



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

# **Air Quality Baseline Emissions, Health and Equity Impact Assessment Study in Freetown City Council**

C40 Cities Climate Leadership Group, Inc.  
120 Park Avenue, 23<sup>rd</sup> 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](#).

## 2. Summary, Purpose and Background of the Project

The purpose of this project is to establish an air quality baseline and assess related health impacts to inform policy development and implementation in Freetown.

C40’s Air Quality Programme works with cities to accelerate reductions in air pollutants and greenhouse gases (GHGs) through the implementation of robust air quality management efforts. The programme supports cities by facilitating peer-to-peer knowledge sharing, providing direct technical assistance, organising training, building city staff capacity, and conducting research and pilot studies in collaboration with city staff.

The C40 African Cities for Clean Air (AC4CA) initiative supports C40 African cities to attain the data, evidence and technical capacity needed to design and implement priority air quality legislations, policies, programs and technologies, as well as to support and empower African Mayors to effectively implement solutions that improve air quality.

This project is made possible with funding from Clean Air Fund, a philanthropic initiative with the mission to tackle air pollution around the world. It leads a coalition of funders interested in climate change, children and health to fund and support a multinational portfolio of clean air programmes to deliver impactful and scalable improvements to air quality, human health and decarbonisation.

## 3. Project Scope

C40 is currently accepting proposals from Suppliers to develop an air quality baseline, assess air pollution health impacts and build capacity of Freetown's stakeholders. Suppliers with a presence in West Africa or familiar with the African context are preferred; suppliers outside of West Africa are encouraged to find a local partner to minimise travel costs and carbon emissions.

## **Work Package 1: Air Quality Baseline Development**

### **Activity 1.1: Air Quality Baseline Characterisation**

The Supplier shall conduct an initial desk review to provide an overview of major air pollutants and focus on the most important pollutants (eg. PM<sub>2.5</sub> or NO<sub>2</sub>) in Freetown considering their health impacts on citizens, the existing local and international clean air regulatory requirements and the city's Clean Air Accelerator commitments. The baseline assessment will cover the Freetown metropolitan area from 2015 to 2025.

The Supplier shall characterize the state of air quality in Freetown and summarize the existing air quality data. The city will support the Supplier by sharing relevant resource documentation including the preliminary Climate Action Plan - Air Quality (CAP-AQ) analysis, the Climate Action Strategy, etc. The Supplier shall collect all available data from various sources and use descriptive and robust statistical methods to analyse and identify the potential trends, patterns, and data variability from 2015 to 2025.

The Supplier shall use Geographic Information System (GIS) and air quality modeling to simulate air quality in Freetown under various scenarios. The supplier is requested to apply suitable geospatial techniques to simulate the distribution of pollutants based on known sources which can include point sources such as major industrial stacks or power plants, line sources like highways, area sources, and meteorological data. The Supplier must simulate the magnitude of air pollution impact using this input data and any other relevant information, and describe the assumptions and uncertainties in the model inputs and outputs.

The Supplier shall identify the data gaps and provide guidelines to support future planning of air quality projects and policies.

- **Deliverable:** Baseline methodology report
- **Deliverable:** Air quality baseline assessment

### **Activity 1.2: Air Pollutants Emissions Inventory and Source Apportionment**

The Supplier shall describe the main pollution source categories in the city that contribute to criteria air pollutants, as well as identify and analyse the set of sources, which includes point sources (e.g., industrial sites), mobile sources (vehicles, ...), and area sources, both naturally occurring and man-made, in a city air pollutant emissions inventory. The Supplier will collaborate with local data suppliers to acquire accurate data and generate an air pollution source apportionment for Freetown. The Supplier is expected to use methodologies and frameworks that reflect global best practices to calculate emissions and provide C40 and Freetown with an editable emissions calculation data sheet. The Supplier shall prepare a report that summarizes the methodology used for the emissions inventory, analyses the key outcomes, identifies gaps, and makes recommendations for future improvements and gaps filling for Freetown.

- **Deliverable:** Air pollutant emissions inventory calculation sheet
- **Deliverable:** Air pollutant emissions inventory report

## **Work Package 2: Health and Equity Impact Methodology & Assessment**

### **Activity 2.1: Assessment of health and equity impacts of air pollution**

The Supplier shall gather appropriate information (including local health statistics, if available) to estimate the health impact of air pollution on Freetown's residents using the exposure-response functions method or other relevant approach for the local context. The supplier will provide a list of proposed health outcomes (e.g., cardiovascular disease, respiratory disease, mortality, and morbidity) and estimate the current disease burden associated with air pollution exposure, as well as the future health risk implications for inhabitants in 2035 for PM<sub>2.5</sub> and NO<sub>2</sub>. The strongest bid will include the equity dimension of this work by disaggregating the results of the assessment by sex, age and where possible spatial and/or income disparities. This assessment will inform the development of the stakeholder engagement approach and the integration of equity dimension in Freetown's clean air communication strategy.

The Supplier shall conduct baseline analyses to estimate the health impact of current PM<sub>2.5</sub> and NO<sub>2</sub> concentrations, health burdens, and socio-economic impacts for projected scenarios, e.g. cost of mortality using value of statistical life and cost of workdays lost due to disease. The Supplier will prepare a report that includes 1) the methodology for assessing the health, equity and socio-impact, 2) a summary of the information gathered for this analysis (health data, concentration-response functions, socio-economic valuation information, and so on), and 3) a written narrative summarising the findings of the analyses and 4) recommendations for potential clean air policies derived from the report's findings.

- **Deliverable:** Health and equity impact assessment report

### **Activity 2.2: Methodology & Assessment of vulnerability to air pollution**

The Supplier shall conduct a desk review to identify areas where residents are likely to be disproportionately exposed to - and impacted by - air pollution and are potentially less resilient to health and economic impacts. The Supplier shall review existing relevant resources and tools to create a methodology for identifying vulnerable districts in Freetown and propose recommendations for targeted clean air action that addresses these vulnerabilities. The Supplier shall build on the findings from activity 2.1 and assess various factors that increase communities' exposure to air pollution and health risks. Factors that influence vulnerability may include: considerations regarding urban planning, land management and land use; energy poverty, household fuel use patterns, other socioeconomic factors determining where specific communities live and work; access and affordability of local health services and accessible information about air pollution and how to protect themselves. By focusing on the city districts and socioeconomic categories, the Supplier shall describe the observable health disparities, the social and spatial inequities across Freetown.

The Supplier will provide recommendations and guidance to reduce health impacts of ambient air pollution in Freetown.

- **Deliverable:** Community's vulnerability and equity assessment report (including the methodology)

### **Work Package 3: Capacity Building**

#### **Activity 3.1: Stakeholders Capacity Building**

The Supplier will strengthen the capacity of Freetown City Council air quality stakeholders by hosting an in-person workshop. The Supplier will prepare and deliver a workshop agenda and presentation materials on the emissions inventory results, the health impacts assessment, the data requirements for the analysis and resources, as well as findings from the vulnerability assessment to raise awareness in order to boost decision-making for air quality improvements in Freetown. Through this workshop the Supplier must propose a method for engaging city stakeholders to discuss and reflect on ways forward based on results presented. The Supplier will prepare a post-workshop survey to assess the workshop activities and provide recommendations for future improvement. The Supplier will lead on organising the workshop, coordinate with city officials to identify a suitable venue, agree on a list of participants, host and deliver the workshop. The Supplier shall cover the costs of the venue, meal, refreshments, and provide transport reimbursement approx. 25 USD (e.g. 500 SLe/person) for 45 participants.

Following completion of the workshop, the Supplier will summarise workshop outcomes in a report that should cover: concepts and activities covered, and post-workshop feedback from stakeholders to evaluate the success of knowledge transfer, the challenges, and recommendations for medium-long term capacity building.

- **Deliverable:** Workshop agenda and presentation materials
- **Deliverable:** Capacity building workshop outcomes report

### **Work Package 4: Project Close-out and Evaluation**

#### **Activity 4.1: Project Close-Out Report**

The Supplier shall produce a final project close-out report for C40 and the City that should include but is not limited to:

- Summary of all activities covered through the technical assistance work.
- Project's successes and opportunities, risks, challenges, barriers, or unforeseen issues during the implementation of the technical assistance work.
- Recommendations and next steps for Freetown City Council in furthering its air quality management and equity goals.
- **Deliverable:** Final project report (public-facing report summarizing key outcomes of the technical assistance deliverables, including an executive summary).
- **Deliverable:** Project close-out and evaluation report.

## **4. Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **11:59 pm GMT, June 6, 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;
- 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.

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 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.

## **5. RfP and Project Timeline**

Please note that these dates are to be used as a guide and are subject to change.

### **RfP Timeline**

<b>RfP Timeline</b>	<b>Due Date</b>
Request for Proposals sent out	<i>May 8, 2025</i>
Questions submitted to C40	<i>May 8 - May 29, 2025</i>
C40 responds to questions	<i>May 30, 2025</i>
Deadline for receiving Offers	<i>June 6, 2025</i>
Evaluation of Proposals	<i>June 9 - June 13, 2025</i>
Presentation on Shortlisted proposals	<i>June 19, 2025</i>
Selection decision made	<i>June 20, 2025</i>
All Potential Suppliers notified of outcome	<i>June 23, 2025</i>

### **Project Timeline**

<b>Deliverables / Activity</b>	<b>Description</b>	<b>Due Date</b>
1	Kick off meeting	<i>Week 1</i>
2	<b>Kick off meeting report</b>	<i>Week 2</i>

3	<b>Baseline methodology report</b>	Week 8
4	<b>Air quality baseline assessment report</b>	Week 11
5	<b>Emission inventory Excel calculation sheet</b>	Week 14
6	<b>Air pollutant emissions inventory Report</b>	Week 18
7	<b>Health and equity impact assessment Report</b>	Week 24
8	<b>Methodology and community vulnerability and equity assessment Report</b>	Week 28
9	<b>Workshop agenda and presentation materials</b>	Week 30
10	Capacity building workshop	Week 32
11	<b>Workshop outcomes report</b>	Week 34
12	<b>Final project report (public facing report)</b>	Week 40
13	<b>Project-close out and evaluation report</b>	Week 48

\* **Note:** Bolded items are deliverables that need to be submitted for review and approved before finalised.

## 5. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria.

<b>Evaluation Criteria</b>	<b>Weighting</b>
Project delivery approach proposed, interpretation of brief and quality of proposal	30 %
Supplier's track record and references <ul style="list-style-type: none"> <li>• <i>Capability, experience, and availability of the proposed team</i></li> <li>• <i>References from other clients including not-for-profit clients</i></li> </ul>	25 %
Project management approach including ability to deliver outputs on time and with quality	20 %
Budget (value for money) <ul style="list-style-type: none"> <li>• <i>Economy: minimising the cost of resources used</i></li> </ul>	20 %
Equity and ethical alignment considerations:	5 %



C40 is looking to appoint an organisation or individual service provider that shares our values and is grounded in the context of the local community.	
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Consideration will focus on:

- *Organisation which has prior experience or presence in Africa or West African region will be preferred.*

## 6. Project

## Budget

Total project costs (including VAT and other 'hidden' costs) should not exceed **70,000.00 US Dollars**.

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. The proposal must indicate a cost breakdown structure, outlining the costs for each component of the project. All costs incurred in connection with the submission of this RfP are non-refundable by C40. All budgets are to be prepared in US Dollars.

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 address below by **June 6, 2025 at 11: 59 pm GMT**.

- Simon Sambou  
Regional Technical Advisor, Air Quality - West Africa  
[ssambou@c40.org](mailto:ssambou@c40.org)

Cc:

- Seneca Naidoo  
Technical Head for Breathe Cities, Africa  
[snaidoo@c40.org](mailto:snaidoo@c40.org)

Potential suppliers can ask their questions [here](#). Anonymised answers to questions will be provided on the same link at the end of the question and answer period (see timetable).

On the basis of the applications received, C40 reserves the right to promote the establishment of consortium relationships or to ask potential suppliers to refine their applications 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.

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.