



## REQUEST FOR PROPOSAL (RfP)

# Mission Innovation - Urban Transitions Mission City Data Advisor

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

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## 1. Organizational Information



### 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-Sawyer 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](#).

### Global Covenant of Mayors for Climate & Energy

The Global Covenant of Mayors for Climate & Energy (GCoM) is the largest global alliance for city climate leadership, uniting a global coalition of over 10,000 cities and local governments and 100+ supporting partners to take ambitious and measurable climate and energy action. The cities and partners of GCoM share a long-term vision of supporting voluntary action to combat climate change and towards a resilient and low-emission society.

In addition to providing resources and training opportunities, the GCoM gives cities a unified voice on the international stage, ensuring the local level is heard in global policy debates.

The Global Covenant of Mayors is comprised of 13 Regional and National Covenants that support signatory cities in line with local needs. By signing up via their Regional or National Covenant, cities become part of a global movement.

Hence, GCoM serves cities and local governments by mobilizing and supporting ambitious, measurable, planned climate and energy action in their communities by working with city/regional networks, national governments, and other partners to achieve our vision.

Led today by UN Special Envoy on Climate Ambition and Solutions Michael R. Bloomberg and European Commission Executive Vice President Frans Timmermans, the coalition comprises cities across 6 continents and 142 countries, representing over 900 million people or more than 10% of the global population.

To learn more about the work of GCoM and our cities, please visit our [Website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

## Mission Innovation - Urban Transitions Mission

The [Urban Transitions Mission](#) mobilises decision makers across all levels of government to prioritise climate-neutral and net-zero pathways enabled by clean energy and systemic innovation across all sectors and in urban governance.

By accelerating capacity-building and closing the gap between research, development and deployment, the Mission empowers cities to adopt innovative solutions and help reach tipping points in the cost and scale of those solutions for urban transitions.

Launched at COP26, the UTM is one of the seven missions of [Mission Innovation](#). Mission Innovation is a global initiative catalysing a decade of action and investment in research, development and demonstration to make clean energy affordable, attractive and accessible for all.



## 2. Summary, Purpose and Background of the Project

The Mission works with a cohort of 50 ambitious cities worldwide to demonstrate integrated pathways towards holistic, people-centred urban transitions built around clean energy and innovative net-zero carbon solutions.

By 2030, these pathways will be validated by a group of 250 cities and inspire cities across world regions on their journey towards decarbonization.

Lack of data combined with a limited access to tools and knowledge for the analysis, planning, and creation of innovative sustainable policies, as well as constraints around resources of municipalities for data analysis and management are only some of the key challenges that cities across the world face.

To address data challenges, in 2023, the Urban Transitions Mission (UTM) has joined forces with [Environmental Insights Explorer](#) to empower cities to analyze and optimize access and use of data, publishing the guide: "[Urban Transition Mission & Environmental Insights Explorer Join Forces: Data and Insights to Inform, Action and Monitor Local Mobility Policies](#)".

The guide aims to provide cities within the UTM cohort and cities globally access to invaluable insights offered by Google's Environmental Insights Explorer (EIE), to support cities in designing, strengthening, and implementing evidence-based sustainable mobility plans and strategies through reliable data.

The city data advisor will help advance UTM's engagement and activities in this field and roll out support and collaboration with a selected number of UTM cities, in the field of data access, management, analysis and visualization.

### 2.1 Services requested

The city data advisor will support the organization of a number focus groups with selected cities, collect insights and offer advice to the cities engaged in relation to their current data access and management, and help draft two specific guidelines on the use of data for informed policymaking and investment.

The city data advisor will also support in identifying opportunities to disseminate the work carried out in a selected number of events.



## 2.2 Activities and deliverables

### A) Carry out focus groups and Trusted Testing

Organize up to 4 Focus group sessions (online, max. 2 h) with 5-10 city representatives from the UTM cohort. The focus groups will be used to gather information on challenges and needs identified by cities, and to collect feedback on insights and features currently offered or under development within the Google EIE.

The focus groups will be followed by individual interviews to further explore application of insights explored in the context of the city engaged, such as data gaps, complementarity of the insights offered, verification and comparison from other sources, and specific application for planning purposes. Individual advice will be offered to a selected number of cities.

### B) Draft guidelines

Based on focus groups and interviews results, the city data advisor will draft up to 2 frameworks/guides. The identified focus of these recommendations include:

- Guide supporting the application of new insights for policymaking and climate action planning – e.g. focus on urban design, or cooling strategies
- Guide supporting cities in using insights to drive investment planning in net-zero urban transitions strategies.

The advisor will engage at least 4 administrative areas per guide (cities, metropolitan areas, provinces or federal states) in Europe/Global.

### C) Track, report and disseminate results

The City Data Advisor will help identify and organize events and dissemination opportunities (at least 3 events) to promote results of the activities.

The City Data Advisor will be responsible to deliver weekly progress updates.

## 3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until *6:00 pm CET, 15 August 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;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- 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.



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

## **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

## **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. RfP and Project Timeline



##### RfP Timeline:

<b>RfP Timeline</b>	<b>Due Date</b>
Request for Proposals sent out	18 July 2024
Deadline for receiving Proposal	15 August 2024
Clarification of Proposal	16 August 2024 - 20 August 2024
Evaluation of Proposal	21 August 2024 - 26 August 2024
Presentation on Proposal	2 September 2024
Selection decision made	6 September 2024
All Potential Suppliers notified of outcome	9 September 2024

<b>Project Timeline</b>	<b>Due Date</b>
Organization of focus groups and collection of input via surveys, interviews and trusted testing with at least 5 UTM cities	31 October 2024
Development of guideline n. 1	30 September 2024
Development of guideline n. 2	31 October 2024
Joint/Dissemination events (min. 3)	31 December 2024

#### 5. Proposal Evaluation Criteria

##### Proposals will be evaluated against the following criteria

<b>Evaluation Criteria</b>	<b>Weighting</b>
Experience with data collection and analysis, and understanding of tools and resources for climate action planning, including GHG inventories; scenario modelling and strategy identification; project-level emissions accounting, monitoring, evaluation and reporting for cities. Familiarity and experience with Google Environmental Insights Explorer is a key advantage.	30%
Analytical skills, with advanced proficiency in MS Excel and data management. Experience with new data sources (e.g., remote sensing, sensor data) and emerging technologies (e.g., AI, machine learning) is advantageous.	10%

In-depth knowledge of climate strategies and actions. Significant experience in engaging stakeholders of diverse background, preferably, working knowledge of climate action planning in cities of all sizes in different global Regions.	15%
Strong interpersonal, written and verbal communication skills, combined with excellent English and ability to draft publications and knowledge products and technical materials. Working knowledge of other languages is an asset.	20%
Equity and ethical alignment	10%
Cost considerations	15%



## 6. Project Budget

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.

Duration of the contract is supposed to be 3 months (September 2024 - December 2024), but this might be subject to change.

## 7. 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](#)

## 8. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by 15 August 2024 at 6:00 pm CET:

1. Giorgia Rambelli, Mission Innovation Director,  
[grambelli@globalcovenantofmayors.org](mailto:grambelli@globalcovenantofmayors.org)

2. Nicola Iezza, Finance & Funding Helpdesk Manager,  
[niezza@globalcovenantofmayors.org](mailto:niezza@globalcovenantofmayors.org)

3. Tommaso Santapaola, Head of Operations and Finance,  
[tsantapaola@globalcovenantofmayors.org](mailto:tsantapaola@globalcovenantofmayors.org)

4. Ceire Carey, Operations Officer, [ccarey@globalcovenantofmayors.org](mailto:ccarey@globalcovenantofmayors.org)

The subject of the email should read as follows: MI UTM - City Data  
Advisor RfP



**Disclaimer**

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP. Responses submitted will be accessible by all C40 staff and external evaluators (if any).

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.