



REQUEST FOR PROPOSAL (RfP)

Event support for Financing Waste in Indian Cities

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

January 2025

1. Organisational Backgrounds



About 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](#).

About the Global Covenant of Mayors for Climate and Energy (GCoM)

GCoM is the largest global alliance for city climate leadership, uniting a global coalition of over 13,000 cities and local governments and 100+ supporting partners. 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. 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. The coalition comprises cities across 6 continents and 146 countries, representing over 1 billion people or more than 13 percent of the global population.

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

About the C40 x GCoM Joint Program

Building on a strong foundation of collaborative work over many years, C40 and GCoM are now enhancing their partnership through a new major program for 2023-25, funded by Bloomberg Philanthropies, which focuses on critical areas where their shared expertise can support cities to deliver urgent and

transformative climate action. This includes scaling up joint work across urban finance programs delivered by C40 and GCoM, which address climate finance challenges on both the demand and supply side through activities such as finance diplomacy and advocacy, finance initiatives, finance capacity building and technical assistance support to cities, partner engagement and connecting cities to funding sources.



Waste at C40

Around the world, sustainable urban waste management practices can improve public health and economic opportunity, promote equity and create resilient infrastructure. When approached holistically, waste and sustainable materials management can help cities reduce 15-20% of their emissions through reduction, avoidance, recycling, treatment and offsetting.

C40's [work on municipal solid waste](#) in India seeks to support cities on a [pathway towards zero waste](#) in order to reduce methane emissions, where cities will be focusing on phasing out organics from disposal and on creating and upskilling jobs in reuse, recycling and treatment. The Pathway is constituted of accelerating action for emissions reduction through universal collection and safe disposal by engaging mayoral commitment and leadership, thus changing regional perception and delivery of waste management services and policies.

2. Summary, Purpose, and Background of the Project

About the Project

The Joint Program is leading the organisation of a Waste Financing in Indian Cities event taking place in India (New Delhi) in March, 2025. This will be an intensive 2-day event that brings together cities with leading financial and technical experts to address financing related to municipal solid waste, share waste-related financial knowledge, learn from best practices, and identify/access finance opportunities to make cities cleaner, greener, healthier and more resilient in delivery of the Swachh Bharat Mission.

The event will educate cities and key stakeholders involved in waste project financing and delivery around the economics of such projects, with a focus on the critical aspects of operational and capital expenditure requirements. It will emphasize the need for effective financing and investment mechanisms while also presenting practical approaches to achieve them.

Moreover, the event will highlight cities' needs and demand for urban waste projects while deepening their understanding of project preparation and financing opportunities. In addition, the event will facilitate national and subnational engagement in view of driving enabling policies and ensuring city projects meet national priorities to positively impact urban financing outcomes.

The target audience is up to 10 Indian cities (two senior city staff participants each - one technical expert and one finance specialist) plus state and national government representatives. Sector experts from relevant organisations and representatives from financial institutions, both public and private, will also attend.

Summary

The event is part of a number of events hosted by GCoM and C40 that bring together city staff with financial and technical experts to understand and shape local climate projects in light of their financing. It provides a forum for cities to share their experiences and learn from each other while connecting with financiers active in the sector and region.

The objectives of the event are to:

- Strengthen understanding of business models for waste projects and mechanisms to support bankability;
- Showcase and discuss specific high-impact waste projects that cities want to move towards financing and implementation, and receive valuable feedback from experts and financiers;
- Ensure financiers understand investment opportunities in the sector / region and equally, that cities understand the offer from relevant financial institutions;
- Build and strengthen relationships with prospective investors / financiers.

To achieve these objectives, the event will provide capacity development on key sectoral topics and project preparation required to ensure financing is achieved. It will provide opportunities for city delegates to engage directly with international and regional finance institutions, connecting supply and demand. The event will also focus on supporting cities to advance their waste projects.

The proposed agenda includes sessions on the following topics:

- Understanding the challenges and opportunities in the waste sector in the Indian context;
- Deep dives into the waste management value chain such as collection, diversion, disposal and treatment;
- Sharing knowledge on waste and financing, including best practices, case studies and lessons learned from other cities;
- Project preparation for financing waste projects and connection with financiers.

The agenda is tailored based on the needs of the participating cities, offering varying levels of depth in a topic area depending on city experience and need.

Purpose of the RFP



The independent consultant(s) will assist the C4O and GCoM teams in organising and delivering the event, including identifying relevant organisations in the sector for invitation, liaising with the hotel to provide logistics support, development of event materials and capturing knowledge shared during the event. The consultant(s) will also support the post-event work including the delivery of an event report to summarise the main discussions, takeaways / outcomes and next steps for Indian cities.

The main activities expected to be delivered by the consultant are (further details provided in section 3):

- **Activity 1. Support the C4O and GCoM teams in event organisation and delivery**
- **Activity 2. Develop an event report on the waste landscape in Indian cities, key learnings and practical recommendations for overcoming the challenges of financing waste for Indian Cities**

Consultants are also expected to attend regular project management calls with C4O and GCoM teams.

3. Project scope

The selected independent consultant(s) will deliver the following activities:

Activity 1. Support the C4O and GCoM teams in the event organisation and delivery

Task 1.1. Stakeholder Engagement: support the team in identification and selection of organisations and financiers active in the waste sector in India by utilising the consultant's network.

a. Engage with following key stakeholders and follow up on the event invitation, gather information as required and provide necessary support for their active participation

- National and State government bodies
- Cities invited to the event
- Waste management companies
- Financial institutions

Task 1.2. Support to invited cities: actively engage with invited cities to ensure their active participation at the event, including:

- a. Project identification and framing within the event context:
- Assist invited cities in identifying high-impact waste management projects suitable for funding and support the development of concept notes to be sent in advance of the event and powerpoint presentations to be delivered during the event.

Task 1.3. Input in agenda development: Support with the development of the event agenda. C40 will provide an advanced agenda that consultants will review and input into. This will include joining weekly calls with the C40 and GCoM teams and overall reporting into **Asma Jhina**, Senior Advisor - Climate Finance, City Resilience and Inclusive Action, GCoM.

Task 1.4. Liaison with hotel for logistics support: Support the assigned C40 project officer with event logistics including, but not limited to, organisation of, and liaison with, the hotel, organisation of delegate travel, delegate and staff visas, ensuring correct setup of event room, and other tasks as required.

Task 1.5. Consultant support (expert high-senior level) on-site during the 2-day event. The consultant(s) will:

- a. Support the development of pre-event materials (delegate information pack, run of show, speaking notes, session slides, project overview document, details of attending financiers, etc.).
- b. Attend all sessions and assist with note taking.
- c. Support facilitation of sessions (topics and sessions would be agreed upon in advance based on the expertise of the contracted consultant).

Activity 2. Develop an event report on the waste landscape in Indian cities, key learnings and practical recommendations for overcoming the challenges of financing waste for Indian Cities

Task 2.1. Development of the post-event report. To maximise the knowledge shared during the event, the consultant(s) will:

- Take sufficient notes during sessions to provide inputs to develop the final report focusing on key topics discussed, outcomes, opportunities and next steps. Areas include, but not limited to:
 - What advice did the sector experts provide during the value chain deep dives to support waste project development and ensure best practices are followed? What can cities learn from successful case studies?
 - What feedback did the financiers give during the event to advance waste project bankability?
 - What were the main barriers and challenges reported by cities and experts? And knowledge gaps?
 - What were the innovative and/or successful experiences? What were the lessons learned?
 - How can C40 and GCoM support cities to overcome the challenges?
 - Outline key findings and provide **practical recommendations** for Indian cities for funding and financing waste projects
- The report should also include a landscape analysis of the waste management sector in India, including policies, regulations, funding

mechanisms and role of sub-national governments (of invited cities), and other key stakeholders.

- Following the event, attend a debrief call with C40 and GCoM to review what worked well, and what could be improved for future events.



Deliverable of Activity 2: Final report for practical recommendations for overcoming the challenges of financing waste for Indian cities (in Word document template to be agreed, **around 20-30 pages**, in English), including improvements suggested after the review phase. Good visual presentation of content and attention to detail is expected.

Include relevant quotes from the participants and experts to provide additional context.

Estimated deadline: June, 2025

C40 will collaborate with the selected consultant to tailor the table of contents and report structure, before the full report development. The expected format of the report will **be engaging, easy to read, and with a very compelling visual presentation and design.**

4. Quality Assurance

To ensure the best quality of work, the following best practices will be required (bidders are welcome to add additional quality assurance measures to strengthen their proposal):

a) Project Management

- Kick-off meeting with team leads to explain the project and the activities that will be led by the consultant. C40 will provide a Work Plan, in which all deliverables and deadlines will be defined with the consultants' input.
- Project Management activities should be conducted via weekly (45-min maximum) follow-up meetings¹. Also, preparatory meetings are expected immediately before the event. All meetings should be included in the price.

b) Expected quality of deliverables

- C40 and GCoM will provide templates for the main deliverables. After agreeing to the template, the successful candidate is to make up to two rounds of drafts and revisions. Necessary amendments are to be included in the price.
- For the final report, C40 and GCoM and the consultant will agree on a contents list before work begins.

¹ Bidders are not expected to have their own Zoom accounts as calls will be hosted on C40's Zoom account.

- The consultant is expected to demonstrate attention to detail and good visual quality of the deliverables.
- Research and presentations of external visual content must be accompanied by sources.



5. RFP and Project Timeline

RFP Timeline:

All proposals in response to this RFP are due no later than **22 January 2025**.

Evaluation of proposals will be conducted from **27 January**. If additional information or discussions are needed after this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than **29 January**.

Project Timeline:

Contracting is expected to take place between **29-31 January** with work commencing as soon as the contract is fully signed.

All activities presented in this RFP will be conducted from the signing of the contract and delivery deadlines will be defined in agreement with the consultants. The consultant(s) will immediately support the event organisation and logistics, working closely with the project officer, in the lead up to the event in March.

The definition of the consulting team is up to the bidder. One or more consultants are expected to deliver this project.

6. Bidder Qualifications

Location: The independent consultant(s) must be based in India, preferably in or near New Delhi.

Project Management and additional competencies (of individual or team proposed):

- Ability to track work plans, and develop key deliverables according to an agreed timeline. Proactive, highly organized, sets priorities, produces high-quality outputs, meets deadlines, and manages time efficiently.
- Excellent coordination skills (to liaise with the C40 and GCoM teams and relevant external institutions).
- Able to communicate articulately (written and verbally) on the technical topics outlined in this RFP, as well as translate key information for a non-technical audience where necessary.
- Professional behavior, sticking to pre-agreed discussion topics.

- Strong existing network of experts that can be engaged for this project, in the sectors relating to this RFP (e.g. climate finance / waste in India).
- **Language competence in English is essential.**

**C4O
CITIES**

Experience:

- Technical knowledge and project experience in one of the following areas, as they relate to cities in India and Asia: waste / climate finance/ waste finance.
- Technical knowledge of financing waste-focused projects is an advantage.
- Understanding of main municipal structures and processes e.g. the relationship between the CFO and other city departments, annual budgeting cycles, relationship to national treasury, etc.
- Experience working with international, national, and city-level experts and financial institutions.
- Experience developing and delivering presentations and facilitating event sessions (e.g. panels, roundtables, discussion groups).
- Competent in using key software packages (MS Office Suite, Zoom, and Google Suite).

7. Request For Proposal and Proposal Evaluation Criteria

The bidder should present a quote for the development of the project, including the respective documents (all mandatory):

- Description of the costs and expected hours dedicated per activity and related tasks, and total for all activities.**
 - Be concise and clear.
 - Attention:**
 - All taxes should be stated and included in submitted quotes.
 - Please note that the contracting entity is C4O's US Office.
 - Costs should be presented in USD.**
 - The document should be a maximum of 10 pages** (excluding the content covered by items 2 and 3 below).
 - The total cost of the project cannot exceed USD 12,000.**
- Resume (CV) of the consultant(s), proving the desired experience and competencies required for this project (see section 6).**
- Proof of previous experience (at least two) is attached to the proposal.**
 - Recommendations are welcome but are not required.

Proposal evaluation criteria

Criteria 1: Mission Alignment Measured by: • ability to meet requirements listed supplier alignment with C4O's goals on greenhouse gas emission reduction and promoting climate adaptation and resilience.	10%
--	-----

Criteria 2: Technical Expertise and proven experience Measured by: • Ability to prove Technical expertise, previous experience, project management capabilities, cultural fit quality, and availability of the team, according to the request from item 6 (Bidders qualifications). This should be documented in the Resume (CV) and supporting material of proven previous experiences. • References from other clients related to the work are welcomed, but it is not mandatory.	C4O CITIES
Criteria 3: Value for money , understood as: • Economy: minimizing the cost of resources used/spending less • Efficiency: the relationship between the output from goods/services and the resources to produce them • Effectiveness: the relationship between the intended and actual results • Equity: the extent to which services reach the intended recipients fairly Measured by: • Description of the costs and expected hours dedicated to each activity, and total for the three activities + taxes.	35%
Criteria 4: Equity, Diversity and Ethical Alignment C40 is looking to appoint an organisation that shares our values. Five percent of the evaluation will focus on these factors and bidders are encouraged to link to their relevant organisational policies and principles.	5%

Each bidder must submit the documentation requested to the email addresses below no later than **22 January, 2025**.

Asma Jhina, Senior Advisor - Climate Finance, City Resilience and Inclusive Action, GCoM
 Email: ajhina@globalcovenantofmayors.org

Marcus Williams Arcanjo, Climate Finance Pipeline Development Manager, C40 x GCoM Joint Program
 Email: marcanjo@c40.org

Please also copy: indiawastefinance@c40.org on all submissions.

9. Terms and Conditions

- [Standard C40 Service Contract Template](#)

10. Additional Requirements

C40 expects third parties to abide by the following policies:

- Non-Staff Code of Conduct Policy [here](#)
- Equity , Diversity and Inclusion Policy [here](#)



Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by respondents 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 bidder as a result of this procurement, nor to accept the lowest price or any tender.