



REQUEST FOR PROPOSALS (RFP)

Climate finance mainstreaming and development of a climate finance plan for Addis Ababa City



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

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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. The UCAP CAI Programme

The UK Government-funded [Climate Action Implementation \(CAI\) Programme](#) will support 15 cities in 3 regions to implement high-impact, priority climate actions and to integrate climate action into city plans, processes and structures. The cities are:

- Addis Ababa, Accra, Dar es Salaam, Johannesburg, Lagos, Nairobi, and Tshwane in Africa;
- Jakarta, Kuala Lumpur, Quezon City in Southeast Asia;
- Bogota, Guadalajara, Lima, Medellin and Mexico City in Latin America.

In Africa, the CAI programme will provide technical assistance and capacity building to enable climate change mainstreaming and action implementation in two key sectors: (i) waste and (ii) energy & buildings.

3. Overview

3.1 Addis Ababa City and climate change

Addis Ababa City has an estimated population of 3.945million and is considered a major metropolitan city by any developing country's standards. One of the major challenges the City has faced over the years has been the development and implementation of an adequate and sustainable solid waste management system, overall energy efficiency and renewable energy utilization for the city's resilience to climate change disaster and risk caused by climate change impacts. In the presence of this challenge, the huge amount of solid waste generation in the City and its solid waste management practices are a significant contributor to greenhouse gas (GHG) emissions, and as such, waste management and energy efficiency was highlighted as a priority in the City's [Climate Action Plan \(CAP\)](#), which was launched in 2021.

The city's CAP aims to build a carbon-neutral and resilient city by 2050 - in which Addis Ababa signed up to C40's 'Deadline 2020', pledging to reduce GHG emissions to net zero by 2050. The Climate Action Plan developed a list of 14 priority mitigation and 20 adaptation actions that were selected through a process that included reviewing existing plans and strategies; developing an emissions inventory report and a review of the city's climate vulnerability and risk to hazards; analysis of future emission trends and climate risks; through a series of discussions and workshops with key stakeholders. These were used to identify and prioritise suitable responses to the challenges of reducing emissions and managing climate risk.

Even though access to finance is often a key barrier to implementation of climate actions, financing of the CAP will involve drawing upon a combination of sources that can be internal and external sources. The finance approach highlighted in the Addis Ababa CAP includes:

- Identify and secure funding to support the roll-out of renewable energy technologies, including establishing a fund / financing schemes for householders and developers to low carbon finance measures (page 84)

- National and international partners and stakeholders: The AA EPA receives support from national government institutions, mainly the Federal Environmental protection Authority. It is supporting the city through capacity building, training, workshops, and exploring the possibility of supporting it with funds through the Ethiopia Climate Resilient Green Economy finance facility (page 118).
- Under actions to improve climate governance #9. Build the capacity of institutions in the preparation of proposals that will mobilize city, national, private, public and international finance (page 121). 6.2. Financing Strategy and Resource Mobilization

4. Project Scope

This project will identify all funding sources both internally and externally that will catalyse the implementation of Climate Actions in Addis Ababa. It will start by conducting a strategic appraisal of the internal funding landscape for Climate Action in Addis Ababa after reviewing the budgeting systems of the city. A major outcome of the consultancy is the development of a compendium of all financing opportunities both from internal and external sources and a plan for how to access them. The scope of the work for all aspects of the consultancy will cover the activities that are articulated in the city's Climate Action Plan (CAP) for the following sectors.

- Waste (mitigation)
- Energy and transport (mitigation)
- Disaster risk reduction (adaptation)

The project will also work collaboratively with the City team to identify, prioritise and provide high-level costing for mitigation and resilient projects in the selected sectors and facilitate linkages with external funding sources.

4.1. Project Aim

The CAI Africa Programme is looking for a consultant or a consultancy firm/Consortium to support Addis Ababa in developing a climate finance plan. This will involve conducting a strategic appraisal to identify and optimise

opportunities in the climate finance landscape, both internationally, nationally and through the City's own budget. A review of the City's budgetary allocation to climate actions will be undertaken. It will also carry out a detailed SWOT analysis on the Addis Ababa finance landscape as well as gaps and needs scenarios. The project will include an inception phase which will be subjected to a stakeholders workshop. The ultimate intended outcome of the work is the development of a robust climate finance plan and will support decision-making on the inclusion of climate change in the City's budget and which will direct the City in its quest to mobilise additional external sources of climate finance. The final deliverables will be subjected to a validation workshop which will lead to the final climate finance plan.

4.2 Objectives

The primary objectives of this project are as follows:

- 1) To provide a high-level quantification of the climate finance gaps for the above selected sectors when compared to the actions articulated in the Climate Action Plan (CAP).
- 2) To provide recommendations that support decision-making around the inclusion of climate change considerations into the budgeting process of the City
- 3) To develop a shortlist of key areas the City should focus on in mobilising external finances for implementation of climate actions.
- 4) To provide cost estimates for prioritised sectors and specific projects.

4.3 Activities

Inception phase

Hold inception meeting and deliver inception report

- A physical meeting between C40, Addis Ababa and the service provider will be held to discuss the project plan and agree on timelines and deliverables.
- Following the meeting an inception report will be delivered, detailing the above and delivering the work plan. The service provider should allow for two rounds of review before final endorsement.

Expected output/deliverables	<ul style="list-style-type: none"> • Inception report; work plan
Estimated timeline	1 week

Activity 1: Desktop research on Internal budgeting processes

Conduct desktop research aimed at:

- Reviewing the recent City budgets with a focus on pre and post CAP launch to make assessment of its CAP sensitivities and responsiveness and identify the existing gaps
- Recommend ways in which the budget can become more climate responsive
- Recommend ways in which each of the selected sectors could become revenue-generating, cost-effective or cost-saving as part of city operations
- Hold engagement meetings with each of the selected sectors, supporting them on decision-making in the inclusion of climate responsive projects and activities in the upcoming budgeting period
- Subject finding to stakeholders workshop aimed at getting inputs on how to improve allocations to CAP actions and general design of the project

Expected output/deliverables	<ul style="list-style-type: none"> • Desktop research report • Desktop research presentation /slide for review • Workshop report • Climate finance plan outline
Estimated timeline	5 weeks

Activity 2: Climate Finance Gap Scenarios

Aimed at understanding the scale of the finance required:

- Review the CAP actions that pertain to the selected sectors in the city budget as well as from external sources.
- Provide high-level funding scenarios pre and post CAP launch on an annual basis
- Determine the finance gaps for the selected areas

Expected output/deliverables	<ul style="list-style-type: none"> ● Finance Gap Report
Estimated timeline	4 weeks

Activity 3: External Finance Action Plan

Aimed at guiding the City towards mobilising finance from external sources:

- Review of the external climate finance facilities and instruments relevant to the selected sectors
- Overview of climate change/sectoral funding partnerships and projects in the City in selected sectors
- Shortlist of projects/concepts in each sector
- Shortlist of finance instruments to be explored for each sector, relevant to the shortlisted projects that can best align with the national level CRGE facility
- Hold workshop to refine and finalise shortlisted key actions that the C40 CAI Africa team will focus on following the completion of the consultancy

Expected output/deliverables	<ul style="list-style-type: none"> ● Present desktop research findings to the key stakeholders for validation ● Workshop slide ● Workshop report
Estimated timeline	5 weeks

Activity 4: Development of climate finance plan, validation and closeout report

- Develop a climate finance plan for Addis Ababa that incorporates information from the previous activities.
- Facilitate a validation meeting between C40, Addis Ababa and the service provider to discuss the final climate finance plan
- Hold a closeout call and develop a short closeout report.

Expected output/deliverables	<ul style="list-style-type: none"> ● Climate finance plan ● Closeout report
Estimated timeline	3 weeks

Timelines and responsibilities

The initially proposed steps to carry out the work are presented below, and can be adjusted/refined as the work progresses:

Main activity	Key tasks	Timelines	Deliverables
Inception meeting	Preparation of detailed work plan	1st May 2024	<ul style="list-style-type: none"> Detailed work plan of delivery and Meeting report Inception meeting report
Workshop 1: Participatory Internal and external stakeholder engagement workshop to identify and discuss on key climate internal and external climate finance gaps	Addis Ababa Climate finance workshop 1	15th June 2024	<ul style="list-style-type: none"> Workshop slide deck template workshop Agenda workshop report findings on the internal budgeting systems in the city Draft climate finance plan
Workshop 2: Key finance stakeholders engagement to refine and finalise shortlisted key actions climate finance strategy development to validate the findings	Addis Ababa Climate finance workshop 2	31st July 2024	<ul style="list-style-type: none"> Workshop slide deck template workshop Agenda Training materials workshop report Draft climate finance strategy and project pipeline document

Main activity	Key tasks	Timelines	Deliverables
Final climate finance plan document delivery	Receive both workshop material and documents from consultants	30th November 2024	<ul style="list-style-type: none"> Both English and Amharic version of final climate finance strategy for Addis Ababa

Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard. All documentation to be shared with the city or other external partners should only feature C40's name and logo; successful bidders may not use their 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. Workshops and key deliverables need to be delivered in English and Amharic.

5. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **22nd April 2024**. Any proposals received after this date and time will not be accepted. All proposals should include clear timelines, how you will work with C40, clear costs and details on experience in this area. Proposals should be presented with costs including tax and administrative fees.

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

Submission should include:

- A summary of your understanding of the project and scope of work
- Description of your proposed approach to the scope of work, including a proposed methodology for conducting the work and designing and delivering the workshops. We would welcome innovative approaches
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40.



- List of key personnel who would be working on the contract, their job titles and responsibilities on the project. Please include relevant experience and expertise and limit CVs to a maximum of one page per person.
- Brief description of technical expertise and experience on relevant topics – specifically on strategy development, climate change, climate finance, climate fund rising, local government and just transition
- Examples of previous relevant work related to project preparatory work, design and development of climate finance related projects, highlighting key outputs and impacts to be achieved
- Tax compliance certificate
- Risk analysis and mitigation plan
- Timeframe for your tasks and completion of the project
- A full, detailed project budget breakdown of deliverables and costs inclusive of taxes and hours allocated to tasks per project team member and daily rates of project team needs to be included in the submission.

Please note: Proposals should be written in English, saved in PDF format and should not exceed 10 pages of text. Reference material may be placed in annexes.

5.1 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 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.

5.2 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 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

5.3.Subcontracting

If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. In addition, if this is submitted as a consortium, full details of the constitution of the consortium as well as the expected availability and contribution of each of the members of the consortium must be submitted with the proposal. 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.

5.4 Project management

The City Advisor from C40 will oversee the project and be an active partner, along with the **Climate Finance Senior Manager of CAI program**. The successful bidder will be expected to foster close and constructive working relations with the City Advisor. All interim deliverables and change requests will need to be approved by the City Advisor. As part of the project management, an inception meeting and inception report will be required, along with a detailed monitoring and evaluation plan (which may include weekly or bi-weekly project meetings, email updates etc).

6. RFP Timeline

Activity	Due Date
Request for Proposals sent out	4th April 2024
Questions submitted to C40	10th April 2024
C40 responds to questions	12th April 2024
Deadline for receiving Offers	22nd April 2024
Evaluation of proposal	24th April 2024
Successful suppliers notified of outcome	29th April 2024
Inception meeting	1st May 2023
Agreed scope and methodology	3rd May 2024

7. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria and weighting:

Evaluation Criteria	Weighting (%)
Project delivery approach proposed, including project management approachability to deliver outputs to time and quality and quality of writing in English and Amharic	40%
Expertise and experience of the bidder across relevant topics and geographical location. Including existing work and methods that we can draw on for this work	35%
Value for money	15%
Equity and ethical alignment considerations: C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community. Consideration will focus on: <ul style="list-style-type: none"> location of organisations (preference will be given to locally based organisations), organisations with black ownership (as defined in the B-BBEE Act) organisations with women and youth ownership 	10%

8. Project Budget

Costs should be stated as one-time or recurring costs. The maximum budget available for all project deliverables is **USD 20,000 (Twenty thousand United States Dollars)**. 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 and deliverables. The cost for workshops should **exclude** the cost of catering and venue hire, these costs will be covered by the UCAP CAI Programme Workshop Budget. All budgets 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 of deliverables as outlined in the Payment schedule below. Please note that C40 does not pay contractors more frequently than once per month.

8.1 Payment schedule:

Component and activity	Deliverables	Milestone payment
Inception meeting & development of a detailed work plan	<ul style="list-style-type: none"> Detailed work plan of delivery Inception report 	10%
Component 1: Participatory stakeholders engagement and capacity building workshops both Internal and External stakeholders	<ul style="list-style-type: none"> Workshop slide deck template Workshop agenda Workshop report Training materials Draft climate finance strategy that include project pipeline 	50%
Component 2: Delivery of the final climate finance strategic plan document	<ul style="list-style-type: none"> Final climate finance strategic plan document (.docx) both in Amharic and English version 	40%

9. Compliance with 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. Submissions

Each bidder must submit 1 copy of their proposal to the email address below by **17h00** East African Time (EAT), **22nd April 2024** to **Neema Afwande**, Senior Procurement and Programme Officer, at CAIAFRICA@C40.ORG. All questions related to this RFP by potential bidders should be directed by email to CAIAFRICA@C40.ORG.

Anonymised responses to questions will be provided [here](#) when the Q&A period closes.

11. 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.