report

#### 3. Training Package (29 Jul)

#### 4. Training Delivery (2-6 Sep)

#### 5. Documentation Report (12 Sep)

#### 6. Training Evaluation Report (17 Sep)

#### 7. ICA Checklist (18 Oct)

#### 8. Policy Brief and inputs for developing a Governor's Decree to Mainstream the ICA Checklist (25 Oct)

#### 15. Workshop preparation for checklist co-design (9-13 Sep)

#### 16. Co-designing the checklist with other Jakarta Departments (Workshop or small consultations) (16-19 Sep)

#### 17. Review checklist with Jakarta UCAP Core Team (Accomplished by 3 Oct)

#### 18. C40 final review (31 Oct)

#### 19. Project Wrap-up (14 Nov)

Note: Dates for some key activities with Jakarta departments may shift depending on the city government's schedule.

### 9. 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](#)
10. Submission

Each Potential Supplier must submit their proposal to the email address below: CAI SEA Contracts Manager at cai_sea@c40.org, with email subject: RfP - Mainstreaming Inclusive Climate Action in Jakarta - Submission - [Name of Company], no later than 15 March 2024, 16:00 (GMT+7). In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the designated email by the deadline.

All questions related to this RfP by potential bidders should be directed by email to cai_sea@c40.org as Contact Person for correspondence, notifications, and clarifications. Anonymised responses to questions will be provided here periodically.

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.