



REQUEST FOR PROPOSAL (RfP)

PRODUCTION OF A GUIDE AND SUPPLEMENTARY TRAINING ON SOURCES OF CLIMATE ACTION FINANCE AND FUNDING (SPECIFICALLY ENERGY RELATED) AVAILABLE TO QUEZON CITY

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

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Application deadline: 19th March 2025

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-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](#).

2. Summary, Purpose and Background of the Project

2.1. Project Background and Summary

C40, via its Climate Action Implementation (CAI) Programme, is working to support Quezon City with actions to expand the adoption of renewable energy in government-owned, private (commercial and industrial buildings), and residential buildings. This includes supporting actions such as solarization of buildings, prefiguring appropriate solutions, and developing incentive schemes.

However, access to funding or affordable finance for project preparation and implementation is a barrier not only for energy projects but also for implementing Quezon City’s wider climate action plan.

Whilst numerous project preparation and financing institutions work in the region, it is often unclear which viable options are available for the city and what the criteria are for those that are accessible and affordable.

2.2. Project Purpose and Objectives

This project is designed to provide Quezon City with clear, unbiased, and actionable information to unlock new funding or financing mechanisms and sources for climate projects. The focus should be on energy and green buildings, but where possible, the project should highlight its applicability to other sectors.

This is envisioned to be achieved through written information and capacity-building activities to ensure that key data is thoroughly understood by relevant city staff.



As such, the overall objectives are:

- To cut through the 'noise' and highlight the most relevant funding and financing approaches that Quezon City can pursue.
- To build connections between city staff and relevant sources of project preparation and implementation funding and finance.
- To work with city staff to develop submission-ready concept notes and proposals during the contracted period.
- To build city staff's knowledge of the shortlisted funding and financing options such that they can draft relevant concept notes and applications confidently going forward.

2.3. Project Deliverables

2.3.1. Guide on Suitable Financing and Funding Approaches for Quezon City

Consultants will produce a resource (word document, including an executive summary, accompanied by a visually engaging presentation deck)- covering key practical details of finance and funding sources and mechanisms that are accessible and affordable for Quezon City (with a preference for non-debt models), primarily for energy and green building projects but ideally with wider applicability. *(Bidders should demonstrate awareness of accessibility and affordability criteria in their submission, including legal, resourcing and financial implications specific to the city).* These could be a directory of funding opportunities from the Philippine national government, international financing institutions, multilateral development banks, and other private financing institutions.

This will include but is not limited to (bidders are welcome to suggest other guide sections they feel would be beneficial):

- **A comprehensive mapping of sources of finance and funding** for project preparation and implementation (sources must be currently available to the city, not theoretically). Each entry should include the following information:
 - Application process (in detail) and duration.
 - Collaborations and required approvals, especially with the national government (e.g., national government approval or guarantee required).
 - Sectors and ticket size supported.

- Applicability for a specific priority 'pilot project' outlined by the city at the start of the work.
- Contact details of the main point of contact/local representative of the organisation



- **Analysis of common requirements and of most viable potential sources.** A prioritisation framework for the city, including recommendations of which sources the city should prioritise based on the framework and clear rationale for why. . Additionally, an outline of the common requirements for applying to the shortlisted sources (what types of studies, approvals, etc.) should be provided so that the city can standardize and prepare ahead of time and increase efficiency.

2.3.2. Capacity Building Activities

- **Training sessions** - following the production and circulation of the guide, training will be provided to city officials in-person. The consultant shall conduct a training needs assessment for select city departments who will be involved in the preparation of climate finance proposals. The following training outline is a suggestion and bidders should use their own expertise to propose changes/improvements:
 - **Session 1** - for all interested city officials - an overview and Q&A on the guide's findings (potentially including representatives from the featured financial institutions).
 - **Session 2** - for nominated relevant city officials - working through application forms for shortlisted financial or project preparation sources for selected 'pilot projects'. The objective is to develop project concept notes for sufficiently mature projects and application forms aligned with the project preparation facilities/ financiers shortlisted. Requirements for, and number of, concept notes will be discussed with the city but bidders should indicate any criteria they expect to use in their application.
- **Working group convening** - support C40 and the city to convene key stakeholders for a climate finance working group, with key public, private and civil society representatives as identified during production of the guide. The contracted consultants would support convening the initial working group, after which time C40 and the City would take over organising future meetings.

3. Proposal Guidelines



This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **11:59pm GMT on 19th March 2025**. 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;
- Your experience working with project preparation facilities and financing entities
- Your experiences working at a city/subnational level on energy/climate finance
- 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.
- *Examples of past work;*
- *Resumes of proposed key personnel;*
- *Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40;*

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 Services Contract](#).

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 negotiation document](#) for review setting out clearly your rationale for the change.

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:

RFP Timeline	Due Date
Request for Proposals sent out	28th February 2025
Questions submitted to C40	28th February - 17th March
Deadline for receiving Offers	19th March 2025
Clarification of Offers	19th - 26th March 2025
Evaluation of Proposal	24th - 28th March 2025
Selection decision made	28th March 2025
All Potential Suppliers notified of outcome	11th April 2025

The project is expected to run between April and June 2025 however bidders should submit a more detailed timeline as part of their submission. Timelines should be realistic and timelines that extend beyond June will be accepted where rationale is provided.



5. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:

Evaluation Criteria	Weighting
Organisation Expertise Technical expertise, in-depth knowledge of clean energy finance in the Philippines, globally and within the city context. Breadth and depth of connections with relevant stakeholders, including financiers, investors, developers, energy companies, and experts.	35%
Readiness of the Proposed Team Capability, experience, and availability of the proposed team	30%
Project Management Approach Project management experience and robustness of the project delivery proposal and ability to meet the requirements listed	15%
Costs and Value for Money Efficiency and logic of cost allocation	15%
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. Organisations that are based in the global south are strongly encouraged to apply.	5%

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 item. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

The **estimated value of this work is \$25,000 inclusive of all taxes and fees**. Submissions exceeding this amount will be accepted in exceptional circumstances but bidders should ensure all costs are detailed and justified and consider that value for money is an evaluation criteria.



Payment will be made according to meeting project milestones as approved by the C40 point of contact.

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 addresses below by **11:59 GMT, 19 March 2025**:

Anelise Rosa, Implementation Senior Manager, City Finance Programme
arosa@c40.org

Wanjiku Ngare, Senior Manager, City Finance Programme
wngare@c40.org

Anonymised responses to questions will be provided [here](#) when the Q&A period closes.

Based on the submissions received, C40 reserves the right to promote the establishment of consortium relationships or request potential suppliers refine their submission after receipt.

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.