REQUEST FOR PROPOSAL (RfP)

Scaling high impact mitigation and adaptation actions in Brazilian cities on the way to COP 30

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

May 17, 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. **The Global Covenant of Mayors for Climate & Energy (“GCoM”)**

The Global Covenant of Mayors for Climate and Energy (GCoM) is the world’s largest alliance for city climate leadership with a shared long-term vision of promoting and supporting voluntary action to combat climate change and move to a low-carbon, resilient society, based on the following core principles:

- **Local Governments are Key Contributors**: The Global Covenant works to organize and mobilize cities and local governments to be active contributors to a global climate solution
- **City Networks as Critical Partners**: Local, regional and global city networks are core partners, serving as the primary support for participating cities or regions
- **A Robust Solution Agenda**: Focusing on those sectors where cities have the greatest impact, the Global Covenant supports ambitious, locally relevant solutions, captured through strategic action plans that are registered, implemented and monitored and publicly available
- **Reducing Greenhouse Gas Emissions and Fostering Local Climate Resilience**: The Global Covenant emphasizes the importance of both climate change mitigation and adaptation as well as universal access to clean energy
• **A Locally Tailored and Globally Coherent Alliance:** Driven by the efforts of cities, local governments, and regions, the Global Covenant of Mayors works to facilitate regional adaptation to meet local level needs and ambitions under one united, all-encompassing vision.

**GCoM STRATEGIC DIRECTION**

No single organization, initiative, sector, or government, however innovative or impactful, can accomplish all the transformational, systemic changes required of the global community. The Global Covenant of Mayors for Climate & Energy enables cities, local governments, and the networks that support them to bridge the gap from climate ambition to action delivery. The alliance unites and inspires its stakeholders to strengthen global climate coherence, accelerate the energy transition, and generate locally-tailored solutions for a common purpose: creating an inclusive, just, low-emission, and climate-resilient future for all. For the coming three years, GCoM’s Strategic Plan is focused on continuing to grow the alliance and engage cities that are not yet part of GCoM, to deepen support through technical assistance and other means to cities that have already committed to the Global Covenant and to accelerate action delivery across all levels of government and with the private sector, academia and civil society.

3. Project description

3.1. Summary, purpose and background

The IPCC’s Sixth Assessment Working Group III Climate Change report shows that climate change is already having a serious impact on ecosystems, assets, and communities around the world. This provides even more evidence that we urgently need to cut greenhouse gas (GHG) emissions to limit global warming to 1.5°C above pre-industrial levels to avoid catastrophic climate change and to adapt to the impacts climate change already has and will continue to have in the years to come.

Accounting for an estimated 70% of global emissions and home to 55% of the global population, cities have a critical role to play in this transition - not only within the cities' boundaries, but collectively spanning beyond individual city boundaries across levels of government. COP28 sent a strong signal for intragovernmental collaboration through the launch of the Coalition for High Ambition Multilevel Partnerships (CHAMP) - now amassing more than 70 national government endorsements - which is expected to develop and foster channels for cooperation in a number of priority countries over the coming years. The CHAMP initiative underpins the commitment taken by national governments to new ways of working with their subnational governments to collectively improve and accelerate evidence-based climate action and support local contributions to national ambitions to address the climate crisis.

Data and information on GHG emissions and climate risks and hazards are crucial for informing city climate policy and decision making at the local level, planning
impactful actions, executing projects, and reporting on their implementation and impact. However, data - the collection and processing burden for which oftentimes rests on capacity-limited local governments - is costly, time-consuming, and varied in quality. Capacity constraints are particularly strong in small and mid-sized cities and across the Global South, where often effects of climate change are already felt strongest with exacerbated socioeconomic consequences particularly for marginalized and underrepresented communities. At the same time these cities have the potential to embark and foster low emissions development paths and significantly contribute to their respective national and the overall global climate agenda. In these contexts it is paramount to ensure that climate-related data collection and reporting is not merely performed for the sake of reporting, but to inform local policy and action agendas that result in reduced emissions, strengthened adaptive capacity, increased energy access and minimized energy poverty, creating co-benefits including urban mobility, human health, air quality, etc.

To tackle these challenges, in 2023 GCoM, C40 and CDP conducted an assessment with the objective to understand the rapidly changing landscape of datasets and tools available to cities; identify opportunities for collaboration across C40, GCoM, CDP's and cities’ data collection efforts; and provide strategic recommendations as to how the organizations can help streamline local government access to data and tools in priority geographies to ensure cities have ‘good enough’ evidence to prioritise, deliver, track and report their climate action, decreasing the reporting burden and scaling climate action impact. Thereby, ‘good enough’ requires a fine balance between simplifying and streamlining the data collection process and tools, while ensuring quality and that the evidence base generated is sufficiently robust and trustworthy for reliable decision making.

The results of this work set out a basic understanding of the minimum evidence base needed for cities to ‘get started’ on their climate action journey, supporting the identification, delivery and tracking of priority actions, whilst also mapping out a journey to more rigorous approaches, emphasising and supporting continuous improvement over time. It also provides a clear framework for the development of associated datasets and tools by third-parties, to provide the evidence needed to support cities on their climate action journey. Together this ensures that the barriers to entry for lower capacity cities are reduced, whilst driving improvements in quality and usability of tools and datasets over time.

As a continuation to the 2023 work, the project “Scaling high impact mitigation and adaptation actions in Brazilian cities on the way to COP 30” will drive city climate action at scale in the pivotal country Brazil, whilst establishing the foundations and lessons-learnt to scale up to other priority countries of the CHAMP initiative globally. With Brazil being the fifth largest country by area (8,515 thousand sq km) and seventh most populous one across the world (214.33 million, annual population growth 0.5% (2021), host of COP30 and CHAMP country, this project has the potential to provide strong signalling effects for other CHAMP signatory countries and the future of intergovernmental climate action work.
3.2. Objectives

The primary objectives of the project are as follows:

- **Streamlining and scaling** existing and proven tools, processes and frameworks in the context of Brazilian cities;
- **Delivering foundational climate action plans**, including GHG emissions profiles and climate risk and vulnerability reports, action identification and prioritization and a method for monitoring, evaluation and reporting (MER) for 50 Brazilian cities\(^1\) by COP30.
- **Prioritising** and sufficiently **detailing** at least [1 mitigation and [1 adaptation action per city, to a level that **enables implementation** and collectively across target cities makes a measurable contribution to Brazil's Nationally Determined Contribution (NDC), National Adaptation Plan (NAP), National Biodiversity Strategies and Action Plans (NBSAPs) and Long Term Low-Emission Development Strategies (LT-LEDS) by the end of 2025.
- **Establishing a framework** for future scalability and replication of climate action planning efforts in other CHAMP priority countries.

3.3. Scope of Work

To achieve the above identified project objectives, this tender seeks to identify a supplier that will be responsible for the below defined scope of work across identified Brazilian target cities throughout two distinct project phases:

- The **'technical deep dive and pilot phase', hereafter referred to as first phase or phase 1**, spans approximately eight months from contract initiation until the end of the first quarter in 2025, with a total available budget of USD 200,000, and focuses on developing the scaling methodology, deriving technical aspects for mitigation and adaptation and testing the aforementioned across a few before rolling out to all identified target cities.

- The **'city engagement phase', hereafter referred to as the second phase or phase 2**, spans approximately eight to nine months, following the first phase and completes by the end of 2025, with a budget to be defined throughout the remainder of 2024, and centers on the engagement with cities and identification and prioritisation of high impact actions across mitigation and adaptation.

Under this RfP Suppliers are asked to present a proposal, technical and financial, that spans across both phases. A separate contract will be issued for each of the two phases, whereby completion of the first phase, successful or unsuccessful, does not automatically imply the continuation of implementation of the second

\(^1\) The exact number of target cities as part of this project is yet to be confirmed throughout the course of the next months.
phase. C40 reserves the right to adjust the objectives, scope of work and deliverables for this project after the first phase depending on the availability of funding and/or select an alternative and/or additional supplier for the second phase.

The scope of work under this RfP contains the following elements:

**Phase 1:**

- Establishing commitment, governance:
  - With the background knowledge of [C40's climate action planning framework developed for mega cities and the DK2020 model](#), develop a climate action planning scaling methodology, including a method for project evaluation, for the Brazilian context and engage in the first phase pilot cities for proof of concept and all identified target cities in Brazil (see 6. RfP and project timeline). Thereby, the aim across mitigation and adaptation is to establish a scaling methodology that aligns with the [GCoM Common Reporting Framework (CRF)](https://www.gcomglobal.org) standards and complies with at least the ‘getting started’ minimum criteria as set out in the 2023 data landscaping assessment, while ensuring scalability across identified target cities and enabling action prioritisation and detailing through city engagement in the second phase at a fast pace en route to COP30.
  - Derive city powers, key policies and capacities to enhance the understanding of climate action in Brazilian cities across project partners and identify key mitigation and adaptation sectors.
  - Where not already committed, the chosen supplier will coordinate with the GCoM and C40 relevant leads/points of contact to help facilitate commitments from local governments to GCoM as part of their accelerated city climate action journeys.
  - With local and international partners establish a long-term vision, including a mitigation and adaptation goal, and with the GCoM and C40 relevant leads/points of contact support political commitment for project scale plan.

- Deriving the evidence base for major sources of emissions and climate risks and vulnerabilities facing Brazilian cities, with the aid of existing and emerging external datasets and tools aligning with the GCoM CRF standards and compiling with at least the ‘getting started’ minimum criteria as set out in the 2023 data landscaping assessment:
  - Develop, test and implement a scaling methodology supporting target cities to efficiently (i.e. swiftly and effectively) understand their total and sectoral GHG emissions and develop a simple ‘no action’ forecasting method for 2030 and 2050 scenarios.
  - Develop, test and implement a scaling methodology supporting cities to adequately understand their city’s major climate risks and how it will affect aspects of the urban environment - city assets and infrastructure, economic activity, lives and livelihoods - for different mitigation scenarios to 2030 and 2050.

---

2 The results are not yet available in the public domain, for access please reach out directly to Victoria Gonsior, vgonsior@C40.org.
Identifying high impact actions & prioritisation methodology for major emissions sectors, priority climate risks and vulnerabilities, as well as priority sectors for cities across Brazil, in line with the NDC/NAP, for each target city.

**Phase 2:**
- Providing technical assistance to city officials and decision makers in identified target cities to
  - Validate emissions profiles, ‘no action’ trajectories and climate risks and vulnerabilities through engagement with identified target cities;
  - Prioritize and detail high impact mitigation actions [1] and adaptation actions [1] to the extent that implementation can be initiated by the end of 2025.
- Developing a method for MER, using Key Performance Indicators (KPIs), to track progress and impact for identified high impact mitigation and adaptation actions - in line with ‘getting started’ minimum criteria - and provide hands-on support to target cities in the project to report their key environmental data points and documents to reporting platforms, e.g. CDP-ICLEI Track.
- Delivering a short and concise foundational climate action plan, including but not limited to visual representations of the evidence base and a presentation of each of the prioritised actions tailored to each target city’s context and needs, particularly aimed at public communication and reporting on impact.
- Outlining next steps for identified target cities to move to implementation, and monitoring of prioritised actions and reporting impact in the short term and identifying additional actions for implementation in the longer term.
- Identify partners for scaling beyond the identified target cities in Brazil, as well as across other CHAMP countries.
- Extrapolating lessons learned and advising and guiding on:
  - Getting cities started on climate action planning in Brazil and other CHAMP countries;
  - Future pilots of similar size;
  - Scaling the implemented methodology beyond Brazil and across various typologies of cities and local governments.

### 3.4. Deliverables

Across the two phases, the supplier will be expected to present the following deliverables, with a focus on learning and evaluation for scaling further in Brazil and other countries.

The initial **first phase**, will deliver the technical deep dive for each city, deriving technical aspects and testing the deliverables across a few target cities and subsequently expanding to all target cities.
The deliverables in the **second phase**, focus on the engagement with cities and identification, prioritisation and detailing of high impact actions across mitigation and adaptation.

**Phase 1:**
- Project implementation plan including progress tracking and end of project evaluation methodology to establish a monitoring and evaluation report;
- List of cities to be engaged & coordinate with GCoM and C40 to establish a long-term vision, including a mitigation and adaptation goal;
- Mitigation evidence base in form of GHG emissions profiles, 'no action' emissions forecasting for 2030 and 2050 for each target city;
- Adaptation evidence base in form of climate risk and vulnerability reports for each target city.
- Long list of high impact actions & prioritisation methodology for major emissions sectors, priority climate risks and vulnerabilities as well as priority sectors for cities across Brazil, in line with the NDC/NAP, for each target city.

**Phase 2:**
- Slide decks containing emissions profiles, trajectories and climate risk and vulnerabilities for validation by each city, as well as actions for prioritisation and detailing with city officials and decision makers presented in each target city;
- In close coordination with the GCoM and C40 relevant leads/points of contact deliver city engagement workshops in each of the identified target cities using prepared slide decks;
- Updated and finalised above emissions profiles and climate risk and vulnerability reports on the basis of city feedback from city engagement workshops;
- Prioritised and detailed high impact mitigation and adaptation actions (at least 1 each) for each of the target cities, based on each cities specific powers, targeting priority sectors, and including KPIs;
- Climate action finance and reporting plans for approximately 50 target cities, specifying funding and financing engagement strategy for priority actions that considers regional, federal, private, and multilateral stakeholders as well as the identification of next steps to advance on climate action implementation; and MER plan linked to national and global frameworks including CDP-ICLEI Track;
- Recommendations to maintain political momentum in Brazil and to expand the tested scaling methodology beyond identified target cities in the country addressed to the stakeholders involved in the project;
- Monitoring and evaluation report addressed to international partners, including lessons learnt and guidance on the basis of the tested scaling
framework, to expand to other CHAMP countries.

4. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Initial concise proposals (max. 15 pages, incl. annexes and excl. CVs) will be accepted until June 7, 2024 at 6 pm EST. Any proposals received after this date and time will not be accepted.

All proposals should include a clear approach for project delivery across both phases (see 6. RfP and project timelines), including clear timetables linked to deliverables, stakeholders and partners to engage and how you will work with them, clear costs outlined separately for the first and the second phase and details on experience and expertise across the different work areas.

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

- How your proposal is responsive to the overall project objectives, scope of work and deliverables presented across the two phases;
- How your proposal is responsive the evaluation criteria;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee and costs for both, the first and second phase;
- Proposed timeline of implementation linked to the two phases and deliverables;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 and GCoM staff;
- Proposed working partnership with C40 and GCoM, including (as applicable) project governance and management, key personnel including resumes of proposed key personnel (standard C40 CV Template), key roles and responsibilities, and escalation procedure for issues;
- Information on company/organisation size and background;
- Description of experience of working with cities on climate action in Brazil and/or examples of similar past work in the country.

You must include adequate information about how your costs, separately for both phases, were calculated to enable evaluation of cost reasonableness.

Once proposals are received an initial selection of preferred suppliers are invited to present their proposals to representatives from C40, GCoM and CDP and further information from the three partners on the envisaged work plan, project details and timelines will be shared. Preferred suppliers are invited to resubmit their proposals (max. 15 pages, incl. annexes and excl. CVs), which will be accepted until July 5, 2024 at 6 pm EST. Any proposals received after this date and time will not be accepted.
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 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.

A separate contract will be issued for each of the two phases, whereby completion of the first phase, successful or unsuccessful, does not automatically imply the continuation of implementation of the second phase. C40 reserves the right to adjust the objectives, scope of work and deliverables for this project after the first phase depending on the availability of funding and/or select an alternative or additional supplier for the second phase.

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 as well as their expertise to deliver the sub-contracted services.
5. RfP and Project Timeline

Based on the responses received, C40 and GCoM may select multiple preferred suppliers for video conference calls for interviews and proposal presentations, but also to share further project related information on the envisaged work plan, project details and timelines. Following the video conference calls, C40 and GCoM might issue refined specifications and preferred suppliers are invited to resubmit their technical and financial responses.

Consortia consisting of multiple teams and/or organisations with suitable expertise may also be considered.

C40 to issue the final supplier award approximately six to eight weeks. This section of the RfP should provide all the known information about the timeline for the RfP process as well as the project itself. Detailed project specific timelines are indicated in section 4).

RfP Timeline:

<table>
<thead>
<tr>
<th>RfP Timeline</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>May 17, 2024</td>
</tr>
<tr>
<td>Questions submitted to C40</td>
<td>May 29, 2024</td>
</tr>
<tr>
<td>C40 responds to questions</td>
<td>Rolling basis until May 31, 2024</td>
</tr>
<tr>
<td>Deadline for receiving initial offers</td>
<td>June 7, 2024</td>
</tr>
<tr>
<td>First evaluation of submitted proposals</td>
<td>June 7, 2024 - June 21, 2024</td>
</tr>
<tr>
<td>Presentation of preferred submitted proposals and further information from contracting partners on envisaged work plan, project details and timelines</td>
<td>June 7, 2024 - June 21, 2024</td>
</tr>
<tr>
<td>Deadline for re-submission of preferred proposals</td>
<td>July 5, 2024</td>
</tr>
<tr>
<td>Final selection decision made and winning supplier notified of outcome</td>
<td>July 19, 2024</td>
</tr>
</tbody>
</table>

Project Timeline:

<table>
<thead>
<tr>
<th>Project Timeline</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract kick-off first phase</td>
<td>August 5, 2024</td>
</tr>
<tr>
<td>The project initiation phase, incl. detailed project planning must be completed by</td>
<td>August 30, 2024</td>
</tr>
<tr>
<td>Project implementation phase and project end for first phase are due to run until</td>
<td>March 31, 2025</td>
</tr>
</tbody>
</table>
6. Proposal Evaluation Criteria

This section of the RfP describes the evaluation criteria that each submitted proposals will be assessed against at both, the initial and resubmission stage:

Proposals will be evaluated against the following criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical expertise on feasible, robust, and scalable methods and processes for generating local climate action plans</strong></td>
<td>55%</td>
</tr>
<tr>
<td>The successful proposal will need to demonstrate in-depth knowledge of accessible, feasible, scalable, and robust methods and processes to generate greenhouse gas emissions profiles, climate risk and vulnerability reports, and climate action plans. The successful proposal will also exemplify and detail how these methods and processes can be replicated across cities and local governments globally, leveraging this Brazilian pilot as an ambitious demonstration that reduces the time and burden needed to move local governments from commitments to identified climate and energy actions.</td>
<td></td>
</tr>
<tr>
<td><strong>Costs</strong></td>
<td>10%</td>
</tr>
<tr>
<td>The successful proposal needs to demonstrate a commitment to efficiently balancing foreseen costs and comprehensively meeting the goals and objectives of the project.</td>
<td></td>
</tr>
<tr>
<td><strong>Project management</strong></td>
<td>25%</td>
</tr>
<tr>
<td>Robustness of the project management and delivery proposal and ability to meet the requirements listed to time and quality</td>
<td></td>
</tr>
<tr>
<td><strong>Equity and ethical alignment</strong></td>
<td>10%</td>
</tr>
<tr>
<td>The successful proposal should be composed of organization(s) and individual(s) who share C40 and GCoM values (see Section 1 for further details).</td>
<td></td>
</tr>
</tbody>
</table>

7. Project Budget

Potential Suppliers are asked to include in their financial proposals linked to the two project phases and deliverables as part of the technical proposal and as presented in section 4). The budget for the first phase shall not exceed the total of USD 200,000. The budget for the second phase is to be defined throughout the remainder of 2024.
Payment will be made according to meeting project milestones as approved by the C40 point of contact. If Travel is expected for this work either for the first or the second phase, estimated expenses are to be included in the budget. All travel is to be pre-approved by the C40 point of contract prior to incurring the cost.

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.

8. 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](#)

9. Submissions

Each Potential Supplier must submit 1 copy of their initial concise proposal (max. 15 pages, incl. annexes and excl. CVs) to BOTH email addresses below by June 7, 2024 at 6 pm EST:

Lu Sun (lsun@c40.org)
Benjamin Jance (bjance@globalcovenantofmayors.org)

Anonymised responses to questions will be provided here (link) on a rolling basis until 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.