REQUEST FOR PROPOSAL (RfP)  
-Mainstreaming Inclusive Climate Action in Kuala Lumpur-

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

16 May 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. C40 UCAP CAI Programme and Bandaraya Kuala Lumpur (DBKL)

Working with Dewan Bandaraya Kuala Lumpur (DBKL)

In Kuala Lumpur, C40 works on two priority actions: (1) the Low Carbon Building Checklist and (2) Near Zero Carbon Emissions Building (NZCEB) Roadmap. Engagements and other ICA considerations are integrated into the process of these priority actions.

DBKL has agreed to undertake work on mainstreaming Inclusive Climate Action as one of two mainstreaming actions under the UCAP CAI Programme.
ICA and Mainstreaming in the KL CAP

The Kuala Lumpur Climate Action Plan lists ‘Inclusivity and Benefits’ as one of its key components:

1. EMISSIONS NEUTRAL
   Develop a pathway to deliver an emissions neutral city by 2050 and set an ambitious interim target for 2030

2. GOVERNANCE & COLLABORATION
   Detail the governance, powers and the partners to engage in order to accelerate the delivery of the city’s mitigation targets and adaptation goals

3. RESILIENCE TO CLIMATE HAZARDS
   Demonstrate how the city will adapt and improve its resilience to the climate hazards that will intensify over time

4. INCLUSIVITY AND BENEFITS
   Outline the social, environmental and economic benefits expected from implementing the plan, and ensure the equitable distribution of these benefits

The CAP also commits to mainstreaming ambitious and transformative actions that require greater cooperation among stakeholders, realising greater inclusive benefits, and long-term resilience potential.

Since the early 2000s, Kuala Lumpur has implemented initiatives on inclusive engagement through the adoption of Local Agenda 21, the New Urban Agenda, and the Sustainable Development Goals. While inclusive engagement aligns with C40’s ICA pillars, there are other technical aspects of ICA which the city can benefit from in progressing climate action.

ICA programs and initiatives also tend to be lodged in city departments that have the most community exposure, leaving many offices to become unaware of the crucial need for equity and inclusion. In the 2020 DBKL ICA Summary Report, these were identified to be the Community Development and Urban Wellbeing Department, the City Planning Department, Health and Environment, and the Culture, Arts, Sports and Tourism Department. The report also underlines gaps, including 1) the need to include more impacted and underserved stakeholders; 2) some programmes, policies, and projects that do are not able to take into consideration climate action; 3) the need to establish better equity and inclusion parameters at the planning stage of programmes; and 4) general access to information of the equitable distribution of programme impacts and benefits.

---

1 Kuala Lumpur Climate Action Plan, Chapter 1, p 15
2 Kuala Lumpur Climate Action Plan, Chapter 5, pp 92-93
3 Kuala Lumpur Climate Action Plan, Chapter 1, p14
4 Kuala Lumpur Inclusive Climate Action Summary Report, pp 9-10
Mainstreaming ICA into DBKL

DBKL’s work on climate, energy and buildings cuts across departments, and has measures in place to ensure compliance to standards and technical requirements. These include environmental impact assessments (EIA), financial feasibility assessments, technical plans, among other requirements.

However, there is a need to address the technicality of equity and inclusion in the process of achieving climate action. While the city conducts stakeholder consultations, engages volunteers, and programs that address socio-economic needs, i.e. subsidies, there remains a need to more deliberately assess and address stakeholders and communities who may be underserved in the planning and policy-making process.

A survey conducted in April 2024 captured responses from 249 staff across all of DBKL’s departments, and showed how the city is most willing to approach mainstreaming by developing a tool or guideline to embed inclusion and equity. Findings include:

1. How DBKL generally needs capacity-building on the fundamentals of ICA, particularly on equity assessments and other analytical tools to integrate equity into the city;
2. The preference to:
   a. Develop a guide or tool for mainstreaming ICA, as well as
   b. Integrate ICA into the planning and project cycle;
3. A clear need for nuance and deeper context of equity and inclusion in the context of Malaysian culture and values; and
4. An innovative, creative and accountable approach to inclusion within the city.

The Jabatan Perancangan Bandaraya (JPRB) will lead and collaborate across key departments which are JKEW (Finance department), JPSM (Human Resources department), and IDB (Training Institute) and champion the institutionalisation and mainstreaming of ICA work in DBKL.

C40 envisions steps to ensure that ICA is sustainable and transformational for the city, particularly through:

1. **Mainstreaming of ICA training modules into the city's competency-building unit**, the Institut Latihan Dewan Bandaraya Kuala Lumpur (IDB) and their training plans for competency-building for current and new city officials, particularly for Levels A & B under the IDB Training Prospectus;
2. The **co-designing of an ICA checklist (or similar/relevant tools)**, which will serve as DBKL’s guide to be able to conduct self-assessments, 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; and
3. **Institutionalising the usage of checklist and/or other ICA tools (to be determined later)** through integration into IDB training modules and existing tools through the Mayor’s Circular (or equivalent measure) including the **pilot** of the ICA checklist through JPRB.

---

Footnote: Outside the CAI Program, the UCAP Cities Finance Facility has also developed a **guide to embed equity and inclusion in sustainable infrastructure**, and **equity considerations** in energy and buildings. This project aims to integrate both resources into mainstreaming ICA for Kuala Lumpur.
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 select DBKL offices about the basics of 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 KLCAP2050 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 programs of DBKL, with an intersection of inclusion or social and environmental/climate components, as aligned with the Kuala Lumpur Climate Action Plan 2050. |                                                                                   |
| 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 DBKL staff members        |                                                                                   |
| 3. Training Package for DBKL, with the following components:                |                                                                                   |
| a. A training assessment framework to allow DBKL in identifying city staff to attend relevant level of (eg. basic, intermediate and advanced) training modules based on their departments, responsibilities and level of competence  
b. Design and contextualization of training modules including but not limited to basic C40 ICA topics; training modules are to be adopted or replicated by DBKL for future use in the city’s IDB Training Prospectus  
c. Activities that address direct outputs in the training, specifically, incorporation of a stakeholder and equity assessment that enables DBKL to integrate equity and inclusion into the priority actions and the project cycle, and as necessary, |
other per-module outputs relevant to the city government activities and operations
d. Activity and output delivery designs and materials, including workbooks if necessary
e. Script for the training sessions and training platform  
f. Delivery of actual training for DBKL staff members

4. **Documentation report** of the training delivery, including a summary of all training outputs

5. **Training evaluation report**, including recommendations for the adoption of training modules by DBKL

6. **ICA Checklist or equivalent tool**, which will be adopted by the DBKL into the planning, program, and project development processes the most conducive platform for improved inclusion and use throughout the city government

7. **Strategy and institutional recommendations** for DBKL’s adoption of the ICA checklist or equivalent tool

**Notes:**
- *All deliverables are to be submitted in both Bahasa Malaysia and English.*

### 3.2. Participating DBKL Offices

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

<table>
<thead>
<tr>
<th>Stage</th>
<th>DBKL Offices Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Assessment</td>
<td>DBKL CAI UCAP Working Committee (Across 25 Departments)</td>
</tr>
<tr>
<td>Training</td>
<td>Internal Coordinator: JPRB, JPSM &amp; IDB</td>
</tr>
<tr>
<td></td>
<td>Participants: Shortlist to be discussed with DBKL</td>
</tr>
<tr>
<td>ICA Checklist/equivalent tool Development</td>
<td>JPRB or other departments to be identified upon confirmation of tool</td>
</tr>
<tr>
<td>Institutionualisation of Training Modules and Checklist</td>
<td>Institut Latihan Dewan Bandaraya (IDB)</td>
</tr>
</tbody>
</table>
### 3.3. Proposed Training Plan

The following training plan is suggested for DBKL’s capacity-building, and is expected to be enhanced or revised according to the results of the Needs Assessment or further discussions with DBKL.

<table>
<thead>
<tr>
<th>Day</th>
<th>Module Topics</th>
<th>Activity / Output</th>
</tr>
</thead>
</table>
| 1   | A. Overview of Inclusive Climate Action, Basic Concepts and Principles  
     B. ICA Global Case Studies  
     C. Presentation of Needs Assessment Findings in Kuala Lumpur | None |
| 2   | D. Inclusive Planning | Equity assessments for priority actions: 1) NZCEB and 2) LCBC |
| 3   | E. Inclusive Community Engagement | Community Immersion or Co-designing exercise with NGO or grassroots group |
| 4   | F. Good Green Jobs, Just Transition and Benefits in Equitable Policy | Green Jobs Mapping |
| 5   | G. Applying ICA: Equity in the planning and project cycle | Co-Designing the Mainstreaming ICA tool |

### 4. Recruitments and Qualifications

Mainstreaming Inclusive Climate Action in Kuala Lumpur 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 Malaysian cities, preferably on topics about equity, diversity, and inclusion (ED&I) and/or its intersectionality or applications in climate policies and solutions, or energy and buildings in the urban context.

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, 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, 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 and Evaluation Specialist | Develop the M&E training framework for the needs assessment and lead the post-training evaluation | Background in Social Sciences or related fields, preferably with MA | • Demonstrated competency in creating frameworks and assessments on monitoring, evaluation, accountability and learning for capacity building  
  Excellent analytical skills |
| 5  | Documenter                        | Document                                                                 | Background in sociology, anthropology, or related fields | • Excellent writing skills |
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 section 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 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 Malaysia, 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 Kuala Lumpur 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>
<th>New Due Dates</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>16 May 2024</td>
<td>-</td>
</tr>
<tr>
<td><strong>Pre-bid Conference/Aanwijzing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To join: <a href="https://c40.zoom.us/j/96325964628">https://c40.zoom.us/j/96325964628</a></td>
<td>21 May 2024</td>
<td>-</td>
</tr>
<tr>
<td>Meeting ID: 963 2596 4628</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Password: 897595</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date/Time: Tuesday, 21 May 2024, 14.30-15.30 (GMT+8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions submitted to C40</td>
<td>16-27 May 2024</td>
<td>-</td>
</tr>
<tr>
<td>C40 responds to questions</td>
<td>16-28 May 2024</td>
<td>-</td>
</tr>
<tr>
<td>Deadline for receiving offers</td>
<td><strong>30 May 2024</strong></td>
<td><strong>7 Jun 2024</strong></td>
</tr>
<tr>
<td>Clarification of Offers &amp; evaluation of proposal</td>
<td>30 May - 14 June 2024</td>
<td>7 Jun – 21 Jun 2024</td>
</tr>
<tr>
<td>Selection decision made</td>
<td>20 June 2024</td>
<td>28 Jun 2024</td>
</tr>
<tr>
<td>All Potential Suppliers notified of outcome</td>
<td></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 government entities.</td>
<td>35%</td>
</tr>
<tr>
<td>Cost Reasonableness measured by:</td>
<td>20%</td>
</tr>
</tbody>
</table>
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 2024-2025</th>
<th>Activities</th>
<th>Deliverables</th>
<th>Payment Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun</td>
<td>1. Onboarding of consultant</td>
<td>None</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Jul                | 2. Kick-off meeting with DBKL (2 Jul)  
3. Review of ICA Global Resources, KLCAP2050, ICA Report and other relevant reports/plans  
4. C40’s review of Initialization Report | 1. Initialization Report (8 Jul) | 10% |
| Jul - Sep          | 5. Consultant to submit tools for Needs Assessment (15 Jul)  
6. C40 to revert with feedback (tools) (18 Jul)  
7. Consultant to submit revised tools | 2. ICA Needs Assessment Report (23 Sep) | 30% |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oct - Nov</strong></td>
<td>12. C40 to revert with comments <em>(27 Sep)</em></td>
<td>3. Training Delivery <em>(18-22 Nov)</em></td>
</tr>
<tr>
<td></td>
<td>13. Consultant to submit Day 1 Training Modules and Activity Designs <em>(2 Oct)</em></td>
<td>4. Final training package for adoption of IDB <em>(9 Dec)</em></td>
</tr>
<tr>
<td></td>
<td>14. Consultant to submit Day 2 Training Modules and Activity Designs <em>(9 Oct)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15. Consultant to submit Days 3-4 Training Modules and Activity Designs <em>(30 Oct)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16. Consultant to submit Day 5 Training Modules and Activity Designs <em>(6 Nov)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17. C40 to revert with overall comments after iterative training module reviews <em>(11 Nov)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Dec - Feb 2025</strong></td>
<td>18. ICA Tool or Checklist Co-Development <em>(25 Nov)</em></td>
<td>5. ICA Checklist or Equivalent Tool <em>(24 Feb)</em></td>
</tr>
<tr>
<td></td>
<td>19. DBKL and C40 to provide feedback on training modules and delivery for adoption to IDB <em>(2 Dec)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20. Consultant to submit final training package for adoption of IDB <em>(9 Dec)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22. C40 and DBKL to provide comments on ICA Tool / Checklist and strategy for institutionalisation <em>(20 Jan)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consultant to finalise report, tools, and strategy <em>(3 Feb)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>23. Institutionalising the ICA Checklist in JPRB and official adoption of training modules into IDB <em>(10 Feb)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24. Project Wrap-up <em>(24 Feb)</em></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1. Dates for some key activities with Kuala Lumpur departments may shift depending on the city government’s schedule.
2. Dates may shift upon the completion of the procurement process.
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 Kuala Lumpur - Submission - [Name of Company], no later than **7 Jun 2024, 14:00 (GMT+8)**. 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.