Supporting cities to deliver equitable, cool futures for all

Supported by Carrier

Request for proposals for technical consultancy

Assessment of the impact of rising temperatures and development of a cooling energy roadmap to 2050 for Quezon City

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 from the world's leading cities who are working to take the urgent action needed to address the climate crisis and create a future where everyone, everywhere can thrive. The mayors of C40 cities are committed to using a science-based, people-centered approach to help the world limit global warming to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working together with a broad coalition of representatives from labor, business, the youth climate movement and civil society to go further and faster than ever before.

The strategic direction of the organization 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. Michael R. Bloomberg, three-time mayor of New York City, serves as chairman 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 major strategic funders are Bloomberg Philanthropies, the Children's Investment Foundation (CIFF) and Realdania.

For more information about C40's work and our cities, please visit our website or follow us on Twitter, Instagram, Facebook and LinkedIn.

2. About Quezon City (QC)

Since 2015, Quezon City has been a member of C40 Cities whose objective is to collaborate with local governments to drive local climate action policies and have them contribute to the Paris Agreement.

Quezon City is committed to addressing climate change challenges by increasing the adaptive capacity of communities and the resilience of natural ecosystems while at the same time reducing emissions with an ambitious action scenario to achieve 30% greenhouse gas emissions reduction compared to the projected business-as-usual scenario by 2030 while also pursuing net-zero emissions by 2050.

Key documents:

- Quezon City Enhanced Local Climate Change Action Plan 2021-2050
- Climate and Disaster Risk Assessment Report for Quezon City, 2022

Within C40 Cities network, Quezon City is a signatory of:

- Clean Air Accelerator
- Equity Pledge
- Urban Nature Accelerator
- Water Safe Cities Accelerator
- Good Food Cities Accelerator

In terms of programmes or C40 Networks, Quezon City is an active member of the Clean Construction Programme and the Municipal and New Buildings Decarbonisation Networks, amongst others.

3. Description of the project

Extreme heat in Quezon City

The Philippines is highly vulnerable to the impacts of climate change, including extreme heat events, as outlined in the National Adaptation Plan (NAP) citing that productivity losses from increased temperatures and drought may reach up to PHP 466 billion..

Heat is one of the key climate risks identified in Quezon City and the City's Enhanced Local Climate Change Action Plan (LCCAP) indicates that "under a high emissions-scenario, the mean temperature in the Philippines could increase by as much as 1.2 – 2.3° until 2050 and that this city heat-related trend can further warm up the city causing urban heat island effect and increased building energy use for cooling, triggering higher energy consumption and City emissions". Heat is also mentioned as part of the "Overarching Adaptation Target" in Quezon City's CAP: "Increase the adaptive capacity of communities and the resilience of natural ecosystems against the impacts of cyclones and floods, drought and heat".

Last April to May 2024, Quezon City witnessed an unprecedented summer season reported by the city's iRise-UP System with record high heat indices averaging from 39-42° and exacerbated further by an extended El Niño period. These conditions are expected to worsen in the coming years.

This phenomena has caused school suspensions for the first time due to extreme heat conditions, affected the production of the city's urban farms, and brought about a spike in heat-related illnesses, among others. "Key heat-related risks in the City include the increase in the
(a) transmission of water- and vector-borne diseases like dengue and polio,
(b) water shortages, and
(c) uncontrolled upsurge in energy consumption and emissions particularly linked to the usage of equipment for cooling buildings.

In addition, excessive heat is also seen to cause changes in local biodiversity distribution and structure. Warming could pose additional stress on vulnerable ecosystems and the species they host and could result in the crossing of climatic thresholds that some species cannot adapt to"[1].

The city has mapped out the social impact of extreme heat as presented in the city's Enhanced Local Climate Change Action Plan for 2021-2050 and with this, identified

[1] Quezon City City's Enhanced Local Climate Change Action Plan

the most vulnerable sector affected by heat which will be included in the city's proposed heat action plan. The city is also looking into organizing a Heat Action Team and designating a Chief Heat Officer to focus on the efforts through a passage of an executive order.

A local climate action council was also organized involving all offices dealing with different sectors such as the elderly, women, people with disabilities, children, and even those working in the informal sector to ensure that all sectors are involved. The council will align various committees related to addressing climate challenges and proactively responding to the needs of identified sectors.

Coping with rising cooling demand

Quezon City is not only facing the effects of increasing temperatures through climate change: paved and cemented urban surfaces are ineffective in reflecting solar radiation, which warms up the surroundings causing urban heat island effect (UHI). This results in increased building energy use for cooling, which triggers higher energy consumption and city emissions[2].

The city has set goals to reduce stationary energy emissions in buildings, understanding that "residential, commercial, and industrial, manufacturing, and construction contributed the largest percentage with a total of 4.80 Million MtCO2e or 60% of the total GHG emission."

Quezon City has updated its Green Building Code to reflect better green practices by increasing energy efficiency performance requirements for new and existing buildings. Specific measures are also being implemented, such as periodic energy audits which monitor the use of HVAC systems to be set at a 24°C in all local government offices, among others. The city is also exploring the use of cool roofs in the construction of its housing program.

Other efforts include passive cooling methodologies focused on community-level responses and managing urban outdoor spaces to retain less heat (i.e. outdoor shading, improve green cover, urban agriculture, etc.).

Key documents / legislation

- Philippines National Adaptation Plan
- City's Enhanced Local Climate Change Action Plan (LCCAP) 2021-2050
- Climate Risk Assessment
- Draft Green Building Code (approval expected in March)
- Draft Executive Order creating a Heat Action Team and designation of a Chief Heat Officer to focus on efforts to tackle urban heat

[2] Quezon City City's Enhanced Local Climate Change Action Plan

- A local climate action council was also organized involving all offices dealing with different sectors such as the elderly, women, PWDs, children, and even those working in the informal sector to ensure that all sectors are involved.

- UCAP Climate Action Implementation support for the:
  - Development of an updated Green Building Ordinance (GBO) including new implementing rules and regulations.
  - Development of an incentives policy to support the GBO implementation
  - Rooftop solar study - determining the Solar Energy Penetration and the potential market demand in buildings
  - Accelerating solar energy utilisation - development of a solar deployment strategy
  - Study on creating good, green jobs in the informal economy sector

Data availability and needs

There are key challenges in gathering information regarding facing heat-related metrics and measures in the city primarily because current metrics are not monitored with the lens of a heat policy.

Several metrics are present from different agencies but may not necessarily be linked with heat-related programs. Some of the data related needs are expressed below:

- Health: improve detection and prevention of heat-related illnesses and vector-borne diseases, such as dengue fever.
- Energy: improve proactive warning and scheduling on energy surges especially in summer months when there is an increase in HVAC & cooling use, to take preventive measures early on.
- Food: identify choke points in the cool chain at the market level and see where spoilage happens in the last mile.
- Construction: monitor the implementation of the updated GBC to see improvements in terms of energy use.

In this sense, QC is looking to develop:

- **a heat risk mapping as a baseline** to understand the key hotspots, vulnerable communities and the area to focus on, so that interventions are designed and targeted to the areas in need;
- **an assessment of sectors most affected/vulnerable to heat** and check what are their options for active and passive cooling interventions;
- a Heat Action Plan for the next year, and **quick win interventions** to address heat in the next heat season.

3.1.1 Supporting cities to deliver equitable and cool futures programme

Extreme heat events are more intense in urban areas, and in many cities the impacts are felt most acutely within people's homes and living spaces. Changes in climate, along with changing expectations about indoor thermal comfort, have resulted in increasing demand across the globe for air conditioning and improved access to indoor spaces with safer temperatures. Marginalised and low-income households in inadequately insulated and poorly designed homes without appropriate cooling measures are particularly affected and most vulnerable to extreme heat events—so are outdoor workers.

If not done in a sustainable, efficient and equitable way, a sharp increase in cooling demand risks accelerating climate change by increasing GHG emissions—jeopardising efforts made by cities to reduce energy consumption and source more renewables. It also risks worsening urban heat island effect in cities—making it harder for those outside (such as some categories of workers, or people experiencing homelessness) to withstand the impacts of extreme heat. Many cities are committing to retrofitting their buildings with a goal of achieving net zero building emissions in line with the Paris Agreement but these retrofit plans often do not consider indoor thermal comfort enough. In this sense, **with the support of Carrier**, C40 aims to support cities at linking the analysis on heat related risks to health with energy demand from cooling in order to make the case for a cross-cutting analysis that connects buildings decarbonisation with measures to mitigate extreme heat and increase thermal comfort.

For more information on the Carrier and C40 Cities collaboration, click here.

3.2 Objective

The objectives of this support are to:

1) Assess the impact of rising temperatures on city residents' health, energy poverty and cooling-related energy demand; and
2) Develop a detailed cooling strategy and roadmaps fully integrated into the city's Climate Action Plans, and that help to meet other climate objectives.

Particularly for QC, the technical assistance will be used by the city to strengthen the data and information needed to identify key areas and generate urban heat and vulnerability maps and develop heat related interventions adapted to vulnerable groups. The focus of this TA will look at informal sector families, social housing, and municipal owned buildings in order to answer **how can current city infrastructure adapt to heat, while also looking at cooling options that can be made available** in order to understand the implementation challenges around affordability as well as potential incentives that might be needed to support

residents with measures that both improve energy efficiency but also mitigate heat risk.

Cross-departmental collaboration is crucial for local governments to effectively address extreme heat events. By working together, departments like public health, urban planning, and emergency management can:
1) Conduct Comprehensive Assessments: Share data and expertise to identify vulnerable areas and populations.
2) Develop Integrated Heat Action Plans: Create comprehensive plans that address early warning systems, passive and active cooling public health interventions, and urban design strategies.
3) Allocate Resources Equitably: Prioritize vulnerable communities and ensure equitable distribution of resources for heat mitigation and adaptation measures.
4) Enhance Communication and Public Engagement: Develop consistent messaging, engage with communities, and tailor strategies to specific needs.
5) Foster Innovation and Partnerships: Leverage diverse expertise, collaborate with stakeholders, and explore innovative solutions.

By fostering strong cross-departmental collaboration, local governments can build resilient communities, reduce the impacts of extreme heat, and promote equitable and inclusive outcomes.

3.3 Activities requested

The following is a preliminary list of the activities considered for this consultancy. The content of this section is indicative and not limiting. Companies or individual consultants interested in applying to this call for proposals may adjust, reorganize and expand the activities and products as they deem necessary, demonstrating the added value of their proposals.

Component 1. Initial Planning and Coordination

Activities

1. **Project Management Plan:** Proposed project management strategy, including team roles and responsibilities.
2. **Timeline:** Detailed schedule of key project activities and milestones, with estimated start and completion dates.
3. **Proposed deliverable structure:** Description of the different deliverables to be produced during the project, along with their expected structure and format.
4. **Risk map and mitigation proposal:** Identification of potential risks that could affect the success of the project, as well as proposed strategies to mitigate these risks and ensure their effective management.
5. **Stakeholder engagement plan:** Preliminary strategy to facilitate effective collaboration among project stakeholders.

6. **Information requirements.** List of the information required as input to successfully fulfill the scope of the consultancy.

Products

Deliverables must be prepared in the agreed formats and sent to C40 on the date established for the first round of review and subsequent approval in conjunction with Quezon City.

Deliverable 1.1. Work plan

Component 2. Methodology

Activities

1. **Methodology**:
    I. Methodological approach for baseline assessment development, describing the approaches, methods and inputs to be used. The detailed baseline assessment will demonstrate **the potential of building energy demand for cooling at the city level by 2030 and will particularly focus on informal settlements and social housing, as well as city owned buildings.** Quezon City already has a building energy baseline study that could be used as a data source for this work.
    This assessment will measure:
        a) the devastating impacts on residents' health of increased temperature in the absence of additional cooling measures;
        b) a vulnerability mapping of specific marginalised groups;
        c) the unmitigated increase in energy demand resulting from growing space-cooling use met by air conditioning (using various assumptions about the efficiency of AC or other cooling units, based on current active cooling practices and projected changes in adoption trends, including as a result of socio-economic changes), highlighting the risk that renewables growth is not sufficient to meet this increased demand; and
        d) the energy poverty and access to cooling impacts of increasing temperatures.

    This analysis will provide several outputs that could include: total increase in electricity demand, impact on peak demand, related GHG emissions, additional systems costs for the electricity system (including additional energy capacity required and grid upgrades), as well as a qualitative assessment of the challenges to the energy system caused by this. Although the analysis will look specifically at current building structures (informal and/or formal), **it is expected that the analysis could look at what building measures are needed at a greater scale and could/or should be scaled**.

II. Description of the **step by step process to develop a cooling roadmap for the city,** with a specific focus on informal settlements, socialised housing and city owned buildings, after having a clear picture on the baseline assessment.

2. **Presentation:** Present during a meeting the methodology for validation by C40 technical and regional teams and Quezon City. The format of the meeting will be defined jointly prior to the start of the project.

Products

Deliverables must be prepared in the agreed formats and sent to C40 on the date established for the first round of review and subsequent approval in conjunction with Quezon City.

Deliverable 2.1: Methodology
Deliverable 2.2: Presentation of work plan and methodology

Component 3. Baseline assessment and cooling roadmap development

Activities

1. **Definition of the baseline and BAU analysis**

This initial section will aim at working with key figures and statistics on the potential impacts of urban heat at different levels (energy demand for cooling, energy poverty, health)

I. Development of a **heat risk map** that shows heat around QC to understand key hotspots and most affected areas and population. The objective is to have a clear picture on where the focus should be to drive tailored interventions.
II. Estimated **current energy demand and potential increase of energy demand for cooling, and estimation of associated emissions**. Analyse the potential energy demand for cooling **particularly in informal settlements and municipal buildings**, to understand which are the high demand sectors and how this demand might evolve in the future, considering a context of rising temperatures and particular vulnerabilities and affordability concerns from most affected populations.
III. Develop a **profile for the informal sector**, to understand key locations and groups that are particularly affected by heat; and to evaluate current and future cooling demand. Beyond the energy related aspects, the analysis should ideally make particular focus on the vulnerability conditions of affected groups in order to understand how these conditions might increase the impacts of extreme heat (i.e. in residents' health).

IV. Identification of **health related impacts** caused by extreme heat in the absence of additional cooling measures, in order to prevent deaths caused by extreme high temperatures. Although we know that the risk of heat-related mortality increases with natural ageing, persons with social and/or physical vulnerability are also at risk.

2. Policy context and background

I. Description of the **current political and regulatory context** for the promotion of energy efficiency, use of renewable energies, building and construction codes (focusing on construction materials and insulation), urban heat/resilience background as well as the mapping of actors. Examine which cooling measures are already in place to create more liveable and comfortable buildings in the identified sectors (informal housing and municipal buildings).

II. Review existing work and current projects on adaptation, resilience and energy from QC.

III. Identify gaps to be addressed through the development of the cooling roadmap.

3. Cooling roadmap development

I. Detailed cooling roadmap outlining the key policies and actions required in Quezon City to meet space cooling demand as deemed necessary to reduce the adverse health impact of heat while reducing as much as possible the increase in energy demand. This roadmap will focus on informal settlements and vulnerable communities, as well as in municipally owned buildings, in order to provide general recommendations to be considered by the city while developing a retrofit plan. Ideally the roadmap would include **policies and actions** to reduce as much as possible the need for active cooling measures and promote the development of passive cooling solutions and implementation of sustainable active cooling solutions where needed.

II. The roadmap will include **policy and program suggestions**, detailed timelines, stakeholder engagement and capacity building plans and potential financing opportunities for each action identified.

The roadmap should provide **an optimum mix of passive and active cooling actions specific to the local context**, as per a set of criteria to be defined by Quezon City but likely to include: minimal GHG emissions and energy use intensity (including specifically for cooling), increased resilience to climate disasters, maximum socio-economic benefits (e.g., jobs and productivity created and preserved, costs avoided, etc.), marginal cost of abatement, technology availability and affordability, etc. The mix of actions proposed should also enable the city to meet other,

parallel climate and wellbeing objectives. **As much as possible, apply principles of nature-based solutions** in achieving the mix of policy and program suggestions.
III. Proposal of a **basic political, regulatory and budgetary** enabling environment to implement this roadmap.

3. **Impact and Cobenefit Estimation**

   Estimation of the impact of implementing the roadmap through the use of indicators linked to: reduction of energy demand for cooling, reduction of CO2 equivalent emissions, reduction of costs due to the implementation of energy efficiency measures and renewable energies, potential for the creation of good green jobs, among others.

Products

Deliverables must be prepared in the agreed formats and sent to C40 on the date established for the first round of review and subsequent approval in conjunction with Quezon City.

Deliverable 3.1 Baseline assessment report - Data gathering and baseline development
Deliverable 3.2 Cooling roadmap report - Roadmap development and impacts/co-benefits estimations. **This deliverable must include a report with the detailed roadmap and a public facing summary report.**
Deliverable 3.3 Presentation of results

Component 4. Project documentation and closure

Activities

1. **Deliverables validation:** Ensure that all deliverables and materials are in the final version, integrating the corresponding revisions and in the agreed formats.
2. **Technical closure of the consultancy:** Prepare the final reports, including the executive summary and the final detailed report of the project.
3. **Presentations and work sessions:** Plan the agenda and participate in follow-up meetings for project management and work sessions to validate deliverables. Prepare materials and inputs needed for meetings.

Products

Deliverables must be prepared in the agreed formats and sent to C40 on the date established for the first round of review and subsequent approval in conjunction with Quezon City.

Deliverable 4.1. Final consultancy report in English
Deliverable 4.2. Public facing summary report in English
Deliverable 4.3 Strategy dissemination material
Deliverable 4.4 Face-to-face presentation of consulting results
Deliverable 4.5 Webinar presentation of consultancy results

C40 CITIES

Summary of activities, deliverables, estimated delivery dates and payments.

Component	Activities	Products	Estimated Delivery	Payments
1. Initial planning and coordination	• Project management plan • Schedule • Proposed structure for deliverables • Risk map and involvement proposal • Stakeholder engagement plan • Request for information	1.1 Work plan (Word and PDF, schedule in Excel)	Week 2	20%
2. Methodology	• Methodology design	2.1 Methodology (Word and PDF)	Week 5	
	• Presentation of the methodology	2.2 Presentation of the work plan and co-creation workshop for the validation of the methodology. This activity will be carried out in person or virtually (tbd) with the participation of selected city officials. With the results of the workshop the final version of the methodology will be		

		elaborated (PowerPoint and PDF).		
3. Baseline assessment and cooling roadmap development	• Definition of the baseline • Proposed cooling roadmap • Impact and co-benefits estimation	3.1 Baseline assessment focusing on impacts of rising temperatures in health, energy poverty and expected energy demand for cooling. (Word and PDF)	Week 9	60%
		3.2 Proposed cooling roadmap, estimated impact and co-benefits. Detailed report of the activities including calculation memories of the estimates and attaching the relevant information used for the determination of the baseline (Word, PDF, Excel). Roadmap development and impacts/co-benefits estimations. **This deliverable must include a report with the detailed roadmap and a public facing summary report.**	Week 15	

		3.3 Presentation of results	Week 16	
4. Project Documentation and Closure	• Validation of deliverables • Technical closure of the consultancy • Presentations and working sessions	4.1 Detailed final consultancy report (Word and PDF)	Week 18	20%
		4.2 Public facing summary report of the results of the consultancy (Word and PDF)		
		4.3 Dissemination material of the strategy content including layout or design that can be disseminated at a later date (PPT and PDF).		
		4.4 Face-to-face session for the presentation of the results of the consultancy to an audience selected by Imeplan (PowerPoint).		
		4.5 Webinar for the presentation of the results of the consultancy to an audience selected by C40.		

C40
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Project management and quality assurance

Project management

The selected company or organization will have constant communication with the C40 team through the Urban Heat team at C40. The selected company must define a technical focal point and, if necessary, an administrative focal point.

Following the selection of the consultant, an initial meeting will be organized with the focal points of C40 and the focal points of Quezon City to validate the focus of the work, the scope, the expected results, the form of work and coordination, as well as the schedule and any logistical details for the proper flow of activities of the consultancy. The consultant team is also expected to attend scheduled project management calls with C40 and with Quezon City. These meetings will be convened by the project management focal point from C40.

4.2. Roles of the contracting entities and the role of the selected firm

➔ The role of C40

C40 will be an integral part of the entire development process of the consultancy, managing both the administrative follow-up and the detailed management of the project.

C40 adopts a highly collaborative and flexible approach to work. The selected company is expected to actively participate in the collaborative creation and be open to receive and apply feedback during the work process. This collaborative approach aims to review and validate processes, improve the quality of the results, and effectively integrate the diverse interests and perspectives of the parties involved.

➔ The role of Quezon City

Quezon City is the direct beneficiary of this consultancy. The city will be responsible for validating the progress of the activities, as well as acting as an intermediary between the various agencies involved in the consultancy activities (if required). The Climate Change and Environmental Sustainability Department in coordination with Quezon City's other city department, instrumentalities, offices, and agencies, will make requests for information required by the project, including Quezon City’s political and regulatory frameworks related to energy demand, among others. It will also manage the participation of the cities in the workshops and events proposed in the execution of the consultancy. Through the focal points of the entities, it seeks to facilitate communication and collaboration among stakeholders, in addition to coordinating review rounds in order to approve the products of the consultancy in a manner aligned with the established expectations.

➔ The role of the consulting firm or the individual consultant

The consulting firm or individual consultant is responsible for carrying out the technical development of the consultancy, ensuring compliance with established quality standards and objectives. This includes the development of detailed work plans, the production of deliverables within agreed deadlines, and the submission of regular progress reports. In addition, the company must maintain constant and effective communication with the C40 team and other stakeholders, participate in follow-up meetings (some virtual and several in-person), and collaborate closely with Quezon City, in line with the communication channels agreed at the beginning of the project. The firm must also be open to receive and apply suggestions and feedback throughout the consultancy process and ensure that all deliverables are aligned with project expectations and requirements. Finally, the firm will be responsible for working in a manner aligned with C40 policies for external parties.

See the Service Contract *Service Provider Agreement* for more information. The contractual process will be conducted in English.

4.3. Quality Assurance

- **Intellectual Property:** All deliverables, reports and documentation generated during the project will be the exclusive property of C40, as stipulated in the Service Agreement. See the Spanish version of the *Service Provider Agreement* for more information.

- **Quality Standards:** The consulting firm shall comply with the quality standards established by C40 for all deliverables. This includes technical accuracy, clarity in the presentation of information, and compliance with applicable guidelines, which will be coordinated at the project kick-off meeting. Any research or presentation that includes external content or content not generated by the selected company must be accompanied by the corresponding sources and appropriate credits, respecting copyrights.

- **Compliance with deadlines:** The consulting firm must meet agreed deadlines for the delivery of each phase of the project and progress reports. Efficient time management is expected to ensure smooth progress of activities. Any eventuality should be reported promptly to the C40 team.

- **Effective Communication:** The ability to maintain clear, timely and effective communication with the C40 team and other parties involved in the project is required. The consulting firm must be available to participate in scheduled meetings (virtual and in-person), respond to inquiries, and provide regular updates on project progress.

- **Deliverable Reviews:** Up to two rounds of drafts and reviews are expected for each deliverable. All necessary modifications must be included within the agreed scope and cost of the consultancy. The objectives and scope will be agreed between C40 and the selected company at the beginning of the project. Any modifications must be formalized via email by mutual agreement between the parties.

- **Deliverables:** All consulting deliverables must be delivered in the agreed formats and deadlines, ensuring the completeness and integrity of each deliverable. For consulting purposes, the working day is considered to **end at 17:00 hours (QC time)**, and the deadlines established within this time frame must be met.

Documentation

All consultancy documentation must be provided in editable formats compatible with the agreed C40 software. The editing and presentation of these electronic files must be consistent, professional and suitable for publication. The consulting firm must ensure that the documents meet the quality and formatting standards established by C40.

All documentation shared with cities or other external partners must include only the C40 name and logo, with prior approval from the C40 team. In addition, all documents must follow C40 branding and communication guidelines. The selected company may not use its own name or logo in this documentation unless authorized in writing by C40.

Also, the company must guarantee the confidentiality and security of all information handled during the project, ensuring that sensitive documents are protected and shared only with authorized parties;. In addition, all documents must be archived and managed in accordance with C40's knowledge management process in Google Drive.

4.4. Language

Given that the entity receiving the contracted service is in English, it is essential that all deliverables and documents be prepared and delivered in English. Meetings will be conducted in English. The consulting firm's proposals should include detailed information on the language capabilities of the project team, ensuring that they are fluent in English, as necessary for effective communication during all phases of the project.

4.5. Deadlines

The selection of the firm, organization or group of consultants will be made no later than **mid-June 2025**. Notifications to the company, organization or group of consultants that were not selected will be sent on the same date.

The work should be completed within **6 months** of contract signature. The schedule should allow sufficient time and flexibility to properly develop each of the components and the review and feedback of the project by the C40 team and Quezon City.

5. Guidelines for submitting proposals

This Term of Reference encompasses the requirements for an open and competitive process. Send via email the required documentation to **heat@c40.org**. Proposals will be accepted until **Thursday, May 22nd, 2025, 5pm Quezon City time.** Any proposals received after this date and time will not be accepted.

All proposals must include concise information. The content of the documents should provide the evaluation panel with all the information necessary to evaluate your bid.

The following documents must be included in response to this Request for Proposals:

Profile of your company, organization or consultant/consultant.
Maximum 3 pages

a. Presentation.
b. Motivations for submitting the proposal and working with C40.
c. Proposed procedure for escalating and resolving any unforeseen events and/or problems that may arise during project execution.
d. Effective communication strategy and involvement with C40 to ensure the proper execution of this consultancy.
e. Commitment to Diversity, Equity and Inclusion. Include professional examples, internal policies and any other relevant information to enable understanding of this commitment. For C40 policies, please refer to the relevant section in this Term of Reference.
f. Description of similar projects you have worked on, highlighting the results obtained.
g. Attach brief biographies or CV summaries of the proposed team members. If you have a corporate CV, please include it as well. Please refer to the C40 CV reference format. The supplier must either be based in the Philippines or have staff working there*.

- Specific experience in the design or implementation of energy efficiency measures for buildings must be demonstrated.
- Must have knowledge and experience in sustainability initiatives for the energy sector.

- Previous experience in working with one or more cities in South East Asia, and/or Philippines.
- Experience in energy planning and foresight is a plus.
- Experience in roadmap design is a plus.
- If the supplier is not located in the Philippines, they must indicate whether they have staff working there or if they are applying in partnership with a local firm.

***IMPORTANT:** We recognise one single organisation may not have all the expertise we are looking for. Therefore if you are willing to collaborate with other potential suppliers that are interested in submitting an offer then please a) let us know of your intention to submit an offer and, b) share the contact details of the relevant person(s) in your organisation. This will allow us to facilitate matchmaking if you are interested.

Technical proposal.
Maximum 5 pages

Descriptive and, if necessary, illustrative document on the methodology, tools, work equipment, inputs and processes that the work team will use. This document will demonstrate the technical capacity necessary to comply with the scopes requested in the Terms of Reference, aligned to the established times for its development and delivery. The proponent is free to submit proposals and technical solutions to address each of the deliverables described in this document, as well as to organize, integrate and add content to them.

Be sure to add the following:

a. Methodology. Describe your initial methodological proposal, the processes and tools you will use to carry out the consultancy.
b. Work proposal. Details and explanation of how it adapts to the specific objectives and needs of the project.
c. Timeline. Consider the suggested dates or propose a new schedule taking into consideration the project milestone schedule;
d. Project management. Proposal of the work plan, execution chronograms, flow charts and other planning and follow-up tools required by the consultancy, for the adequate coordination of the activities to be carried out.
e. Task Team. Provide information on the proposed project team members and describe their relevant experience associated with the subject matter of the work. Include the project management structure, detailing roles and responsibilities.

Financial Proposal.
Maximum 2 pages

Describes how resources will be invested to carry out the work, ensuring timely processing and delivery of the requested deliverables. It must include a budget breakdown covering the cost for each component of the consultancy, considering the associated costs necessary for the processing of the deliverables. Proposals must include all applicable costs and taxes.

It is suggested to use the following table:

Activity	Total cost (per activity)	Days of work (per activity)
	USD	
	USD	

C40 will not allocate additional budget for travel, catering, translations or field work. All expenses are requested to be included in the amount budgeted by C40.

5.1. Budget

Costs should be presented in U.S. dollars (USD) including taxes and all applicable administrative fees, as well as included expenses associated with software licenses and usage, field work and other costs associated with the full execution of the scope of the consultancy.

The budget for proposals should be in the range of **USD 55,000**. Payment for services is linked to the delivery and approval of each product.

Subcontracting

If the organization 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 include any subcontracted or contracted work. Any proposal requiring subcontracted or contracted work must include a name and description of the organizations being contracted.

5.2. Resolution of doubts

The C40 team will be receiving questions about the content of this RFP and the selection process via e-mail only, from the date of dissemination of the Term of Reference until **May 15, 2025**. Questions will be answered anonymously on a first-come, first-served basis, so please remember to check **this live Q&A document** on an ongoing basis.

Please send your questions via e-mail to heat@c40.org .

5.3. Evaluation criteria

The proposals received will be evaluated in a comprehensive manner, prioritizing their technical rigor, efficiency and proactive approach to the fulfillment of the objectives within the established timeframe.

Proposals will be evaluated according to the following criteria:

Criteria	**Value**
Work plan. Soundness of the project implementation proposal and ability to meet the requirements listed. The successful candidate must demonstrate the ability to manage the scope of the project.	30%
Technical experience and references. The successful candidate will have experience in projects related to the scope and solid knowledge of the regional and/or local context in the Philippines, adequate qualifications to address the elements of the scope, and a management plan aligned to the implementation schedule of activities and deliverables. Experience in Quezon City will be a plus.	40%
Commitment to diversity and inclusion. The proposal clearly incorporates C40 policies E, D and I (e.g., proposing the collection of sex-disaggregated data, incorporating inclusion in analyses, evaluations and results, gender balance in the team and roles, etc.).	20%
Budget. Provide specific and reasonable budget line items and cost breakdowns, and minimize the cost of resources used / spend less.	10%

6. Project Timeline

Reference Term Activities	**Date**
Dissemination of the Terms of Reference	*May 8th, 2025*
Deadline to send questions to C40	*May 15, 2025*

Response to questions received	*Within 2-3 business days - refer to this live Q&A document to see questions received*
Deadline for submitting proposals and documentation	*May 22, 2025*
Proposal evaluation	*June 6th, 2025* *If necessary, participation in calls on the Zoom platform will be requested for clarification of offers.*
Final decision	*No later than mid-June 2025*

7. Supplier diversity

C40 is committed to supplier diversity and inclusive procurement by promoting fairness, diversity and inclusion in our supplier base. We believe that by procuring a diverse range of suppliers, we gain a wider variety of experiences and thinking, allowing us to better meet the needs of our diverse cities and the contexts in which they operate. We strongly encourage supplier companies and organizations that are diverse in terms of team size, seniority, nationality, gender identity and sexual orientation to submit proposals to collaborate with C40.

Proposals from companies located outside of the Philippines will be considered; however, they must demonstrate willingness and ability to relocate as needed, to have staff working there or to apply in partnership with a local organization. This will ensure their active participation in activities that require physical presence and strategic meetings. Partnerships with local companies and consultants are recommended to strengthen collaboration and reduce the carbon footprint associated with travel.

In this request for proposals, priority will be given to consultants, as well as local companies or organizations established in Quezon City. This decision will facilitate a direct and continuous collaboration with the local C40 team, Quezon City, and other local stakeholders involved in the project. In this way, two main objectives are sought: to ensure effective project execution, a thorough understanding of local dynamics, and to streamline the coordination of activities and face-to-face meetings, which is essential to maximize project results. In addition, C40 is committed to promoting professional opportunities from a perspective of equity, diversity and inclusion.

Feel free to consult the C40 Statement on Equity, Diversity and Inclusion. Supplier diversity and inclusion in procurement are key elements in mainstreaming C40 principles and policies, thus contributing to limiting global warming to 1.5°C and building healthy, equitable and resilient communities from a diversity, equity and inclusion perspective.

8. C40 Policies

C40 expects proposals and participants in this call to act in accordance with the C40 Code of Conduct for Non-Employees, which is available here.

9. Disclaimer of Liability

C40 will not accept any responsibility or liability for any costs incurred by Potential Vendors in preparing a response to this Request for Proposal (RFP). Bids submitted will be accessible to all C40 staff and external evaluator(s) (if any).

Neither the issuance of the TDR, nor any of the information presented herein, is to be considered as a commitment or representation by C40 (or any of its partners) to enter into a contractual agreement. Nothing in this TOR should be construed as a commitment on the part of C40 to award a contract to a Potential Supplier as a result of this solicitation, nor to accept the lowest price or any bid.