Request for Proposals

Supporting the Nairobi City County Government in the Diversion of Organic Waste in selected Nairobi City County Markets

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

May 13, 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 labor, business, the youth climate movement and civil society to go further and faster than ever before.

The strategic direction of the organization is determined by an elected Steering Committee of C40 mayors which is co-chaired by Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyerr of Freetown, Sierra Leone. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40’s three core strategic funders are Bloomberg Philanthropies, the Children’s Investment Fund Foundation (CIFF) and Realdania.

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

2. The UCAP Climate Action Implementation (CAI) Programme

The Climate Action Implementation (CAI) Africa Programme is part of a 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 Africa, the CAI programme aims at providing technical assistance and capacity building to seven metropolitan cities across the region to enable climate change mainstreaming and action implementation of two key sectors: (i) waste and (ii) energy & buildings. In Kenya, the CAI programme will work with the Nairobi City County Government to steer such implementation of actions in the mentioned sectors.

This programme focuses on the policies and projects that can deliver the most significant emissions and risk reduction impact and wider benefits in support of 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.

3. Summary, and Background of the Project

The CAI Africa Programme is looking for a consultant or a consultancy firm/consortium to build upon, enhance and extend the findings of the recently
completed gaps and needs (G&N) study as well as the associated roadmap for the selected waste priority high-impact action in Nairobi City County. Key recommendations from the G&N study included:

1. Technology and infrastructure
   - development of a centralized data management system in order to inform decision makers and other stakeholders
   - awareness and capacity building campaigns in order to promote adoption and use of alternative technologies for managing organic waste
   - ensuring availability of (separate) bins as well as better management of waste area in markets
   - availability of cold storage in order to reduce losses (approx 20% of organic produce ends up as waste);

2. Data, monitoring and evaluation
   - establishment of a baseline (status quo) for waste characterisation and quantification (at markets, as well as across the city)
   - implement (regular) data collection requirements
   - develop M&E framework, with associated KPIs, data collection and reporting etc;

3. Stakeholder engagement, training and awareness:
   - educational workshops and training across the value chain
   - implementation (and marketing/publication) of demonstration projects
   - encourage opportunities for knowledge sharing and learning
   - pushing for stronger interdepartmental coordination within the NCCG;

4. Finance
   - Taking into account the precepts of the national Sustainable Waste Management Act and the County’s Solid Waste Management Act in order to establish clear financial responsibilities for waste management (including Extended Producer responsibility);
   - clarity on budget allocations for the levies collected from the market stalls/vendors, as well as ensuring sufficiency of the levies and allocations;
   - dedicated designation/resource (within the market?) for funding identification and application;
   - review and adjust county budgets to ensure (more) equitable distribution;

5. Policy and regulation:
   - enhancing inclusivity (with a particular focus on vulnerable groups) through policy and regulatory interventions;
   - strengthening the implementation and enforcement of rules that govern the waste management sector;
   - implementation of regulations that restrict or prohibit the disposal of organic waste and promote its diversion;
   - bridging the gap between policy frameworks and effective implementation.

This next phase of work aims to initiate the implementation of recommendations from the gaps and needs report, focusing in particular on data, monitoring and evaluation (specifically waste characterisation and quantification at City markets), stakeholder engagement and awareness, and policy and regulatory frameworks.
3.1. Overview of Nairobi City

The Nairobi City County Government (NCCG) is the capital and largest city in Kenya and among the fastest-growing cities in East and Central Africa. It has complex temporal and spatial distributions of population, infrastructure, and socio-economic activities. A comparison of national and city-level total GHG emissions shows that NCCG currently accounts for approximately 5% of Kenya’s total emissions. As the largest city in Kenya, NCCGs share of national emissions is projected to grow over time.

Rapid urbanization and unplanned settlements driven by population growth and urban poverty led the city to urgently act to mitigate and adapt to climate change. Under C40’s Deadline 2020 programme, NCCG developed and launched an ambitious Climate Action Plan (CAP) that aligns with the global goal of limiting the average temperature rise to 1.5°C. NCCG is committed to implementing the ideal set of actions required to become carbon neutral by 2050.

The Climate Change and Air Quality Monitoring Directorate under Green Nairobi’s Environment Sub-Sector, is responsible for coordinating and advancing the City’s climate change agenda and will focus on policies and actions to deliver net zero carbon municipal buildings, through energy retrofits, on-site renewable energy systems deployment and developing treatment capacity for organic waste.

3.2. Selected high-impact priority waste action for the Nairobi City County.

NCCG - through a collaborative and extensive city engagement process - has selected the following waste action from the Climate Action Plan for implementation under the CAI Africa programme.

The aim of the waste action is to **develop collection and separation capacity for organic waste at fresh produce markets across Nairobi City County that incorporates circular economy principles.** This is anchored under CAP action #12 - Heighten innovation in food process and storage, and adopt a food systems strategy. It is also closely tied to CAP action #3 - Implementation of a circular economy solid waste management approach and CAP action #6 Working toward a clean and zero-waste city.

For a detailed project description, please access the draft concept note [here](#).

The city’s waste action is closely linked to an energy action, which aims to reduce the amount of organic waste generated within city markets through the **development of a framework for the deployment of renewable energy solutions and energy efficiency interventions at city markets in Nairobi City County, scalable to other municipal building typologies.** This is anchored under CAP action #5 Increase adoption of renewable energy and CAP action #7 Revision of building codes for enhanced energy efficiency in buildings. For a detailed project description, please access the concept note [here](#).
The proposed actions will be part of a broader programme that aims to build climate resilient city markets and municipal buildings and bring lasting and substantial climate mitigation and adaptation actions to the city through new policies and programmes and deployment of new technologies and business models.

C40 has engaged a separate consultant to carry out energy audits, to provide an overview of the status quo in terms of energy supply, demand and usage in city markets, as well quantifying the overall impact of energy efficiency improvements in terms of energy efficiency, cost savings and GHG emissions reductions. Undertaking the energy auditing exercise will require some level of stakeholder engagement and as such, the bidder selected to carry out this assignment will have to work closely with the energy consultant, to ensure that all relevant city stakeholders are thoroughly engaged throughout the delivery of this assignment.

The co-design of a demonstration project, which can then be scaled up to include other city markets and municipal buildings, will serve as a proof of concept in the short term (2024) and will enable the city to adopt guidelines for co-design, as they seek to retrofit existing markets (2024-2025) and develop new markets in the future (2025 and beyond). The outcome of this project will contribute to increasing adoption of renewable energy & energy efficiency measures, diversion of organic waste from landfill and mainstreaming and localizing the Climate Action Plan.

3.3 Nairobi City County Fresh Produce Markets

According to the National Solid Waste Management Strategy of 2015, food waste constitutes between 55-74% of the total waste generated in the city, with city markets producing only 3.5% of the waste generated in Nairobi. However, city markets’ waste is almost entirely composed of organic (food waste) resulting from discarded food products, providing a good opportunity for trialing interventions for the management of organic waste, which can later be expanded to include waste from households and other sources. In addition, city market food traders incur losses associated with fresh produce losses because of a lack of preservation of their produce.

With the recent ban on the use of plastic bags for the collection of organic waste announced by the National Environment Management Authority (NEMA), this programme also seeks to support the operationalisation of this ban and implement sustainable solutions for the diversion of organic waste.

The city markets of Nairobi face waste collection challenges due to the limited availability of waste collection equipment, infrastructure and resources. Currently, waste segregation at source is very limited, as a result of limited awareness of the opportunities for recovering value from discarded organic waste, lack of dedicated in-house organic waste bins and skips and overall market set-up to encourage waste segregation at the source. Uncollected waste from these city markets hence ends up in streets, roads, and trenches and accelerates flooding during the rainy season. Improper waste management within Nairobi County, including littering, illegal dumping as well and city markets' insufficient waste
collection has led to not only the increased risk of flooding, but also to increased negative impacts on human health from the spread of waterborne diseases.

Following the Gap and Needs Assessment completed in 2023 on diverting organic waste from city markets in Nairobi City County, this RFP is aimed at unpacking the study into a more detailed and pragmatic action plan on the suggested waste technologies and models, ensuring an inclusive and participatory stakeholder engagement process, for the co-creation of viable organic waste management models and selection of preferred options to move forward for implementation.

4. Project Scope

The scope of this work is informed by the outcomes of the Gaps and Needs assessment that was conducted in 2023 to advance the implementation of the waste action in Nairobi. The assessment report recommended several interventions, as detailed in the previous chapter, that Nairobi City could implement in order to support the diversion of organic waste from City markets. The primary focus of this work is therefore to operationalize select recommendations from the G&N study, and associated roadmap including:

(i) **Waste composition analysis:** Conducting a waste composition and quantification in at least two of the City markets, and extrapolation of the data in order to estimate waste generation across all Nairobi city markets.
(ii) **Stakeholder and value chain mapping for organic waste management in Nairobi:** This will look at (i) identifying existing organic processing initiatives, and (ii) assessing current capacity and potential for diverting additional organic waste to these facilities, (iii) recommendations on expanding current capacity (and/or developing new facilities) to increase processing capacity for organic waste in Nairobi
(iii) **Roadmap for organic waste diversion** This will give a high-level view of (i) what actions the city needs to implement to divert organic waste from markets (including the construction of facilities), (ii) logistic models for waste diversion, (ii) budgeting/financing processes that the City should consider for implementation of organic waste management initiatives.
(iv) **Regulatory and policy considerations** This will entail reviewing the policy and regulatory landscape and proposing actions that will be implemented in order to create an enabling environment for organic waste management in the City. In addition, this will outline the steps required to obtain approvals, permits and licenses.

4.1. Project aim and objectives

4.1.1. Aim

The aim of this work is to enhance organic waste management in Nairobi by implementing key recommendations from the gaps and needs assessment, focusing on waste composition, stakeholder engagement, roadmap development and regulatory improvements.

The project seeks to better understand waste management models that can be implemented in Nairobi (with an initial focus on city markets). The project will
effectively involve consulting and co-creation of organic waste diversion solutions in the envisioned city markets with a wide scope of stakeholders. These include market traders, waste collectors in the markets, city officials, academia and research institutions within the city boundaries.

The assignment will include a mix of both desktop/literature study, as well as extensive stakeholder engagement and field work.

4.1.2. Objectives
The objective of this work is to operationalize select recommendations from the G&N assessment conducted in 2023, with a specific focus on enhancing organic waste management in Nairobi. This will involve waste composition analysis, stakeholder engagement, development of a detailed roadmap to guide implementation of the waste action in Nairobi and outline regulatory processes to be followed, as well as propose improvements to the policy and regulatory frameworks. These efforts are geared towards establishing and enabling a robust (organic) waste management sector in Nairobi, fostering environmental sustainability and improving overall waste management practices in the city.

4.2. Key activities and deliverables
The work will be broken down into the following key focus areas:

1. Waste composition and material flow analysis
   a. Conduct a comprehensive waste characterization and quantification in at least four City markets (with guidance from NCCG and C40)
   b. Extrapolate data (and use any other available data) to estimate waste generation across all Nairobi Markets
   c. analyze the findings to give an understanding of the composition and flow of organic waste in/through Nairobi's markets.

2. Stakeholder and value chain mapping (and engagement) for organic waste management
   a. Identify existing organic waste processing initiatives in Nairobi
   b. Assess current capacity and potential for diverting additional organic waste to these facilities
   c. Recommendations for expanding current capacity and/or developing new facilities

3. Development of a roadmap (including resourcing plan for implementation) for organic waste diversion
   a. Actions required to divert organic waste from markets
   b. High level roadmap detailing steps for implementation (including budgeting and financing processes that the City should consider)
   c. Resources required
   d. Regulatory and policy considerations
      i. Review policy and regulatory landscape (start with policy and regulatory review in G&N study)
      ii. Actions needed to create an enabling environment
      iii. Steps required to obtain approvals, permits and licenses.
Task 1: Waste composition and material flow analysis

The aim of this activity is to gain a better understanding of the organic waste generation and management processes in Nairobi City, focusing primarily on the city markets, and to provide recommendations for strategies for organic waste management and diversion. This will involve:

- Conducting a waste composition at at least four of the City markets (collaborating with C40 and City teams and any other identified stakeholders for market selection as well as training on and conducting waste composition)
- Estimation of the organic waste generation across Nairobi City markets,
- Mapping of current and (potential) future value chains for organic waste through identification of existing facilities and associated capacities for the management of organic waste
  - Short-term - identifying how organic waste can be diverted to existing facilities
  - Medium-term - recommendations on scaling up existing facilities, and re-commissioning of any facilities that may have been shut down
  - Long-term - recommendations on the establishment of new facilities (types, capacities, locations etc) that the City should consider.

| Expected output/deliverables | Waste characterization study for the City markets
|                            | Material flow (value chain) mapping and analysis
|                            | Recommendations for short-term, medium-term and long-term waste management strategies

| Estimated task time          | 20 days/160 hours

Task 2: Stakeholder engagement and value chain mapping

The consultant needs to build on the stakeholder mapping that was conducted as part of the gaps and needs study (the detailed mapping will be shared with the successful bidder) by identifying and indicating the level and type of stakeholders that will impact and be affected by the implementation and scaling up of the waste action in Nairobi and build a repository of organizations operating in organic waste management in Nairobi.

The activities for this task will include:

- Validating the identification and mapping of the roles and responsibilities of various city market stakeholders including (but not limited to) waste entrepreneurs/SMEs, market traders and city/municipal officers and national agencies.
- Developing a methodology for addressing the education and awareness needs, as well as the willingness of the stakeholders to support the
diversion of organic waste (via e.g. one-on-one meetings, site visits, questionnaires/surveys, focus group discussion, workshops etc)
  ○ Develop a data collection and management plan including details of the logistics for surveys and how these are planned to be managed to ensure the successful completion of the surveys and focus group discussions.
  ○ Develop a fieldwork plan – including a plan on how the fieldworkers will be recruited and trained.
  ○ Design the surveys and questionnaires in collaboration with the project team (C40 & NCCG). (The surveys and questionnaires must be designed in line with ethical research practices and maintain the confidentiality and anonymity of participants).
  ● Analyze the data collected from the survey and focus groups, and present key trends and findings in the stakeholder engagement report.
  ● Offer comprehensive recommendations for enhancing waste management practices, focusing on key areas such as empowering waste entrepreneurs and SMEs, optimizing city market waste strategies, addressing waste aggregation and collection gaps, identifying potential opportunities across the value chains.
  ● Facilitate effective communication and collaboration among relevant stakeholders to support organic waste diversion at city markets.
  ● Document lessons learnt throughout the process (to be included in the stakeholder engagement report, and the synthesized report at the end of the assignment).
  ● Compile a detailed stakeholder engagement report. The report should identify key topics raised during the engagement process, main areas of consensus and differences, how decisions were reached and clear final outcomes of the process.

| Expected output/deliverables | ● Updated stakeholder map (including roles and responsibilities)
|                           | ● List of current market opportunities for (i) processing of organic waste, and (ii) off-takers of outputs from processing of organic waste
|                           | ● Stakeholder engagement plan (including data collection and management plan)
|                           | ● Stakeholder engagement report
|                           | ● At least 4 markets surveyed
|                           |   ○ rationale for the proposed audience
|                           |   ○ Draft surveys/questionnaires
|                           |   ○ Clarification of issues or potential challenges with implementation
|                           |   ○ Collective decision-making on getting to proposed solutions
|                           |   ○ Results/outcomes
|                           | ● At least 1 capacity building workshop¹
|                           |   ○ Development of training materials
|                           |   ○ Training workshops

¹ This should ideally include provision for training the trainer (i.e. training City and/or other stakeholders top provide the training)
Task 3: Development of a roadmap (including resourcing plan for implementation) for organic waste diversion

This task will focus on providing detailed guidelines for the implementation of the waste action in Nairobi, with an initial focus on the diversion of organic waste from City markets. The objective is to build on and update the implementation roadmap that was developed during the gaps and needs assessment, and will provide:

- Updated timeframes and activities for the implementation of the waste action
- Identification of technology options that can be used for organic waste treatment in Nairobi, cost-benefit analyses of available waste management practices versus proposed models, considering factors such as cost-effectiveness, inclusivity and diversity
- Resourcing requirements and plan, including:
  - human resourcing: identification of personnel needs and skills required for successful implementation
  - technical requirements: building on from task 1, assessment of infrastructure and equipment needed, including procurement models/strategies
  - estimated costs and financial models: development of detailed financial models, covering operational and capital costs, logistics costs etc across the full waste management value chain
- Expected impact: analysis of the potential impact of the waste management initiatives, including job creation potential, improvement in quality of life and climate resilience aspects (including GHG emissions). This will be done in collaboration with and support from the benefits team at C40
- Regulatory and policy requirements: identification of regulatory considerations and compliance requirements, including the need for Environmental Impact Assessments (EIAs), permits, authorisations, and integration into City planning and budgeting processes etc. Also provide recommendations on relevant policies and bylaws to institutionalize the action for city-wide scale up.
- Validation workshop to present final outcomes and recommendations from the project.

<table>
<thead>
<tr>
<th>Expected output/deliverables</th>
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<tbody>
<tr>
<td>● In-depth technical project Report highlighting:</td>
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<tr>
<td>Implementation plan for the diversion of organic waste from City markets (and longer-term recommendations for the inclusion of organic waste from households and other sources)</td>
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<tr>
<td>Current and proposed cost and financial models of the waste management solutions</td>
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<tr>
<td>Cost-benefit analysis</td>
</tr>
<tr>
<td>Project scale-up considerations (including availability of and accessibility to land)</td>
</tr>
<tr>
<td>Updated project implementation plan and roadmap detailing timelines, activities and resource allocation</td>
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- **Validation workshop**
  - Development of workshop materials (agenda, presentations, etc)
  - A list of stakeholders (internal & external) for the workshop
  - Workshop facilitation material (presentation slide deck, which would serve as a summary of the project report)
  - Validation workshop report, highlighting key insights and stakeholder feedback

| **Estimated task time** | 20 days/160 hours |

### 4.3. Project management

The project will require close collaboration and excellent communication between C40, NCCG, and energy and appointed consultants. The following project management meetings are proposed:

- Inception meeting within 5 days of contract signed
- Short bi-weekly check-in meetings (30 minutes with a smaller group) to report on progress, challenges, and plans for communicating assistance needed.
- Ad-hoc project team meetings as needed to resolve issues and review deliverables.
- Project close-out meeting within the last 2 weeks of the contract

The service provider should allocate sufficient time to prepare for, attend and minute these meetings.

| **Expected output/deliverables** | • Inception meeting presentation  
• Inception meeting report  
• Project bi-weekly management meeting notes  
• Project close-out report |
| **Estimated timeline** | Full project period |
5. Project team requirements

The ideal project team for this assignment will have:

- A well-experienced project lead to coordinate across different experts, liaise with the broader project management team and ensure the timely delivery of high-quality outputs.
- Administrative support to assist with coordinating logistics and support with documenting all important information and minutes at all stages of the assignment.
- The assignment team must be equipped with practicable knowledge and experience in project design, planning, implementation, monitoring, and evaluation. More importantly, demonstrate resource mobilization skills and record linkages to major climate change funding organization platforms in Kenya and across the globe.
- A community engagement practitioner with technical expertise in solid waste management in Kenya, climate change, waste management synergies, and a proven track record of successfully delivering public participation processes and education and awareness campaigns in Nairobi or any other region in Kenya.
- Previous experience working with waste entrepreneur groups, waste SMEs, city or municipal market traders, city officials and climate-marginalized communities will be highly regarded.
- Technical expertise on climate change, waste management, community mobilization and stakeholder engagement, policy analysis and advocacy in Kenya.

Consortia are welcome to bid for this work however all project team members must be included in the proposal. C40 will not take responsibility for coordinating across the different entities, this will be the responsibility of the project lead assigned to the consulting team. Local expertise is critical for the successful delivery of this assignment, especially the stakeholder engagement component.

6. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **May 31, 2024, at 08h00 EAT (GMT +3)**.

Any proposals received after this date and time will not be accepted. All proposals should include clear timelines, how you will work with C40, clear costs and details on experience in this area. Proposals should be presented with costs including tax and administrative fees.

The proposal should give the city and C40 evaluators all the information they need to assess your bid. Submissions should include:

- A summary of your understanding of the project and scope of work
- Description of your proposed approach to the scope of work, including a proposed methodology for conducting the assignment and designing and delivering the training workshops.
• Information about the organization’s commitment to equity, diversity and inclusion and ethical alignment with C40.
• List of key personnel who would be working on the contract, their job titles, and responsibilities on the project. Please include relevant experience and expertise and limit CVs to a maximum of 3 pages per person.
• Brief description of technical expertise and experience on relevant topics – specifically climate change, solid waste management, organic waste diversion with expertise in re-use and recycling of biodegradable waste, policy analysis and advocacy, stakeholder engagement (engaging local government, national government, private sector, CBOs/CSOs/NGOs, academia, and research institutions.
• Examples of previous relevant work/projects about project preparatory work, design, and development of waste management and city markets engagement-related projects, highlighting key outputs and impacts to be achieved.
• Risk analysis and mitigation plan
• Timeframe for your tasks and completion of the project (the work should be concluded by the **30th of September 2024**)
• A full, detailed project budget breakdown of deliverables and costs inclusive of taxes and hours allocated to tasks per project team member and daily rates of the project team needs to be included in the submission.

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

7. Supplier Diversity

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

We strongly encourage suppliers (individuals and corporations) that are diverse in size, age, nationality, gender identity, sexual orientation, majority-owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to [C40’s Equity, Diversity and Inclusion Statement](#) as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

8. Contracts

Please note this is a contract for professional services and not a grant opportunity. Organizations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider Agreement](#)
These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalize 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.

9. Subcontracting

If the organization 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 organizations being contracted.

10. RfP timeline

<table>
<thead>
<tr>
<th>RFP Timeline</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>May 13, 2024</td>
</tr>
<tr>
<td>Questions submitted to C40</td>
<td>May 20, 2024</td>
</tr>
<tr>
<td>C40 responds to questions</td>
<td>May 24, 2024</td>
</tr>
<tr>
<td>Deadline for receiving Offers</td>
<td>May 31, 2024</td>
</tr>
<tr>
<td>Successful Suppliers notified of the outcome</td>
<td>June 7, 2024</td>
</tr>
<tr>
<td>Inception meeting</td>
<td>June 10-14, 2024</td>
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<tr>
<td>Project close-out</td>
<td>September 30, 2024</td>
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11. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria and weighting:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project delivery approach proposed, including project management approachability to deliver outputs on time and quality</td>
<td>35</td>
</tr>
<tr>
<td>Expertise and experience of the bidder across relevant topics and focal geography. Including existing work and methods that we can draw on for this work</td>
<td>35</td>
</tr>
<tr>
<td>Value for money</td>
<td>20</td>
</tr>
<tr>
<td>Equity and ethical alignment considerations:</td>
<td>10</td>
</tr>
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</table>
C40 is looking to appoint an organization that shares our values and is grounded in the context of the local community. Consideration will focus on:
- location of organizations (preference will be given to locally based organizations),
- organizations with women and youth ownership are encouraged to apply

12. Project budget

The proposal should indicate a cost breakdown structure, outlining the costs for each component of the project (i.e. preliminary scoping, exchanges, venues and resources, etc.). The project’s total cost should not be beyond USD 30,000. All costs included in the proposal must be all-inclusive, referring to any VAT, copyright, 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 costs incurred in connection with the submission of this RfP are non-refundable by C40.

13. Compliance with C40 Policies

C40 expects third parties to be able to abide by these C40 policies

1. Non-Staff Code of Conduct Policy here
2. Equity, Diversity and Inclusion Policy here
3. C40 Non-Staff Travel and Expenses Policy - if applicable - Here

14. Submissions

Each bidder must submit 1 copy of their proposal to the email address below by May 31, 2024, at 08h00 HRS EAT (GMT +3) to Neema Afwande, Senior Procurement & Programme Officer, caiafrica@c40.org.

All questions related to this RFP by potential bidders should be directed by email to caiafrica@c40.org by the 20th of May 2024.

Anonymised responses to questions will be provided here before 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.