

REQUEST FOR PROPOSALS (RFP)

Waste Composition, Mass Flow Analysis and
Development of a Monitoring Manual in the City
of eThekweni

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

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1.0 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-Sawyers 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](#).

2.0 Background

eThekweni is a city in the province of KwaZulu-Natal situated within the east coast of South Africa. It is the third largest city in South Africa and is home to the busiest port in the African continent. eThekweni is bordered by the Indian Ocean to the east, with a warm Agulhas current that brings in balmy weather all year round and is dwarfed by the Drakensberg Mountain range in the west. It is a sunny seaside city, attracting over a million tourists per annum.

eThekweni is rich in cultural diversity, a melting pot with a diverse population where the predominantly spoken languages are Zulu and English. eThekweni governs an area of 2,297 km² with a population of 3.7 million people that includes urban and rural landscapes. The metro has an average household size of 3.3, which is lower than the provincial average of 3.8. Close to 30% of the population is under the age of 15 years and 63% of the population is under the age of 35. Furthermore, 8,802 households are headed by children and young people between the ages of 15 and 19, and 42.14% of households are headed by women.

eThekweni is an economic hub that is home to South Africa's sugar industry and is a centre for diversified commercial activity.

3.0 Transforming Cities Waste Management Programme

Organic waste (food waste and other biodegradable waste) comprises between 30% and 60% of the total municipal solid waste generated in African cities, and this organic waste is responsible for up to 20% of city greenhouse gas emissions, primarily as methane from landfills and dumpsites. In terms of city powers and transformational potential, action to reduce organic waste disposal represents an immense opportunity to reduce methane emissions and deliver significant local benefits on public health, sanitation, and job creation.

According to the latest International Panel for Climate Change (IPCC) Report, addressing methane emissions is the single fastest and most effective way to address current global warming. African cities have a unique opportunity to contribute to this global mission by implementing sustainable waste management systems. C40 is working with cities to dramatically reduce current and future emissions by strategically engaging political leadership. To deliver the most impactful waste management priorities captured in their respective Climate Action Plans, while also building technical, institutional, and operational capacity in the supported cities.

The Transforming Cities Waste Management Programme looks into supporting cities to transform city waste management whilst reducing methane emissions. The Programme provides the City of eThekweni with the preliminary tools needed to establish sustainable waste management systems and the foundational requirements to get to the pathway toward zero waste. Cities are high-impact change agents and improving waste management is a key opportunity for cities to reduce methane emissions, and a key priority for mayors, as shown in the [Pathway Towards Zero Waste](#).

C40 Cities will support the City of eThekweni in closing collection gaps, improving residual waste disposal solutions, phasing out organics from disposal, and creating and upskilling jobs. The programme will assist with establishing a baseline on waste management data; including waste composition analysis, regional generation patterns, mass flow analysis across the City and identify potential interventions to reduce waste generation, improve diversion and treatment, and reduce disposal.

4.0 Situational Analysis

eThekweni Municipality provides waste management services to the City's households and businesses. The growing population in the City results in increasing urbanisation and consumption, which contributes to the increasing volumes of solid waste. The main solid waste disposal sites in eThekweni are the Bisasar Road, Mariannhill and Buffelsdraai landfills, with the Bisasar Road landfill being the largest in the municipal area.

Currently, the City is faced with challenges regarding inadequate landfill space for the west and central areas of the city and this has further necessitated reviewing the current waste minimisation activities. Additionally, the current transportation costs of managing the waste to landfill sites in the city's extreme outskirts are unsustainable and warrants reducing the amount of waste transported through alternative options. A reduction in the amount of paper, plastic, food, and garden waste sent to landfill is challenged by operational difficulties within the City and the need for behavioural change of municipal residents. Furthermore, there remains significant opportunities to reduce the quantity of waste produced through engagement and partnerships with the private sector. It has become a fundamental requirement to grow confidence in the city's waste data by starting with a waste composition and mass flow analysis to then take informed decisions on the strategic thrust. This is intended to be institutionalised and capacitated internally after receiving support from this study.

While waste disposal contributes a significant percentage of city-wide emissions, the sector also presents a number of opportunities to reduce emissions in other sectors while improving local water and air quality, fostering entrepreneurship and creating jobs and innovative sectors in the economy. Furthermore, an emphasis on reusing, reducing, and recycling has significant benefits in the carbon emissions embedded in products' supply chain in addition to direct benefits in reduced costs, energy intensity and emissions compared with manufacturing from new resources. The new recycling and waste minimisation models advocate the diversion, treatment and recycling of waste in order to increase the lifespan of landfills, reduce emissions and provide jobs. Development of markets and empowerment of Small and Micro-income Enterprises (SMEs) and communities will ensure continuity and sustainability of the waste sector. Public-private partnerships (PPPs) will play a key role in providing financial and non-financial support.

National Framework Municipal Waste Management services are governed by the South African Constitution (Act 108 of 1996), which provides the foundation of environmental regulation and policy. The right to environmental protection and to live in an environment that is not harmful to health or well-being is set out in the Bill of Rights (section 24 of Chapter 2). In addition, the National Environmental Management Waste Act (Act no. 59 of 2008) reforms the law regulating waste management and provides a legislative framework addressing all the steps in the waste management hierarchy. The act is implemented through the National Waste Management Strategy and Operation Phakisa: Chemicals and Waste Economy. Convened by the Department of Forestry, Fisheries and the Environment (DFFE), Operation Phakisa engaged extensively with stakeholders to provide enabling legislation to promote waste beneficiation, economic transformation, and job creation through the waste sector.

Responding to the challenge, eThekweni has implemented a range of measures to improve efficiencies in the waste sector, including:

- Waste separation at source by adopting the use of specialised refuse bags and or refuse bins for each waste type. Cleansing Solid Waste (CSW) currently has about 23 recycling centres in the municipality that are easily accessible by residents.

- Education and awareness programmes to promote the reduction, recycling and reuse of waste.
- Two landfill gas-to-energy projects at Bisasar Road and Mariannahill landfill sites.

5. 0 Project Purpose, and Description

5.1 Purpose

Following a consultative workshop with eThekweni City officials, C40 is seeking a consultancy firm or consortium (not an individual) to conduct a robust waste composition, mass flow analysis, and collaborative development of a monitoring manual in the City of eThekweni. This will include quantification of waste streams, waste flow analysis, actors in the waste value chain, waste generation quantities and patterns, waste collection efficiency assessment, waste disposal quantities as well as collaborative learning and development of a monitoring manual.

5.2. Description

Assessing the quantity of waste for different waste streams flowing in eThekweni city is the crucial first step towards ensuring sustainable waste management operations. With this background, the consultant would need to design and implement a two season waste composition and mass flow analysis for the waste that is being generated in eThekweni. It is crucial to note that the study is focused on waste generated at source. Therefore the sampling needs to be done at places where the waste is being generated.

The study shall cover all types of waste generators including but not limited to various household categories (low, mid, and high-income levels), commercial establishments, institutions, small and medium-sized enterprises, hotels, function halls, vegetable and other produce markets, malls, places of worship (temples, mosques, etc.); and other significant waste generators. The appointed consultant would need to submit a detailed plan presenting strategies for achieving representative sampling and the framework for reporting findings before commencing the actual work. This plan will undergo consultation with the City officials for finalisation. Based on the findings, the consultant shall also produce a set of high-level recommendations for potential improvement in the solid waste management system of the City and opportunities for increasing organic waste treatment.

5.2.1 Detail Waste Composition, Mass Flow Analysis and Development of a Monitoring Manual for the City of eThekweni

The study should help visualise material flows associated with waste generation, transport, treatment, and disposal to identify opportunities for targeted interventions to divert material from disposal. A monitoring manual will be developed to assess the City's performance on waste management based on the data generated and in subsequent studies.

C40 proposes the following three outcomes to deliver the Waste Composition and Mass Flow Analysis, to be outlined further in the consulting entity's submission to this RfP.

- Conduct a two-season (Dry: April to September; Wet: October to March) survey on waste composition to allow the City of eThekweni to measure and monitor the waste generated. The methodology should incorporate a minimum of ten days of sampling per season to enhance the validity and accuracy of data.
- Conduct a mass flow analysis to identify specific major waste generators, and waste value chain actors including waste pickers in reference to the Waste Pickers' Integration Guidelines as well as Extended Producer Responsibility Schemes, specific collection routes that are contributing substantial quantities of recyclable and organic materials to the waste stream.
- To develop and set up a waste composition and mass flow monitoring manual to guide the City in improving its database.

The individual required deliverables are outlined below:

5.2.1.1 Inception

A project inception meeting to be conducted with the City and C40 culminating in the following:

- Inception meeting (Deliverable 1) with the C40 project team and City waste team.
- Inception meeting report (Deliverable 2) that includes a work plan on the outline of activities, roles and responsibilities, and timeframes. This should depict a comprehensive strategy to conduct the waste composition, mass flow analysis and development of a monitoring tool. Based on global best practice, develop a sampling plan and methodology that delivers a statistically significant citywide representation of the waste generation and characteristics in the different sectors that are serviced by the municipality and private sector: residential, commercial, and industrial. Whereas the study should depict the entire City; all socio-economic communities should be represented including areas like Ingonyama Trust Lands and informal settlements. The methodology should have the highest possible compatibility with the current City operations and data management system. The methodology and sampling should focus on waste generation points as guided by the City to select citywide representative samples.

5.2.1.2 Waste composition analysis

The consulting entity will perform tasks including but not limited to:

- Conduct a data audit of the City including a desktop research analysis on existing data, with a review of the status quo on baseline information regarding waste streams. The study outcome should align with the City's adapted data and information sets for future compatibility.
- Conduct two-season surveys on waste generated in the City to capture the types, sources, streams and quantities.
- Clarify objective of the sampling exercise.

- The total number of samples considered, weight per sample (which can vary and should be commensurate with the type of waste generator), approach to sampling, sorting categories, and all methodologies to be followed during sampling must be a representative of the entire city.
- Collection and handling techniques to avoid contamination and efficient weighment of waste.
- To ensure accuracy in sampling, the receptacles holding each sample should be well labelled to distinguish the source.
- Consideration of best timings to collect waste samples from the generators.
- The waste sampling to include but not limited to at source and representative sampling from the CSW waste facilities such as Transfer stations and or Landfill Sites.
- Organise suitable sites to conduct the waste composition exercise for each sample.
- Categories shall include but not limit to; organic waste (food, produce market, garden etc.), paper and cardboard, plastic, metal, glass, domestic hazardous waste, sanitary waste, e-waste, textiles, tyres/rubber etc. to be finalised in consultation with the C40 team and the City team.
- Method of measuring the quantity of different waste streams identified, including consideration of moisture-free quantity of dry categories of waste, and moisture content in the waste.
- Ensure that all waste after the composition exercise is well aggregated and collected in accordance with the City approved operations system.
- Determine the waste generation rate per capita in the city and in the sampled neighbourhoods or areas.
- Determine quantities of organic waste from major fresh produce markets.
- Determine the quantity of waste that is managed in the landfills and controlled facilities.

5.2.1.3 Waste/ Mass Flow analysis

Waste management operations in the City involve collection, transportation, processing, and disposal of waste. A comprehensive Mass Flow Analysis (MFA) showcasing the journey of waste once it is collected till its final destination is to be developed. The consultant will also be required to assess and analyse these waste flows and identify high-level opportunities for targeted interventions to divert waste from landfill. The existing record keeping/ datasets with the City in this regard shall also be useful in undertaking this activity and the same shall be made available to the consultant post appointment. The following points should be incorporated in the analysis:

- Conduct site visits and samplings in selected sites, waste management facilities, recycling facilities, transfer stations, and landfill sites to determine waste flows. The methodology for this has to be statistically significant in order to confidently extrapolate across the city.
- Identify the current waste initiatives within the city, including informal actors that may impact waste flows.
- Determine waste recovery rate in the City.
- Analysing the sources, flow, and disposal of waste generated within the City of eThekweni; present this in a Sankey diagram and waste flow image indicating the quantities of the current scenario. The study methodology and sampling technique should allow for this.

- Estimate waste collection rates across the various socio-economic communities. Identify areas that are potentially underserved for waste collection in the city basis route maps. Recommend strategies for universal collection as relevant.
- Estimate mismanaged waste quantities including illegal dumping and open burning; estimate where necessary.
- Estimate waste disposal trends in the City.
- Identifying waste generators or large producers of food waste and organic waste within the city and reverse tracking their current logistical practices.
- An assessment of existing waste management facilities and collection routes and reverse tracking to identify quantities managed and areas of origin.
- Identify opportunities to improve data management and potential interventions in the waste system to:
 - Improve the waste categorization framework and data management system used by the city.
 - Identify gaps and high level recommendations on waste management opportunities, particularly on organic waste management.
 - Make high level recommendations for changes to the current collection, transportation, and waste management points.

Deliverables

- Deliverable 3: Dry season sampling, fieldwork (minimum 10 days), analysis and reporting.
- Deliverable 4: Wet season sampling, fieldwork (minimum 10 days), analysis and reporting.

5.2.1.4. Monitoring Manual

The consulting entity in collaboration with the designated City officials will develop a manual that will allow for the monitoring of the City's waste composition and mass flow. In this regard, raw and analysed data sets should be availed to the project team from C40 and the City. The manual should guide periodic evaluation of waste management in the City. It must be in a format that allows the City officials to undertake regular and consistent updates of the City's waste database. Therefore, the manual will provide guidance for periodic assessment of the City's waste management performance and inform measures towards sustainability. Whereas the manual will prescribe how to conduct subsequent studies, the content should entail but not be limited to:

- Standard waste categories by generators.
- Standard waste streams and quantities generated.
- Waste generation rate per capita.
- Waste collection rate.
- Organic and inorganic waste recovery rate .
- Waste disposal rate.
- Rate of mismanaged waste.
- Actors in the waste value chain including waste streams and quantities handled and items produced.

Deliverables:

- Deliverable 5: Consultative learning and development of a monitoring manual.
- Deliverable 6: Submission of monitoring manual.

5.2.1.5 Final Deliverables

- Project close-out report (Deliverable 7).
- The final report should be professionally well designed to detail waste composition analysis, waste flow analysis, monitoring manual allowing for City official learning that entails waste collection rate, organic waste recovery rate, regional patterns, and key recommendations unpacked through a high-level implementation plan.
- Technical reports are to be submitted (in word format, and other associated files e.g spreadsheets; a summary report; 3 pieces of designed hard copies full report; and 5 pieces of designed hard copies executive summary report).
- Project close-out meeting (Deliverable 8) with the C40 project team and City waste team.

5.2.2. Project Monitoring and Evaluation entails:

- Fortnight progress meetings with the C40 project team and CoE project team (and other meetings as necessary to co-produce a report).
- Monthly progress reports.

6.0 Proposal Guidelines

6.1. Essential requirements

Interested applicants should develop comprehensive proposals that clearly outline the approach and methodology to fulfil each one of the components of the work described above. The proposals must include and clearly describe:

- **Company / consortium Profile:** Provide contact details and evidence of on-ground work or office presence in eThekweni. Give an overview of your firm or group of firms qualifications, experience, and expertise in organic waste management, environmental engineering, or related fields.
- **Approach and Methodology:** Describe your proposed approach and methodology for conducting the two-season study, including key activities, methodologies, and timelines. Describe how you will meet the project objectives, referring to the project scope and deliverables. Explain how you will coordinate with C40 and the City team specifying required input and resources.
- **Timeline / chronogram:** indicating the different stages, milestones, and contact moments with C40 – adequate review periods should be included.

- **Team Qualifications:** Identify the key personnel who will be involved in the project, their qualifications and relevant experience. Provide an overview of the project team and outline key roles and responsibilities of each team member including individual CVs. The project team must ideally include:
 - 1 Team Leader with 10+ years of experience
 - 1 Project Manager with 5+ years experience
 - 2 Research Associates with 2+ years experience
 - Necessary Staff for onground sampling (Skilled and Unskilled)
- **Proposed Budget:** Provide a detailed budget for conducting the assessment, including all anticipated costs and expenses. Give a clear breakdown of inputs and resources required indicating who will provide.
- **References:** Include references and contact details from past projects related to waste management or similar studies.
- **Risk assessment:** Identified risks and assumptions made in planning this work - where risks are identified, appropriate alternatives and mitigation strategies should be outlined.

6.2. Optional criteria

Bidders are encouraged to include evidence or references of their relevant expertise, ideally including, but not limited to:

- Motivation about collaborating with C40 and supporting the delivery of the waste composition and waste flow analysis study.
- Examples of previous relevant work of a similar scale and structure, explaining the output and impact created, as concrete as possible. References from previous clients are welcome, as well as any links to websites where previous work can be seen.
- Description of corporate social responsibility (CSR) or internal guidelines that show the commitment to a healthy and inclusive working environment.

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. Individual CVs should not exceed 2 pages.

All documentation should be provided in a 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.

7.0 Service Provider Diversity

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

Only Service providers whom have undertaken similar work will be deemed eligible to tender and all supporting references of work done in this space are to be provided to support evaluation.

We strongly encourage service providers 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 service provider 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.

8.0 Contract

Contract terms and conditions will be negotiated upon the selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the C40 Legal Department and will include scope, budget, schedule, and other necessary items pertaining to the project. Please note that 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 service providers 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 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 service provider.

8.1 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.

9.0 Project management

C40 will oversee the project and be an active partner, along with the waste technical lead. The successful bidder will be expected to foster close and constructive working relations with the project manager.

10.0 RFP and Project Timeline

This Request for Proposal represents the requirements for an open and competitive process. All proposals are due no later than 5pm SAST 8 May 2024. Any proposals received after this date and time will not be considered accepted and will be returned to the sender.

Evaluation of proposals will be conducted from 8 May 2024 to 16 May 2024. If additional information or discussions are needed within this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than 5pm SAST 19 May 2024. Notifications to bidders who were not selected will be completed by 19 May 2024.

10.1 RfP Timeline

<i>Due Date</i>	<i>Activity</i>
19 April 2024	Request for Proposals sent out
19 April 2024-1 May 2024	RFP Consultation Period
1 May 2024	C40 responds to Questions & Consultations
8 May 2024	Deadline for proposals submissions
16 May 2024	Evaluation of proposals & Selection decision made
19 May 2024	All potential service providers notified of outcome

10.2 Project Timeline

<i>Due Date</i>	<i>Activity</i>
2 June 2024	Kick-off meeting (Deliverable 1)
3 June 2024- 26 June 2024	Study planning with C40 team and City officials. (Determination of study methodology in reference to existing studies).-Deliverable 2
8 July 2024	Submission of detailed strategy by the consultant for both seasons. (Deliverable 2)
9 July 2024- 1 October 2024	Consultative learning & development of monitoring manual-Deliverable 5
9 June 2024 - 10 August 2024	Sampling, fieldwork & analysis- Dry Season(Winter)-Deliverable 3
18 August 2024	Submission of the Draft Dry (Winter) season Report-Deliverable 3
19- 26 August 2024	Commenting on the Draft Dry (Winter) season Report.- Deliverable 3
27 August 2024	Final Dry Season Waste Composition

	and Mass Flow Analysis Report, Presentation- Deliverable 3
1 September 2024- 1 November 2024	Sampling, fieldwork & analysis of the Summer (Wet) season -Deliverable 4
8 November 2024	Submission of the Draft Summer (Wet) season Report -Deliverable 4
11-15 November 2024	Commenting on draft Wet season report.-Deliverable 4
18 November 2024	Final Wet season report submission & presentation-Deliverable 4
19 November 2024	Submission of monitoring manual-Deliverable 6
20 November 2024	Submission of draft complete project report-Deliverable 7
21-27 November 2024	Commenting period (through stakeholder consultative meeting) of Draft Final Report.-Deliverable 7
4 December 2024	Professionally well designed Final Report Submission on Waste Composition, Mass flow analysis and Monitoring(both seasons); Presentation & Summary report (English)-Deliverable 7
5 December 2024	Project Closure Meeting-Deliverable 8

Please note that these dates are to be used as a guide and are subject to change.

11.0 Project budget

The proposal should indicate a cost breakdown structure, outlining the costs for each component of the project (i.e. preliminary scoping, Site visits, transport, scales, etc.). All costs included in the proposal must be all-inclusive, referring to any VAT, copyright, or bank fees, etc. Costs should be stated as one-time or recurring costs. C40 does not pay contractors more frequently than once per month.

All equipment that needs to be procured and budgeted for the implementation of the project will be transferred to C40 or the City at no additional cost post project completion. The consultant's equipment shall remain in their property and custody if their cost is not budgeted to the project.

The consulting entity should provide the necessary workforce required to undertake this study. This study team will work in close collaboration with the City officials assigned to the initiative.

11.1 Payment Terms

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT, taxes and 'hidden' costs. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. All costs incurred in connection with the submission of this RfP are non-refundable by C40. The total project cost should not exceed **USD 50,000**.

The table below highlights the basis of payments.

Component & Activity	Payment
After finalising contract from both parties	20%
Final 1st Season Waste Composition and Mass Flow Analysis Report and Presentation	40%
Final Composition and Mass flow analysis (both seasons), Presentation, Professionally Designed Summary report (English), and Project Closure meeting	40%

12.0 Bidder profile and evaluation criteria

Submissions will be evaluated against the following criteria:

Evaluation criteria	Percentage
Relevant expertise, demonstrated experience and understanding of topics outlined in the proposal; waste composition and mass flow analysis, and references to previous similar projects and methods used, discussion of how this knowledge will be applied, and possibly expanded upon in this project.	40 %
Value for money: <ul style="list-style-type: none"> • Economy: Assessment of the cost efficiency & budget consciousness of the proposals - Consideration of whether the proposal costs aligns with the expected outcomes & deliverables • Efficiency: Examination of proposed project management approach, resource allocation, and timelines • Effectiveness: Assessment of appropriateness and viability of chosen methods and tools to achieve the objectives 	25 %
Project Management delivery and approach: Includes work approach, methodology and timeline. The successful applicant will demonstrate capacity to manage a citywide project and provide a plan for regular reporting from inception to the project closure	20 %
Equity and ethical alignment considerations: The successful candidate should demonstrate commitment to being ethical, equitable, diverse and inclusive. This should be depicted not only in the team member constitution but also in the manner of executing past works.	10 %
Interpretation of brief and quality of proposal as well as demonstrated expertise and long term experience in South Africa; while in eThekweni City is preferred. The team members should be able to speak in the local language.	5%

13.0 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](#)
- [C40 Non-Staff Travel and Expenses Policy - if applicable - [Here](#)]
- [GIZ Travel and Expense Policy - If applicable - [Here](#)]

14.0 Submissions and questions

Each bidder must submit 1 copy of their proposal to the email address below; copying the second address on or before **5pm SAST 8 May 2024**.

- Patricia K'Omudho; Technical Adviser: pkomudho@c40.org
- Phumelele Makhanya; Regional Advisor; pmakhanya@c40.org

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

15.0 Terms and Conditions

C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time, without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action. All costs incurred in connection with the submission of this RFP are non-refundable by C40 Cities Climate Leadership Group.

15.1 Confidentiality and Non-Disclosure

All data shared during the course of this project will be considered confidential and proprietary information. The appointed consulting entity and representatives shall not disclose, publish, quote, or use any of the provided data for any purpose other than this study and the explicit consumption of C40 and the City of eThekweni. This obligation of confidentiality extends to all individuals involved in the project and shall remain in effect both during and after the completion of the project. Any breach of this confidentiality clause may result in legal action and the termination of the agreement.

Responses submitted will be accessible by all C40 staff and external evaluators.

15.2 Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Service Providers 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 Service Provider as a result of this procurement, nor to accept the lowest price or any tender.