



## **REQUEST FOR PROPOSAL (RfP)**

### **Development of the Roadmap for Net Zero Carbon Buildings in Jakarta**

C40 Cities Climate Leadership Group, Inc.  
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New York, NY 10017  
United States of America

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## 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-Sawyers 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. Summary, Background of the Project, and Purposes

### 2.1. Summary

As the most urbanized and populous city in Indonesia, and the fourth largest megacity in the world, the Special Capital Region of Jakarta (DKI Jakarta) has committed itself to ramping up its climate action initiatives in meeting its goal of reducing carbon emissions by 30% in 2030, working towards net zero emissions by 2050. In 2021, with technical assistance from C40, DKI Jakarta launched the [Jakarta Climate Action Plan \(CAP\) 2021-2050: Towards Climate Resilience and Carbon Neutrality \(English version; Governor's decree No. 90 2021\)](#). It encapsulates the city's plan for ambitious climate actions that were crafted through scientific and evidence-based analyses and covers mitigation, adaptation, and equitable benefits to its citizens. In the CAP, DKI Jakarta identified six action tracks under adaptation and mitigation to chart its way towards being a carbon neutral, resilient, and inclusive city. One of the action tracks under mitigation is Buildings & Industries. Within this track, the three actions are: (1) Energy Efficiency in Commercial Buildings; (2) Energy Efficiency in Industry; and (3) Green Buildings Policy Revisions. Emissions from stationary energy on grid electricity consumption are the largest contributor to greenhouse gas emissions in DKI Jakarta. The electricity is retrieved from power plants situated in the province and supplemented by the Java-Madura-Bali (JAMALI) interconnected system. Besides transportation, 57% of these energy-related emissions are attributed to residential, commercial and institutional buildings, manufacturing industries and construction, non-specified sectors.

### 2.2. Background

**The Climate Action Implementation (CAI) Programme in Southeast Asia** is part of a broader **Urban Climate Action Programme (UCAP)** funded by the UK Government from 2022-2025 to C40 that aims to work with cities in Africa, Latin America, and Southeast Asia to implement 2 high impact, priority climate actions in each city and to integrate climate action into city plans, processes, and structures. In Southeast Asia, the programme cities are Jakarta, Quezon City, and Kuala Lumpur. The CAI Programme is providing technical assistance and capacity building to the three cities in the region to enable action implementation in one key sector: energy & buildings. The actions being

implemented in the region centre on developing building codes and roadmaps 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. The programme also aims to engage other cities to share knowledge and lessons learned on climate action implementation.

### 2.3. Selected Priority Actions for DKI Jakarta

**Priority Action 1:** Take action on the enhancement, implementation, evaluation, and strategic direction of DKI Jakarta's Green Building Policy. This refers to the crafting of policies, harmonizing with national regulation on green building, and promoting actions that will improve energy efficiency in government-owned, residential, commercial, institutional, and industrial facilities in DKI Jakarta. This includes the aligning of relevant provincial plans and processes such as improving the performance requirements of the provincial Green Building Code as well as the associated incentivisation of green, resource efficient (energy & water) measures, and setting up an inclusive, participatory roadmap for the future revisions of the green building policy.

**Priority Action 2:** Policies and actions to Institutionalize energy efficiency in provincial government and provincial-owned enterprise (BUMD) buildings. This refers to taking action on supporting the solarization of DKI Jakarta through energy efficiency retrofitting in provincial government and provincial-owned enterprise (BUMD) buildings pilot projects by developing a data management system. It is anticipated that the private sector (private building owners and developers) will be better enabled to take up Energy Efficiency and Renewable Energy actions through the leadership of DKI Jakarta. **This RfP is focused on supporting Jakarta to achieve this Priority Action 2.**

## 2.4. Purpose

### 2.4.1 Expected Outputs

CAI Southeast Asia is looking for a consultancy firm or consortium to **Develop the Roadmap for Net Zero Carbon Buildings in Jakarta**. This roadmap will be developed and implemented over a longer time-frame and will have to factor in different building types, the energy consumption profile of Jakarta's building stock, existing policies, as well as benchmarking analyses. The roadmap is foreseen to include a phased timeline approach and serves to inform the public and real estate/construction sector on adopting tighter standards for buildings over a long-term timespan. The objectives of creating this roadmap are to:

- Complement the energy efficiency and green building efforts, primarily initiated by private and multinational buildings;
- Provide concrete direction and actions to achieve the emissions reduction goals in Jakarta's Climate Action Plan (CAP) until 2050 and align closer to global best practices on building decarbonisation policy such as the C40 NZC Buildings Accelerator;
- Offer a clear overview for DKIJ on available levers to drive building decarbonization goals amidst changing environments (legal, economic, awareness, etc.);
- Facilitate advanced budgeting and planning for initiatives, avoiding ad-hoc budget requests; and
- Send clear signals and provide certainty on the direction of building decarbonisation policy implementation, including specific targets (short, medium, and long term) for building energy efficiency and renewable energy deployment that will need to be met by:
  - DKIJ for the development of and retrofit of provincial buildings for new buildings and existing buildings, respectively to meet NZC standards.
  - Building owners of existing residential and commercial with buildings that require retrofit to meet NZC codes and standards

- Real estate & construction sector developing new buildings and/or undertaking major renovations or retrofit of existing buildings to NZC codes and standards.
- Appropriate energy modelling that takes into account the different sources of energy & allied data to inform the targets of the roadmap;
- Where relevant, consider practices and experiences of other megacities, regionally and globally. C40 has some examples of roadmapping from other cities, planning to a similar level of ambition that can be considered during the scoping and development of the roadmap.
- Scoping and appropriate review of city, provincial, and national policies and legislations to identify gaps and limitations;
- Recommendations for various levers (e.g., incentives, business cases, etc.) as adoption progresses; and
- Capacity building and awareness programs.

The work is divided into 2 work packages (WP): WP1 on Preliminary Phase (to help prepare delivery of WP2 through analysis of targets, trends, policies and best practices to form a strong foundation) and WP2 on Development of the Roadmap (actual roadmap development).

WP1 expected outputs are:

1. Scoping Work and Assessment to Inform Roadmap Development
2. Appropriate Work Plan for WP2 on Roadmap Development

WP2 expected outputs are as follows. For expected details of the following, refer to the descriptions of Output B, Deliverable 1 under Section 2.5.1.

1. Contextualisation & Analysis to Inform the Roadmap's Detailed Scope
2. Visioning for the Roadmap
3. Local Actions & Roadmap
4. Socialising & Championing the Roadmap

C40 envisages the service provider continuing to work until WP2. However, this will be subjected to WP1 outputs and satisfactory vendor performance (as determined by C40 and DKIJ) in terms of quality of work, on-time deliverables, and good communication.

## **2.4.2. Alignment with the ASEAN Roadmap and Jakarta CAP 2050 Targets**

### **2.4.2.1. ASEAN Roadmap:**

- 2025 – Adopt mandatory building energy codes with requirements for Net Zero Carbon building performance
- 2025 – Have standards for net Zero-carbon buildings
- 2030 – Most new buildings meet zero carbon ready level of performance
- 2030 – Include requirements for embodied carbon, urban planning, resilience, and clean energy in building energy codes for new buildings
- Towards Net Zero – All new buildings meet life cycle zero carbon ready performance

### **2.4.2.2. Jakarta CAP 2050:**

Climate Mitigation Targets in Energy: Combined efforts to reduce emissions in the energy-generation sector are required. Power over grid-mix lie with the Ministry of Energy and Mining KESDM (grid-mix) and the ministry of Environment and Forestry KLHK (emissions) and is managed by PT Perusahaan Listrik Negara (PLN, state-owned power generation and grid operator) and PT Perusahaan Pertambangan Minyak dan Gas Bumi Negara (Pertamina, state-owned oil and natural gas mining corporation). For a country that experiences high solar irradiation, rooftop solar is a potential source of renewable energy. Despite this, the uptake of rooftop solar is slow, because it currently does not meet cost parity in Indonesia. To encourage installation, the private industry must be encouraged by technical and financial stability. This can be achieved by clear

installation requirements issued by PLN and the national government, as well as upgrades to the national grid distribution system to enable it to handle the additional loads of distributed PV.

Climate Mitigation Targets in Buildings & Industry: Standardization and enforcement of energy-efficient electrical appliances poses a challenge. Energy-efficient technology is not fully regulated in Indonesia and limited options are available in the market. In addition, a significant proportion of DKI Jakarta inhabitants rely on diesel generators for daily energy use (as an alternative backup source of energy), supplementing or replacing grid power. This means that upgrading to energy-efficient appliances is less effective in achieving emissions reductions. However, at the national level, there have been regulations issued for energy conservation and energy-efficiency labelling. From the demand side, Jakarta’s inhabitants at the consumer level should be made aware of the opportunities to upgrade to energy-efficient appliances. Therefore, a combination of approaches will be taken from the supply and demand side.

The following table shows the targets in energy and buildings as per Jakarta CAP 2050. The provincial government acknowledges that some of the targets are beyond its direct authority and are conditional upon overcoming certain barriers. The provincial government is committed to addressing these by bringing together and influencing the key decision makers on these topics.

| CATEGORY                                | DESCRIPTION  | TARGET 2030        | TARGET 2050        |
|---|--|--------------------|--------------------|
| <b>Energy</b><br>(Percentage Grid-Mix*) | Solar (Photovoltaic)   | 10.0%              | 25.0%              |
|   | Hydro (Large)  | 5.0%               | 5.0%               |
|   | Geothermal   | 7.0%               | 7.0%               |
|   | Biofuel  | 2.0%               | 5.0%               |
|   | Natural Gas  | 14.0%              | 11.0%              |
|   | Distillate fuel oil No 2   | 37.0%              | 31.0%              |
|   | Coal (Bituminous or Black coal)  | 25.0%              | 16.0%              |
| <b>Buildings and Industry</b>           | % of total buildings that have upgraded their water heating systems to high-efficiency water heaters | 40% <sup>[r]</sup> | 80% <sup>[r]</sup> |
|   |  | 60% <sup>[c]</sup> | 90% <sup>[c]</sup> |
|   | % of total buildings equipped with energy efficient appliances                                       | 40% <sup>[r]</sup> | 80% <sup>[r]</sup> |
|   |  | 60% <sup>[c]</sup> | 90% <sup>[c]</sup> |

[r] residential

[c] commercial

\* Percentage share of total grid electricity by energy source

**Residual Emissions in 2030 and 2050:** Under the CAP 2021 scenario, DKI Jakarta will still have residual emissions that are very challenging to mitigate. These could include situations where further practical, institutional, and data barriers cannot be overcome. The residual emissions currently identified for Jakarta are provided in the table below. For these reasons, the roadmap should aim to address residual emissions.

|                               |   |
|-------------------------------|---|
| <b>Energy</b>                 | As mentioned earlier, DKI Jakarta does not have powers over the mix of energy sources for the power supplied by PLN. This means that if PLN continues to drive energy generation using coal, natural gas and related derivatives, DKI Jakarta emissions due to electricity consumption cannot be addressed. |
| <b>Buildings and Industry</b> | Informal settlement inhabitants and older commercial buildings are inherently unable to upgrade their fixtures and appliances to that of high energy efficiency, due to the prohibitive cost and unsuitability of such technology (e.g. reliance on diesel generators).                                     |

Energy Efficiency and Green Building Targets in Residential, Commercial, and Industrial Buildings:

- Setting up of energy efficiency regulation – The first draft will be prepared in 2022 and the final draft published in 2025. These regulations will be based on key commercial building development metrics such as, for example, floor area. The first step to develop robust guidelines will be to create an inventory of data on energy consumption for different building typologies.
- 2030 – 40% of commercial buildings are upgraded/retrofitted
- 2050 – 75% of commercial buildings are upgraded/retrofitted
- 2030 – achieve 25% of energy efficiency in industrial buildings
- 2050 – achieve 50% of energy efficiency in industrial buildings
- 2050 – 80% of new residential buildings are compliant with the green building policy

**Other Climate Mitigation Actions in Energy & Buildings:** The Jakarta CAP 2021-2050 also provides a longlist of climate mitigation actions related to energy. Aside from those mentioned in this Section 2.4., it is recommended that the chosen service provider incorporates the following, with the caveat that proper scoping (legal, financial, technical, etc.) and energy modelling are done first prior to justifying their inclusion in the roadmap as well as informing the targets.

- Energy efficient public lighting (LED and solar PV)
- Energy efficiency in government-owned buildings and houses from electric appliances
- Procurement of energy efficient appliance for government offices and government-owned houses
- Industrial appliances efficiency (heaters/boilers/furnaces, electric motors, and lighting)
- Electric motor procurement
- Switching from LPG stove to electric stove in government building and government owned-house
- Gas network (Jargas) for industry
- Industrial supervision and development
- Solar thermal power plant in Pulau Seribu
- PLTS (waste power plant) – *but should not be on incinerating waste*
- PLTS rooftop in government building (offices & houses)
- PLTS rooftop in commercial buildings
- Biofuels in industry
- Inventory of emission and pollution from individual electricity consumption

**2.5. Deliverables and Scope of Work**

| 2.5.1. WORK PACKAGE 1 (WP1) – Preliminary Phase                      |  |   |          |
|--|--|---|----------|
| OUTPUT A – Scoping Work and Assessment to Inform Roadmap Development |  |   |          |
| No.  | Deliverable  | Description   | Duration |
| 1  | Scoping review to inform roadmap development   | <ul style="list-style-type: none"> <li>• Scope existing/future frameworks, regional/federal/city policies, relevant past/present projects, case studies, technical studies, initiatives, public/private support, etc.</li> </ul>  | Week 1-3 |
| 2  | Full assessment of DKIJ baseline study, scoping study for energy efficiency, and all technical reports to assess data needs & gaps | <ul style="list-style-type: none"> <li>• <b>Collect preliminary data while performing needs &amp; gaps analysis.</b> <i>Check availability of high-quality, local data to inform sub-sectoral roadmaps:</i> <ol style="list-style-type: none"> <li>1. <u>Municipal buildings</u> (new &amp; existing buildings)</li> <li>2. <u>Existing buildings</u> (commercial, residential, etc.)</li> <li>3. <u>New buildings</u> (commercial, residential, etc.)</li> </ol> </li> <li>• <b>Develop a plan to collect all required data.</b> <i>A full data collection plan is required for utilisation in WP2. Also, recommend how DKIJ should collect data from any</i></li> </ul> | Week 1-3 |

|   |   |  |          |
|---|---|--|----------|
|   |   | <i>existing databases (even national databases) and actions to address potential gaps in data.</i>   |          |
| 3 | Detailing of the plans to conduct energy modelling, analyses, and target-setting to align with NZC ambition | <ul style="list-style-type: none"> <li>● <b>Detail the energy modelling methodology and/or other analyses which are to be performed during WP2 to establish the targets and milestones for the roadmap</b><i>The process must take into account any existing work related to energy &amp; buildings in Jakarta. The detail of the modelling should mention the depth of analysis, calculation assumptions, and intended outputs.</i></li> </ul>  | Week 1-3 |
| 4 | Definition of roadmap's scope as well as assessment of risks  | <ul style="list-style-type: none"> <li>● <b>Extent of roadmap coverage.</b> <i>Identify if this is focusing on all buildings or sector-specific (new, existing, municipal).</i></li> <li>● <b>Risk assessment.</b> <i>Identify risks and mitigation plans based on PESTLE or any relevant frameworks.</i></li> </ul>   | Week 1-3 |
| 5 | Integration of inclusive climate action (ICA) elements  | <ul style="list-style-type: none"> <li>● <b>Develop a plan to integrate ICA considerations into the roadmap.</b><sup>1</sup> <i>This focuses on the roadmap's development process &amp; the roadmap itself.</i></li> <li>● <b>Conduct equity assessment for the roadmap.</b> <i>Assess DKIJ energy systems in terms of climate justice (public participation in policies, affordability, ownership of infrastructure, etc.). Analyse potential needs, positive/negative impacts, job/skills creation, etc. for each stakeholder as a result of the roadmap.</i></li> </ul> | Week 1-3 |
| 6 | Stakeholder mapping   | <ul style="list-style-type: none"> <li>● <b>Identify and map relevant stakeholders.</b> <i>Identify and map all impacted stakeholders into a proper matrix and supplement with additional stakeholders as relevant.</i></li> <li>● <b>Review the Roadmap Technical Working Group (TWG) and Review Committee (RC) compositions and revise as required.</b> <i>Outline all roles and responsibilities of TWG and RC for governance of development and post-development of roadmap.</i></li> </ul>  | Week 1-3 |
|   | Planning and preparation for stakeholder engagement workshop  | <ul style="list-style-type: none"> <li>● Prepare the concept note (objectives, intended outputs, workshop structure, etc.)</li> <li>● Detail the activity design and delivery (with a focus on being interactive and consultative), as well as roles and responsibilities during the workshop</li> <li>● Develop slide packs, templates and modules for the workshop as required</li> <li>● Coordinate with DKIJ in inviting stakeholders</li> <li>● Any other relevant activities</li> </ul>  | Week 4-5 |
| 7 | Preliminary stakeholder engagement workshop   | <p><b>Deliver a workshop with the following agenda:</b></p> <ul style="list-style-type: none"> <li>● Present &amp; socialise all preceding deliverables (A1 to A6)</li> <li>● Validate equity considerations, including needs and impacts (from A5).</li> <li>● Conduct a preliminary visioning exercise with external and internal stakeholders (to help DKIJ identify the roadmap's vision as well as the short-, medium-, and long-term goals)</li> </ul>   | Week 6   |
| 8 | Interim report after workshop delivery  | <ul style="list-style-type: none"> <li>● Stakeholder engagement report</li> <li>● Interim report incorporating feedback from workshop</li> </ul>   | Week 7   |
| 9 | Final report & slide deck incorporating C40 & DKIJ feedback   | <ul style="list-style-type: none"> <li>● Final report</li> <li>● Slide deck</li> </ul>   | Week 8   |

<sup>1</sup> C40 inclusive climate action in practice: [www.c40knowledgehub.org/s/article/Inclusive-climate-action-in-practice-How-to-jointly-tackle-climate-change-and-inequality?language=en\\_US](http://www.c40knowledgehub.org/s/article/Inclusive-climate-action-in-practice-How-to-jointly-tackle-climate-change-and-inequality?language=en_US)

**OUTPUT B – Development of Work Plan for WP2 (Roadmap Development)**

| No. | Deliverable  | Description   | Duration |
|-----|--|---|----------|
| 1   | Detailed work plan to inform WP2 (actual development of roadmap) | <p>Integrating all preceding deliverables, this work plan must have a complete outline as well as the identification of qualifiable/quantifiable components, deliverables, details, description, duration, tools, and approaches needed to successfully deliver each component.</p> <p>WP2 should encompass at least 4 major components as follows. The consultant is expected to: (a) build on or add to each of the components; (b) identify subcomponents; (c) list out specific, measurable deliverables; (d) detail &amp; describe each deliverable; (e) propose an acceptable timetable for each deliverable; (f) factor in the duration of review time for C40, DKIJ, and the rest of Review Committee (RC); (g) provide the justifications for each component, subcomponent, &amp; deliverable; and (h) determine when to present the deliverables to DKIJ, C40, Technical Working Group (TWG), RC, and stakeholders to gather collective feedback and get buy-in.</p> <p><u>Component A: Contextualisation &amp; Analysis to Inform the Roadmap's Detailed Scope</u></p> <ul style="list-style-type: none"> <li>• <i>Include the following, but not limited to: (1) Risk analysis of the execution of the consultancy work; (2) City baselines and database; (3) Appropriate, detailed energy modelling and supporting analyses to inform how energy-specific programs, projects, and activities will be able to meet the ambitious roadmap milestones; (4) Holistic integration of climate actions for net zero carbon and resilient buildings through the policy and regulatory actions in the roadmap (i.e. emphasising energy efficiency and building vegetation covering actions working together for building decarbonisation); (5) Policy and regulatory framework full review and analysis; (6) Financing mechanisms full review and analysis; (7) Related building decarbonisation initiatives and developments full review and analysis; (8) Equity considerations; (9) Gaps and needs analysis; and (10) Challenges &amp; opportunities.</i></li> </ul> <p><u>Component B: Visioning for the Roadmap</u></p> <ul style="list-style-type: none"> <li>• <i>Include the following, but not limited to: (1) Benchmarking of best practices in net zero carbon roadmapping; (2) Outlining key stakeholder engagements as required; (3) Setting of goals and key targets by revisiting local, national, regional, and international visions and commitments; and (4) Setting of building decarbonisation priorities for the three building sub-sector workstreams (municipal buildings, existing buildings, and new buildings).</i></li> </ul> <p><u>Component C: Local Actions &amp; Roadmap</u></p> <ul style="list-style-type: none"> <li>• <i>Roadmap design – Include the following, but not limited to: (1) Definition of the baseline; (2) Definition of objectives, goals, &amp; targets; (3) Regulatory and political framework; (4) Energy efficiency, renewable energy, and related building strategies; (5) Risk identification and mitigation strategies; (6) Definition and quantification</i></li> </ul> | Week 1-8 |



|   |   |   |         |
|---|---|---|---------|
|   |   | <p>of impact and benefits; and the (7) Actual roadmap (divided into sub-sectors, full &amp; summarised roadmap versions, summarised roadmap version, and creatively illustrated).</p> <ul style="list-style-type: none"> <li>• Roadmap implementation plan – Include the following, but not limited to: (1) Governance structure; (2) Financing; (3) Implementation strategy that is well-designed for a long-term, inclusive, and responding to the needs of DKIJ, its people, &amp; the environment; (4) Determination of partners for implementation; and (5) Monitoring, evaluation, and reporting (MER) plan.</li> </ul> <p><u>Component D: Socialising &amp; Championing the Roadmap</u></p> <ul style="list-style-type: none"> <li>• Include the following, but not limited to: (1) Socialisation strategy; (2) Recommended engagement methods for stakeholder groups; (3) Implementation plan and schedule; and (4) Feedback-gathering mechanism for all socialisation activities.</li> </ul> |         |
| 2 | Presentation of work plan to DKIJ & C40 | <ul style="list-style-type: none"> <li>• Final work plan</li> <li>• Slide deck</li> </ul>   | Week 10 |

### 2.5.2. WORK PACKAGE 2 (WP2) – Development of the Roadmap (Due by 15 July 2025)

As mentioned in the “descriptions” under Section 2.5.1. (Output B, Deliverable 1), the WP2 will be informed by the outputs of WP1. At the minimum, the following are the components of WP2 & the consultant is expected to build on or add to the components, subcomponents, and deliverables for WP2 (i.e. to help design the actual roadmap development process according to the dynamic needs of the city, its people, & the built environment). The consultant is required to provide a ‘technical report’ for each component for review and a ‘final report’ upon completion of all components.

#### COMPONENT A – Contextualisation & Analysis to Inform the Roadmap’s Detailed Scope

#### COMPONENT B – Visioning for the Roadmap

#### COMPONENT C – Local Actions & Roadmap

#### COMPONENT D – Socialising & Championing the Roadmap

### 2.5.3. Important Note on Deliverables

**Final Deliverables:** All final deliverables such as reports, slide decks, and illustrations (but with the exception of spreadsheets) to be submitted should both be in **Bahasa Indonesia and English**. This means, each deliverable should strictly have 2 separate language versions. Specifically for WP1, C40 requires only soft copies. For WP2, C40 requires hard and soft copies of documents. For WP2, prior to printing the documents, clearance from C40 is required.

**Illustrated Reports and Roadmap:** The reports and the roadmap should have the proper illustrations. Both the full and summarised versions of the final roadmap should be illustrated with infographics and other relevant mediums of representation that are accessible and clear to the public.

### 2.5.4. Resource Pack and Examples of Building Decarbonisation Roadmaps

The successful bidder will be provided with references pertaining to net zero carbon buildings and other resources to help support the delivery of WP1 and WP2. To illustrate how C40 envisions the roadmap to be, here are roadmap examples from [Mexico City](#) and the [State of Maharashtra](#).

### 3. Requirements on Experiences and Qualifications

The selected service provider needs to have several personnel resources with the required backgrounds and experience as detailed below. Please note that personnel may also demonstrate that they have “multiple skills” encompassing the different requirements below. Further, it is possible for the service provider to subcontract a consortium of consultants that are able to provide the relevant expertise at the relevant stages of the project.

1. One (1) Project Manager
  - a. With academic and professional background on management or administration
  - b. With demonstrated experience in leading projects on energy efficiency & conservation, renewable energy, and building decarbonisation; and with previous key roles in the development of government roadmaps and/or private sector business plans
  - c. Preferably with Project Management Professional (PMP) Certification
2. At least one (1) Policy and Legal Expert
  - a. With demonstrated experience in analysing national and subnational policies relating to energy efficiency & conservation, renewable energy, and building decarbonisation or experience with city/national government policies
3. At least two (2) Energy Efficiency and Renewable Energy Specialists
  - a. With academic background in engineering or related technical fields
  - b. With professional background in performing energy modelling and computations (GHG emissions, quantification of energy project benefits & impacts, financial costing and implications, etc.)
  - c. With demonstrated experiences in green building assessments, energy audits, energy management, and/or evaluating/analysing energy projects and programs (building codes, product standards, technologies, etc.)
  - d. With demonstrated experiences in renewable energy, building decarbonisation, and/or carbon offsetting, preferably with national and/or subnational governments
  - e. With sufficient knowledge of energy efficiency and renewable energy policies in DKIJ and Indonesia
  - f. Preferably a certified green building professional (GREENSHIP Professional, EDGE Expert, etc)
4. One (1) Inclusive Climate Action Specialist
  - a. With background on social inclusion or climate justice, preferably on projects in the energy sector
  - b. With demonstrated experience on designing and conducting stakeholder engagement sessions or consultations, preferably with underserved communities
  - c. With demonstrated experience and/or skills on social assessments
5. One (1) Illustrator/Graphic Designer (onboarded at the proper stage of the work)
  - a. With sufficient experience in illustrating content, developing brochures, and/or picture-friendly materials
6. Other relevant professional/s deemed necessary by the consultancy team as essential to undertake this work

### 4. Institutional Arrangement

1. Upon signing the contract, the selected service provider will convene a coordination meeting with the C40 team, followed by a kick-off meeting with C40, DKIJ, and other relevant stakeholders to integrate their inputs before commencing the assignment. The service provider is required to submit an implementation plan afterward, reflecting any proposed changes.

2. The service provider is expected to establish close and constructive working relationships with the C40 team, including but not limited to the Head of Implementation (Southeast Asia), Regional Programme Manager (Southeast Asia), Technical Adviser for Energy & Buildings (Southeast Asia), Inclusive Climate Action & Engagement Senior Manager (Southeast Asia), and the City Adviser for Jakarta. These representatives will oversee the project and actively participate as partners. All interim deliverables and change requests must receive approval from the C40 team.
3. C40 anticipates no changes to the project team for any reason except *force majeure*, as each personnel has provided a commitment letter.
4. As part of the project management framework, the service provider is required to ensure that the proposed personnel, particularly the Project Manager, attend all scheduled meetings (frequency to be agreed upon) and/or workshops (whether virtual, hybrid, or in-person). The service provider must report any material<sup>2</sup> information and progress, including project status, risks, challenges, and achievements, to C40 and relevant stakeholders on a weekly basis through formal communication, in addition to the required deliverables.
5. Deliverables must be submitted in accordance with the agreed Service Provider Agreement and/or the implementation plan agreed upon during the coordination meeting. The service provider's expertise and commitment are crucial to delivering high-quality, clear analyses supported by evidence and justification for recommended approaches. C40 and designated city officials will review the submitted deliverables and allow for a maximum of two revisions.

## 5. Proposal Guidelines

### 5.1. Proposal Requirements

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 **subchapter 6 and 10. Any proposals received after the set date and time will not be accepted.** The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

#### 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 a 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:

1. Company Profile – describing the nature of business and field of expertise.
2. Track Record – provide a 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).
3. Detailed methodology on how to execute the project by considering how to produce quality activities, tasks, and/or deliverables in a limited timeline.
4. Risks you have identified and appropriate mitigation measures.
5. Proposed timeline of implementation.
6. Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff.

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<sup>2</sup> Material<sup>2</sup> information/updates refer to information that have potential impacts on delays to deliverables, the timeline, or relationship with DKUJ

7. Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
8. 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, saved in PDF format and not exceeding **ten (10) pages** of text for the technical proposal. **Please take note that failure to comply with the maximum number of pages for the technical proposal may unfortunately result in the proposal not being considered.** The financial proposal and the returnable forms are excluded from this 10-page limit. Reference materials (should be summarised as much as possible) may be placed in annexes.

### 5.2. Important Points

**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 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.

## 6. RfP and Project Timeline

| RfP Timeline  | Due Dates           | New Due Dates       |
|---|---------------------|---------------------|
| Request for proposals sent out. <b>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).</b> | 25 Jul 2024         | -                   |
| Pre-Bid Conference/Aanwijzing<br>To join: <a href="https://zoom.us/jc/99646522509/join">https://zoom.us/jc/99646522509/join</a><br>Meeting ID: 996 4652 2509<br>Passcode: 347235<br>Time: 3.30-4.30 PM (GMT +7)   | 6 Aug 2024          | -                   |
| Questions submitted to C40  | 25 Jul - 8 Aug 2024 | -                   |
| C40 responds to questions   | 25 Jul - 9 Aug 2024 | -                   |
| Deadline for receiving offers   | <b>12 Aug 2024</b>  | <b>19 Aug 2024</b>  |
| Clarification of offers & evaluation of proposals   | 12 - 19 Aug 2024    | 19 Aug – 6 Sep 2024 |
| Selection decision made   | 26 Aug 2024         | 20 Sep 2024         |
| All potential suppliers will be notified of outcome   |                     |                     |

**Project Timeline:** Refer to payment schedule and timeline

## 7. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria.

| Evaluation Criteria  | Weighting |
|--|-----------|
| Suitability of method & timeline: Work plan demonstrates understanding of project requirements and risks as well as strict adherence to timeline | 40%       |
| Expertise and experience of key personnels   | 40%       |
| Value for money based on project quote and additional value (if any)   | 10%       |
| Equity and ethical alignment   | 10%       |

## 8. Project Budget

### 8.1. Project Costs

Costs should be stated as one-time costs. The budget for **WP 1 is maximum USD 20,000 and the budget for WP 2 is maximum USD 45,000**. All proposals must include proposed costs to complete the 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 RfP submission 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.

## 8.2. Payment Schedule

| <b>WORK PACKAGE 1 (WP1) – Preliminary Phase – Maximum USD 20,000</b>        |  |                 |                |
|---|--|-----------------|----------------|
| <b>OUTPUT A – Scoping Work and Assessment to Inform Roadmap Development</b> |  |                 |                |
| <b>No.</b>  | <b>Deliverable</b>   | <b>Duration</b> | <b>Payment</b> |
| 1   | Scoping review to inform roadmap development   | Week 1-3        | 30%            |
| 2   | Full assessment of DKIJ baseline study, scoping study for energy efficiency, and all technical reports to assess data needs & gaps | Week 1-3        |                |
| 3   | Detailing of the plans to conduct energy modelling, analyses, and target-setting to align with NZC ambition                        | Week 1-3        |                |
| 4   | Definition of roadmap’s scope as well as assessment of risks   | Week 1-3        |                |
| 5   | Integration of inclusive climate action (ICA) elements   | Week 1-3        | 25%            |
| 6   | Stakeholder mapping  | Week 1-3        |                |
| 7   | Preliminary stakeholder engagement workshop  | Week 6          | 30%            |
| 8   | Interim report after workshop delivery   | Week 7          |                |
| 9   | Final report & slide deck incorporating C40 & DKIJ feedback  | Week 8          |                |
| <b>OUTPUT B – Appropriate Work Plan for WP2 on Roadmap Development</b>      |  |                 |                |
| <b>No.</b>  | <b>Deliverable</b>   | <b>Duration</b> | <b>Payment</b> |
| 1   | A very detailed work plan to inform WP2 (actual development of roadmap)  | Week 1-8        | 15%            |
| 2   | Presentation of work plan to DKIJ & C40  | Week 10         |                |

| <b>WORK PACKAGE 2 (WP2) – Development of the Roadmap – Maximum USD 45,000</b> |   |                |
|---|---|----------------|
| <b>No.</b>  | <b>Deliverable</b>  | <b>Payment</b> |
| 1   | Contextualisation & Analysis to Inform the Roadmap’s Detailed Scope | 25%            |
| 2   | Visioning for the Roadmap   | 25%            |
| 3   | Local Actions & Roadmap   | 25%            |
| 4   | Socialising & Championing the Roadmap                               | 25%            |

### Remarks for WP2

- The target completion for WP2 is by 15 July 2025.
- The consultant is required to provide a ‘technical report’ for each component for review and a ‘final report’ upon completion of all components.



## 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. Submissions

Each Potential Supplier must submit their proposal to the email address below: CAI Southeast Asia Contracts Manager at [cai\\_sea@c40.org](mailto:cai_sea@c40.org), with email subject "RfP - Development of the Net Zero Carbon Roadmap in Jakarta - Submission - [Name of Company]", no later than **19 August 2024 at 14:00 (GMT+7)**.

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](mailto:cai_sea@c40.org). Anonymised responses to questions will be provided [here](#) during Q&A period.

### 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.