



REQUEST FOR PROPOSAL (RfP)

Consulting Services to support climate implementation and
mainstreaming in South and West Asia

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

3 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. Purpose and Background of the Project

2.1 Background

In the South and West Asia (SWA) region, 10 megacities - Amman, Ahmedabad, Bengaluru, Chennai, Delhi, Dhaka North, Dhaka South, Dubai, Karachi and Mumbai - are part of the network, and are leading and inspiring urban climate action in the region. These cities can then be a lighthouse to inspire other cities around them to take action. C40's programme on 'Mainstreaming climate action in non-C40 cities in India' recognises that Indian cities, particularly tier 2 and 3 cities, are urbanising rapidly while also being constrained in terms of resources and capacity to respond to the challenge of climate change effectively. Thus, the programme aims to support cities outside the C40 network, through capacity building, support towards climate action planning, implementation and mainstreaming. Towards this goal, C40 is looking to also work with subnational (state) and national level bodies and partners to bolster the capacities of cities to tackle the climate crisis equitably.

2.2 Objectives of Request for Proposal

The C40 SWA Regions' team is looking for an individual consultant (Supplier) based in Lucknow city, Uttar Pradesh to drive key climate action planning, implementation and mainstreaming activities. This will include:

- Working with the SWA Regions team to support climate action in targeted cities of Uttar Pradesh as well as other states of India;
- Supporting Climate Action Plan (CAP) development and implementation processes across different cities in the region;
- Coordination and consultation with various departments of Government of Uttar Pradesh on project related activities
- Engaging with internal and external stakeholders on the review and update of the city's climate action;
- Supporting SWA Regions team in coordinating technical assistance with the aim to build city/ state capacity to implement climate actions;
- Facilitating engagement of cities in C40 networks and initiatives;
- Supporting the SWA Regions team in developing proposals and collaborations to facilitate city engagement and delivery of the Regional Business Plan;
- Support the development and implementation of Regional Sectoral Programs in coordination with the C40 teams;
- Organising and delivering workshops/meetings in coordination with the C40 Regional and Global Teams;
- Participation in periodic review meetings with C40 SWA Regions Team, Global Teams and cities
- Some travel as per project requirements. May, on occasion, be required to work outside typical 9am-5pm working hours to accommodate meetings scheduled for global attendances.

3. Proposal Guidelines

3.1 Submission Details

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until *5pm Indian Standard Time on 16 May 2024*. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria (refer Section 4 for details) – include your latest resume with examples of relevant past work along with 3 client references in the standard [C40 CV Template](#);
- Information about your fee;

You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness.

3.2 RfP Timeline

RFP Timeline	Due Date
Request for Proposals sent out	3 May 2024
Questions submitted to C40	10 May 2024
C40 responds to questions	13 May 2024
Deadline for Proposal submission	16 May 2024
Evaluation of Proposal	17 May 2024 - 27 May 2024
All Potential Suppliers notified of outcome	31 May 2024



3.3 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.

3.4 Contract

Please note this is a contract for professional services and not a grant opportunity. Individuals unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider Agreement](#)

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide a separate document for review setting out clearly your rationale for the change.

If C4O 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



4. Proposal Evaluation Criteria

4.1 Supplier (Individual) Requirements

- Masters Degree with at least 5 years of relevant professional work experience in the space of environment, climate change and cities;
- Knowledge of policies, governance structures, institutions and agencies, key stakeholders at the sub-national, national and regional levels;
- Familiarity with data that can support city-level Greenhouse Gas (GHG) inventory development/updates and city-wide climate action planning;
- Experienced with Microsoft Office software (Word, Excel, PowerPoint) and Google Drive;
- Outstanding verbal and written communication skills in English. Additional communication skills in other Regional languages preferred;
- Relevant past experience of working with national or international organisations.

Additional Requirements

- Supplier must already have the right to work in India;
- Preferred location – Lucknow

4.2 Proposals will be evaluated against the following criteria

Evaluation Criteria	Weighting
Technical expertise in climate change and city-wide emission inventories/ climate action planning	30%
Relevant past experience of working with city governments, national or international organisations	25%
Ability to meet the listed Supplier requirements and cost effectiveness	25%
Immediate availability of Supplier to initiate project activities	10%
Client References	10%

5. Project Specifications



5.1 Project Management

The Senior Manager, City Engagement will be the C40 point of contact for this Project. The Supplier will be required to develop detailed monthly work plans based on agreed tasks/ deliverables along with a schedule of payments in close coordination with the C40 point of contact to support delivery of activities as outlined above. All deliverables need to be completed to the satisfaction of the C40 point of contact. All interim deliverables and change requests will need to be approved by the C40 point of contact. Besides, C40 staff will be involved in technical review of each deliverable and will be available to provide guidance and input to the project. Additionally, overall progress review meetings will be organised every week with the C40 point of contact.

5.2 Project Timeline

The assignment will kick off on **June 1 2024 and is due to run until March 31 2025**. However, C40 reserves the right to terminate the engagement at any time during the project duration in line with the Termination clause specified under the [C40 Standard Service Provider Agreement](#).

Project Timeline	Due Date
The project initiation phase must be completed by	<i>1 June 2024 (max 5 June 2024)</i>
Project planning phase must be completed by (incl. detailed work plan for Q1/Q2 of 2023)	<i>17 June 2024</i>
The project is due to run until	<i>31 March 2025</i>

5.3 Project Budget

A maximum budget of US\$16,000 is available, including all taxes, apart from expenses that may be incurred to travel to other cities. Bids must not exceed this value. All proposals must include proposed costs to complete the tasks described in the project scope, including professional rates, all VAT and other taxes. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

Payment will be made according to meeting project milestones and satisfactory delivery of the work plan as approved by the C40 point of contact. Travel is expected for this work and all travel expenses will be reimbursed as per actuals, in

line with the [C40 Travel and Expenses Policy](#). All travel is to be pre-approved by the C40 point of contract prior to incurring the cost.



5.4 Language and Documentation

All outputs should be provided in English. All documentation should use C40 templates (unless otherwise specified) and be provided in an editable and portable document format, compatible with computer software used by C40 and C40 cities. Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

6. 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 travel and expense policy for non-employees [here](#)

7. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email addresses below by **5pm Indian Standard Time on 16 May 2024**:

Mr. Hridbijoy Chakroborty, C40 Senior Manager, City Engagement, hchakraborty@c40.org and

Ms. Sanjana Acharya, C40 Manager, Engagement and Climate Implementation sacharya@c40.org

*Any pre-bid queries need to be submitted to the above email addresses by **5 pm IST on 10 May 2024**. **Anonymized responses to questions will be provided [here](#) when 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.