



REQUEST FOR PROPOSAL (RfP)

Enhancing GCoM's support to cities and local governments on gender and inclusion

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
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-Sawyerr of Freetown, Sierra Leone. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and Realdania.

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

Global Covenant of Mayors for Climate & Energy

GCoM is the largest global alliance for city climate leadership, uniting a global coalition of over 13,500 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.

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

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

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

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2. Summary, Purpose and Background of the Project

The Global Covenant of Mayors for Climate and Energy (GCoM) is looking to enhance its support to cities and municipalities in their considerations of gender and inclusion in their climate action planning and implementation as well as its own institutional set-up.

GCoM is seeking *a consultant or group of consultants* to help **develop a gender and inclusion toolkit for cities with strong global case studies of programmatic interventions to demonstrate and inspire ambition**, to be launched in May, as well as an internal institutional template.

The toolkit is set to be launched at an event in Córdoba, Argentina, scheduled to take place from 20 - 22 May 2025.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **09.00 GMT Monday 24 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 GCoM, clear costs and detail on experience in this area.

The proposal should give GCoM evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Resumes of proposed key personnel in the standard [C40 CV Template](#)
- 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 GCoM staff;
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40; and,
- Proposed working partnership with GCoM, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.

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

Supplier Diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.



We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to [C40's Equity, Diversity and Inclusion Statement](#) as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

Contract

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Services Contract](#).

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

The GCoM Gender and Inclusion Ambition borrows from the ICED Facility and maps out a continuum for mainstreaming gender and inclusion for GCoM and signatory cities. It guides both institutional and programmatic considerations by addressing needs and vulnerabilities as a minimum level of ambition; to interventions that will build individual assets, capabilities and opportunities; through to those that are more focused on structural transformation.

This ambition encourages proactive integration of gender and inclusion; helps raise the ambition of each programme GCoM and signatory cities support; supports activities that work towards transformative outcomes; and, plays a

catalytic role in driving investments in infrastructure and cities that strive for structural transformation.



The GCoM will participate in the Pre-COP30 event organized by the Province of Córdoba (Argentina), alongside other partners from the GCoM alliance in Latin America and beyond. Mayor Carolina Basualdo (Despeñaderos, Córdoba), in her role as Latin America's representative on the GCoM Board and Chair of the GCoM Mayors Forum in the region, will play a key role in shaping the agenda, engaging local actors, and serving as our spokesperson on gender and inclusion. **The work schedule should be structured to ensure the Toolkit is finalized and ready for launch by the event taking place from 20 - 22 May 2025 in Córdoba, Argentina.**

Purpose of the RfP:

The consultant or consulting team will:

1. Review GCoM's gender and inclusion ambition and make recommendations to ensure it is aligned with current thought-leadership and the role of the Global Secretariat.
2. Draft a toolkit (c. 20 pages) which explains the rationale for gender and inclusion and brings to life good practice examples from 15-20 GCoM signatory cities identified in partnership with regional and national covenants, with at least half from the Global South, on how to deliver against the ambition in climate action planning and implementation, against key thematic areas. The toolkit should:
 - a. be clear and concise, written in an easy-to-understand and engaging manner and incorporate images to illustrate content and showcase good practice visually;
 - b. cross-reference to pre-existing GCoM over-arching frameworks, for example the climate action journey, Common Reporting Framework (CRF) and Global Research and Action Agenda on Cities and Climate Change Science (GRAA);
 - c. reference other helpful gender and inclusion resources for cities.
3. Draft an internal workplan template to support GCoM in its institutional ambition.

The Consultants may also be asked to review and provide recommendations towards two concept notes for high-level sessions on gender and inclusion for the launch event for the final product.

The submission document should be **a maximum of 10 pages.**

RfP Timeline:



RFP Timeline	Due Date
Request for Proposals sent out	March 11 2025
Questions submitted to C40	March 14, 2025
C40 responds to questions	March 19, 2025
Deadline for receiving Offers	March 24, 2025
Clarification of Offers	March 25, 2025 – March 27, 2025
Evaluation of Proposal	March 25, 2025 – March 27, 2025
Presentation on Proposal	March 27 - 31, 2025
Selection decision made	April 3, 2025
All Potential Suppliers notified of outcome	April 4, 2025

Project Timeline	Due Date
The project initiation phase must be completed by	April 10, 2025
Project planning phase must be completed by	April 17, 2025
Project implementation phase is expected to be completed by	May 16, 2025
The project is due to run until	May 30, 2025

5. Proposal Evaluation Criteria

- **Technical Expertise.** The successful applicant will need to demonstrate in-depth knowledge of gender and inclusion in city climate action planning and implementation, as well as institutional arrangements.
- **Project Management Experience.** The Supplier will be working to tight timelines with multiple stakeholders and across all deliverables in parallel. The successful applicant will need to demonstrate their capacity to manage a complicated project and provide a plan for reporting on the progress.



- **Value for money, understood as:**
 - Economy: minimising 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
- **Equity and Ethical Alignment:** C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community. Ten percent of the evaluation will focus on these factors, organisations that are based in the global south are strongly encouraged to apply.

Proposals will be evaluated against the following criteria

Evaluation Criteria	Weighting
Technical Expertise <i>Capability, experience, and availability of the proposed team</i>	60%
Project Management Expertise <i>Robustness of the project delivery proposal and ability to meet the requirements listed</i>	15%
Value for money	15%
Equity and Ethical Alignment	10%

6. Project Budget

The bidder should present a quote for the deliverables that does not exceed 25,000 USD, and include:

1. Concise and clear description of costs and expected hours dedicated per activity and related tasks, and total for all activities;
2. Costs should be presented in USD; and,
3. All taxes should be stated and included in submitted quotes.

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

Please note that the contracting entity is C40's US office. Payment will be made according to meeting project milestones.



7. C40 Policies

C40 expects third parties to be able to abide by these C40 policies

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

8. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by **March 24, 2025 at 09.00 GMT:**

Email

Asma Jhina, Senior Advisor – Urban Climate Finance and Inclusive Action, GCoM
ajhina@globalcovenantofmayors.org

Nina Hotop, City Diplomacy and Governance Senior Manager, GCoM
nhotop@globalcovenantofmayors.org

Ceire Carey, Operations Officer, GCoM ccarey@globalcovenantofmayors.org

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.

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

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.