

REQUEST FOR PROPOSALS

Website development and maintenance

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1. Introduction

C40 Cities Finance Facility

The [C40 Cities Finance Facility](#) (CFF) is a project preparation facility that supports cities in preparing and implementing sustainable infrastructure projects. By linking infrastructure projects to finance and providing cities with the ongoing support and expertise they need, CFF turns resilient and inclusive climate action plans into real projects that make a real difference to people's lives.

Launched at COP21 in Paris in December 2015, CFF is jointly implemented by C40 and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. CFF was selected as a winner of the 2020 United Nations Global Action Award in the category "Financing for Climate Friendly Investment".

From Mumbai to Medellín, Durban to Dakar, CFF has partnered with 30 cities across 4 regions, supporting 36 transformative projects in key climate action areas: nature-based solutions, renewable energy and buildings, sustainable mobility, water and waste management. By 2030, the C40 Cities Finance Facility aims to reduce over 2.5 million tons of CO₂ emissions, enhance the climate resilience of 2 million people, and leverage \$1 billion in climate finance.

Although the initiative is implemented jointly with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, **this RFP will be contracted and primarily managed by C40.**

C40 Cities Climate Leadership Group

C40 is a network of nearly 100 mayors of the world's leading cities 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. We work alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to support mayors to halve emissions by 2030 and help phase out fossil use while increasing urban climate resilience and equity.

The current co-chairs of C40 are Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyerr of Freetown, Sierra Leone; three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40's work is made possible by our three strategic funders: Bloomberg Philanthropies, Children's Investment Fund Foundation and Realdania.

To learn more about the work of C40 and our cities, please visit [our website](#) or follow us on [X](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

2. Background and objective of the assignment

2.1. Current status of the CFF website

The [current CFF website](#) was designed in 2017 using the Laravel PHP web application framework. Since then, it has been carefully maintained but has now reached a point where it needs a complete rebuild because of several functionality and design constraints – including closer alignment with the revised CFF branding guidelines and a more streamlined back-end.

2.2. Objective and expected outcomes

CFF is looking to develop a new, standalone website, to replace the current website in its entirety. The website is the central pivot point for CFF's online presence, its communications and knowledge-sharing activities and for regular engagement with key stakeholders and clients. It should therefore provide CFF with a flexible space to communicate key messages and build on them over time.

CFF requires the website to showcase the organisation to a number of audiences, as per CFF's communications strategy:

- Primary audiences:
 - Policymakers, practitioners and partners in national and international (urban) climate and sustainability;
 - Existing and prospective public and private funding partners
 - Local government/municipal officials: city leaders, city leaders' offices – both political & technical staff
- Secondary audiences:
 - State/national governments
 - Sectoral (e.g., transport ministry)
 - Finance ministries
 - Financial institutions: Development Finance Institutions, international & domestic private finance.
 - Media, academics and climate-centered advocacy platforms and NGOs.

Audience	What they come to the website for	Intended outcome
Donors	Understanding the scope of CFF, its success stories, its USP, and how it aligns with their strategic goals.	Maintained and increased support from donor countries, by amplifying CFF success stories in their communications.
Partners	Understanding the scope of CFF, its USP, and some in-depth case studies. Access to contact information, and information on current and prospective partnerships.	Increased and strengthened partnerships, and clarity from other urban climate practitioners on CFF's purpose and objectives.
City officials	Understanding the application process, requirements, and eligibility. A smooth and professional application process. Visibility for current CFF-supported projects.	Well-developed applications during CFF's application windows. Good stories about projects increase the buy-in at a city level.

Deliverable 1: development of new website

CFF is looking for a **service provider** to develop a new website in both visual design and operating system. The CFF team will supply the content (text, select images, and videos). Additional image content sourcing will be requested as part of the design.

To reduce the maintenance requirements, we would like to reduce the website elements to only the essential ones, listed below.

Once delivered, ongoing changes to the website's content will be managed by the C40 team, not by the developer. The developer will provide a Content Management System that the C40 team can update independently and regularly (including text, images, video, pages and links).

The new website must be designed in line with CFF's [branding guidelines](#) and include :

- Homepage
- 'About the CFF' page to explain scope, key successes of CFF and information on the CFF's implementing agencies and funding partners
- An application page where the CFF team can easily upload information on the

application process, with a simple application form (e.g., an editable PDF).

- A simple resources page, for the CFF to upload a small number of digital resources (e.g. annual reports, knowledge products).
- 'Contact us' page - link to sign up to the CFF newsletter, contact email address, link to CFF's LinkedIn page.
- Simple page on CFF's projects, briefly explaining what each of the CFF-supported projects is, including an interactive global map.

The website should be easily accessible in different languages (namely French, Spanish, Brazilian Portuguese); this could be through a website translation integration, subject to discussion with the developers. The website should be accessible for people with physical and mental disability of any kind, such as visually impaired people.

Please consider green hosting platforms to decrease the server energy consumption and ideally ensure the hosting platform runs on renewable and green coding that increases the website energy performance to ensure the website is energy efficient.

The new website should retain the <https://c40cff.org> domain.

The developer may choose to use a Content Management System (preferably open source) or custom build an administration panel, provided that the CFF team can update content (including text, images, and links), page structure and layout regularly and that the website will retain functionality for at least five years.

Deliverable 1.1: Inception report: After an initial kickoff meeting, the developers will be asked to produce an inception report. This task involves conducting an initial project assessment, confirming project goals and scope, identifying key stakeholders to be engaged throughout the project, and developing a detailed work plan. It also includes establishing a project management framework, such as communication and reporting structures, and rounds of review/feedback. The inception report will serve as a roadmap for the project, ensuring that all stakeholders are aligned and informed about the project scope, timeline, and deliverables. The inception process should be used as an opportunity for a broad discussion with CFF staff on the assignment.

Deliverable 1.2: User stories and user experience: This will include brief analysis of the website's audience, in collaboration with the CFF team, and an idea of how this audience experience will tailor the website's design. A sitemap should also be produced at this time.

Deliverable 1.3: Visual design: The developers will be asked to produce mock ups of the website pages, ensuring close alignment with the CFF branding, for approval from the CFF team.

Deliverable 1.4: Development: The entire website will then be developed.

Deliverable 1.5: QA and user acceptance testing: This will include two rounds of feedback from the team, and will include both user testing and testing of the backend for ease of changing elements of pages.

Deliverable 1.6: Final website delivery

Deliverable 1 should be completed by early September 2025.

Deliverable 2: website maintenance

Although the CFF team should be able to add content and change the website as needed, the CFF teams will likely require ongoing maintenance and improvements for the website. This will include reacting to and fixing any minor or larger issues which occur. This includes:

- Providing support for any ad-hoc website fixes, needs or issues
- Providing background support to ensure the ongoing operation of the website such as Certificate Signing Requests (CSRs) and SSL certificates

Deliverable 2 will run until the end of the CFF's current funding phase, which is likely to be the end of 2027 (subject to change).

3. Minimum requirements

We are open to receiving proposals from individual organisations and consortia. The composition of the team and team members should be proposed by the consultant/consultants.

The following qualifications must be met:

- Demonstrable experience in:
 - Developing user-friendly, accessible, engaging, and professionally designed websites which can be edited and altered easily.
 - Website maintenance, including troubleshooting web and software issues.
- Significant knowledge of:
 - Visual design in website design.
 - CMS development.
 - Planning, organising and prioritising work assignments.
- Excellent English, written and spoken.
- Excellent communication and interpersonal skills.

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.

4. Format for responses

Responses must include:

1. Brief explanation of how you will deliver the project, including your proposed approach, intended programming language(s), platforms, and other software or integration recommendations/requirements.
2. Explanation on the process you will follow to build the website, including major milestones and periods for user testing.
3. Examples of any relevant experience, to be included in the proposal.
4. Explanation of the team structure.
5. Cost offer for the delivery of this service (in Euro): this must include a breakdown by person, their role, their daily rate (in Euro), and the total cost (in Euro), inclusive of any taxes.
6. Confirmation that the service provider will comply with C40's 'Contractual flow down requirements' found in Annex 1. Please note that it is a requirement of the CFF's funding that these be agreed to and followed; there is no scope for changes or amendments.

The documents should be in PDF format and must be in English. The proposal should be a maximum of 5 pages, excluding appendices and CVs.

The responses will be evaluated according to technical and financial suitability for the assignment. Evaluation criteria include:

- **Relevant experience and expertise (40%)**
 - Technical expertise and previous experience of the team against the minimum requirements outlined in Section 2.
- **Understanding of the assignment (20%)**
 - Robustness and quality of the project proposal.
- **Team structure (15%)**
 - A clear composition of team and respective tasks, based on a strong project management structure.
- **Value-for-money (15%)**
 - Proposals meet the project's requirements at minimised and reasonable cost.
- **EDI considerations (10%)**
 - Proposals demonstrate a commitment to equity, diversity and inclusion as a team/organisation.

The details of the main points of contact are below. They will be available to answer any questions regarding the C40 Cities Finance Facility (CFF) or this assignment.

Project team:

- Yasar Cohen-Shah, Knowledge Officer, C40 Cities Finance Facility (ycohenshah@c40.org)
- Bryn Boyce, Head of Regional Engagement, C40 Cities Finance Facility (bboyce@c40.org)

Please note that the CFF is committed to transparency; any questions asked before the deadline will be answered and those answers will be shared with everyone anonymously. You can find the questions and answers we have provided in this [Q&A document](#).

Please submit your proposal by 5pm (GMT - London) on **25 March 2025**, using the subject heading **"CFF RfP – Website development"** to Yasar Cohen-Shah (ycohenshah@c40.org), with Bryn Boyce (bboyce@c40.org) in CC.

5. Budget

The budget and contract will provide a framework agreement between C40 and the consultants. Remuneration will be based on the services performed by the consultant. Responses to this RfP must include a detailed breakdown of the proposed cost of person-days.

All costs **must include VAT or any other applicable taxes**. All proposals and invoices should be in Euros (€). All costs incurred in connection with the submission of this RfP are non-refundable by C40.

Translation should not be included in your proposal and budget. The CFF will employ technical translators and interpreters to make the website accessible to non-English speaking visitors.

The service, including the development of the website in 2025 (Deliverable 1) and the maintenance of the website from 2025 to 2027 (Deliverable 2) is expected to cost less than €60,000 in total.

6. Timeline of procurement

RFP Timeline	Due Date
Request for Proposals sent out	7 March 2025
Deadline of questions submitted to C40	14 March 2025
C40 responds to questions	19 March 2025
Deadline for receiving offers	25 March 2025
Evaluation of proposals ¹	24 March - 28 March 2025
Interviews with prospective consultants, if required	31 March - 3 April 2025
Selection decision made	7 April 2025
All potential suppliers notified of outcome	8 April 2025

7. Contracting

The CFF intends to use the [C40 Standard Services Contract](#) with the winning bidder(s). The CFF and the winning bidder will come to agreement on scope of work and all relevant details of the Statement of Work prior to the Statement of Work's execution.

All contracting and invoicing will be handled through:

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

All invoices should include the CFF project code 16882. The payment schedule will also be confirmed at kick-off and C40 will pay the service provider within 30 days of receipt of an invoice. The contract signing for this procurement is dependent on C40 receiving the signed grant agreement between GIZ and C40.

¹ C40 reserves the right to request suitable bidders to refine their proposal and budget to meet the needs of the service package

8. 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.

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.

C40 may award contracts on the basis of proposals submitted in accordance with the instructions set out in this RFP. If C40 is 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.

9. Term of Assignment

The assignment is planned to run from April 2025 to the end of 2027, or until notified. The Term may be extended upon the written approval of both Parties.

Annex 1 - Contractual flowdown requirements

Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) CFF Grant- Contractual Flowdown Requirements

The Parties recognise and agree that the Statement of Work is funded under the Grant Agreement (Grant ID: 81313050) between C40 Cities Climate Leadership Group Inc. (C40 Cities) and Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) for the period 1 November 2024 -31 December 2027.

Accordingly, in addition to the standard agreed position under the Services Contract, the Supplier recognises and agrees the following:

1. The Supplier shall carry out the Project with due diligence, efficiency and in accordance with sound administrative, technical, financial, business and development practices.
2. The Supplier will obtain any necessary licences, approvals, and consents to implement, carry out, or operate any measure required in the performance of the contract.
3. Any non-fulfillment or non-performance is permitted to be managed accordingly and may result in termination of the contract. The Supplier is to repay funds used improperly under the Project or law.
4. The Supplier will bring to the attention of the Project Manager at C40 Cities any circumstances that will affect or jeopardise the attainment of the project, interfere with the performance or management of the material obligations of this contract. This includes, but is not limited to:
 - a. Substantial changes in the risk assessment of the project;
 - b. The occurrence of unintended adverse impacts on human rights, the environment and climate, context characterised by fragility and violence, and gender equality;
 - c. Other significant time, financial, technical or development policy changes during the contract and risks to the safety or health of assigned staff.
5. C40 Cities will seek remedies under the Services Contract for breach, non-performance, default as well as illegal or improper purposes that are contrary to this contract or any laws of the country in which the Project is implemented.
6. Funds provided to the Supplier under this Statement of Work may only be used for actual costs not already financed under other sources of funding.
7. All quotes and pricing is to be within reasonable market range.

8. All funds from C40 Cities should be placed into an interest-bearing account, as far as possible. Any interest earned should be allocated to the Project.
9. If funds are converted to other currencies, any income from the currency conversion is to be applied to the Project. All currency conversions are to be done using [InforEuro](#).
10. Appropriate insurance is to be in place for all work undertaken.
11. Expenses can only be claimed for items specified in the Supplier's contract. Please refer to the [Travel and Expense Policy for non-staff](#) for further details.
12. C40 Cities is obliged by the terms of the grant to provide regular financial and narrative reports to GIZ and will be subject to regular audits by GIZ for C40 Cities use of grant funds.
13. C40 Cities is obliged by the terms of the grant to retain for 10 years after the end of the project all books, records, and the originals of the supporting documents. C40 Cities shall enable GIZ, or any third parties, authorised by GIZ to review the books and any other records and documents relevant for the implementation of the Project and to visit all facilities related thereto.
14. Accordingly, the Supplier agrees to take all necessary measures to enable C40 Cities to fulfil these obligations and will provide reasonable cooperation, including promptly responding to requests for additional information, to enable C40 Cities to fulfil its obligations to the donor.
15. Supporting documentation and invoices are to be submitted in German, English, French or Spanish or a translation into one of these languages.
16. The Supplier is permitted to sub-contract elements of the scope, provided that:
 - a. The regulations on public procurement in the United States of America are followed.
 - b. The Procurement Guidelines outlined in Annexe 4a of the GIZ Grant (Award Procedure/Procurement Guidelines) are followed.
 - c. All goods or services procured are to be used exclusively for the purposes of this project.
 - d. Competent and qualified consultants must be contracted to achieve the objectives.
 - e. Procurement shall comply with the relevant sustainability standards.
17. At the request of C40 Cities the Supplier shall provide evidence of the proper implementation of the contract award procedures.
18. Any sub-contracts placed under this Statement of Work shall reflect the provisions of the Services Contract and this schedule of Contractual Flowdown Requirements.

19. Any sub-contracts placed under this Statement of Work must conform to customary trade practices, import duties, which may not be financed under the Grant, are to be indicated separately in the sub-contracts and any associated invoices.
20. Adequate provision is to be made in any sub-contract for the insurance of any goods required for the project. Any such insurance must be in accordance with prudent industry practice and any compensation from the insurance is to be payable in a freely usable currency.

21. Ethical and Environmental Standards

The parties recognise GIZ has a strong policy prohibiting use of funds for the following:

- i. Financing terrorism and compliance with embargoes - per the European Investment Bank's ("EIB") requirements;

The Supplier, and any third parties, shall not use the remuneration received from C40 to make any financial resources or other economic resources available, either directly or indirectly, to third parties that are on Sanctions Lists.

For the purpose of this Agreement, Sanctions Lists are any economic or financial sanctions laws, regulations, trade embargoes or other restrictive measures (including, in particular but not limited to, measures in relation to the financing of terrorism) enacted, administered, implemented and/or enforced from time to time by any of the following:

- a) the United Nations, including, inter alia, the United Nations Security Council;
- b) the European Union, including, inter alia, the Council of the European Union and the European Commission, and any other competent bodies/institutions or agencies of the European Union;
- c) the government of the Federal Republic of Germany, including inter alia the Federal Ministry for Economic Affairs and Climate Action;
- d) the government of the United Kingdom, and any department, division, agency, office or authority, including, inter alia, the Office of Financial Sanctions Implementation of His Majesty's Treasury and the Department for International Trade of the United Kingdom; and
- e) the government of the United States of America, and any department, division, agency, or office thereof, including, inter alia, the Office of Foreign Asset Control (OFAC) of the United States Department

of the Treasury, the United States Department of State and/or the United States Department of Commerce.

For the purpose of this Agreement, the Exclusion List of the EIB, as published on the EIB's website from time to time, shall be considered as a Sanctions List.

When executing the contract, the Supplier may enter into and/or maintain business or contractual relationships only with third parties that are reliable and to whom no statutory ban on doing business or entering into contracts applies.

The Supplier shall notify C40 and GIZ without delay and of its own volition if the contractor, a member of its official managing body and/or other administrative bodies, its shareholders and/or its employees should be placed on Sanctions Lists as defined above. The same shall apply if the Supplier becomes aware of an event that results in the inclusion of aforementioned individuals on such a list.

The Supplier shall notify C40 and GIZ without delay and of its own volition of any violation of the provisions of the present section 1.11. C40 and GIZ's rights pursuant to Sections 5 and 6 of these Terms and Conditions remain unaffected.

- ii. Money laundering
- iii. Bribery: No direct or indirect gifts, advantages accepted or given.

- 22. The Supplier shall immediately repay any funds used in contravention of this prohibition.
- 23. The Supplier shall not make available funds or other economic resources to third parties that are on the sanctions list issued by the UN, EU or the Federal Republic of Germany.
- 24. The Supplier shall comply with any embargoes or other trade restrictions issued by the UN or the EU.
- 25. The Supplier shall immediately inform C40 Cities of an event that results in any member of its personnel, management, governing bodies, shareholders or contractual partners appearing on a sanctions list.
- 26. The Supplier shall respect the local conditions in the relevant country, as well as the customary trading practices and legal provisions, ordinances, and official regulations (including tax) and shall consider the associated general, special, and social impacts.
- 27. The Supplier are obliged to use the funds in compliance with international standards and multilateral agreements, in particular:

- a. International human rights conventions;
 - b. The International Labour Organisations declaration of 1998 and
28. When using the funds, the Supplier will ensure:
- a. The protection of children;
 - b. The prevention of violence, abuse and exploitation of any kind;
 - c. Non-discrimination, especially with regard to origin, ethnicity, religion, age, gender identity, sexual orientation or disability;
 - d. The promotion of equal opportunities for all genders.
29. The Supplier shall use the funds in compliance with international environmental law, minimise emissions of greenhouse gases and avoid any action that could increase the vulnerability of the populations and / or ecosystems.
30. The Supplier is obliged to deliver the services in a way that:
- a. Is in full compliance with all applicable tax regulations;
 - b. Is in full compliance with international environmental law;
 - c. Minimises emissions of greenhouse gases
 - d. Avoids or reduces unintended adverse impacts on:
 - e. The environment;
 - f. Climate protection;
 - g. Adaptation to climate change;
 - h. Human rights;
 - i. Contexts characterised by fragility and violence;
 - j. Gender equality;
 - k. Harassment and abuse.
31. The Supplier shall take appropriate measures to prevent sexual harassment in a professional context.
32. The Supplier shall refrain from inciting violence or hatred as well as objectively unjustified discrimination against an individual or group of individuals.
33. The Supplier will act at all times in an impartial and loyal manner towards C40 Cities and GIZ.
34. A conflict of interest, as defined under this schedule, may arise from economic interests, political affinities or national ties, family or friendship or other ties or interests.
35. During the term of the Agreement, the Supplier shall not conclude any contract where a conflict of interest is to be anticipated due to the nature of the contract of the Supplier's connections with a third party – unless prior consent has been given by GIZ in writing; such contact with GIZ to be facilitated by C40 Cities.

36. In the event a conflict of interest arises, the Supplier must disclose such an event to C40 Cities without undue delay.
37. To the extent the Services involve the processing of personal data such data will be processed in accordance with the General Data Protection Regulation of the European Union (GDPR).
38. In the event the Services involve the processing of personal data, the Supplier will enter into a separate data processing agreement with C40 Cities which shall govern the use of such data.
39. Force majeure is an unavoidable event (including natural disasters, outbreak of diseases, serious unrest, war or terrorism) where neither party to this contract will be held liable for a breach of its obligations. This applies if the Supplier is prevented from fulfilling such obligations by reason of Force Majeure and has taken all reasonable precautions, due care and sought out reasonable alternative measures. The Supplier is to notify C40 Cities, and vice versa, as soon as is possible and no later than fifteen days upon becoming aware of the implications of the occurrence. Evidence of the nature and cause of the event and information about the possibility of returning to normal conditions must be provided as soon as possible.
40. The Supplier will make no press releases or public statements about the Project without the prior written permission of C40 Cities. C40 Cities shall obtain the approval of all press releases or public statements regarding the project by GIZ in writing prior to release or disclosure.
41. Any public statements about the project must note that it was financed by GIZ as commissioned by the "Government of the Federal Republic of Germany".
42. Whistleblowing access is available at [C40](#), [GIZ](#), [BKMS](#) or the [ombudsman](#).

Accordingly, the Supplier will not take any action in violation of this policy, and will not, through any act or omission, cause the counterparty to violate this policy.