



REQUEST FOR PROPOSAL (RfP)

Implementation Plan Development for Organic Waste Treatment in the
City of Ekurhuleni

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-Sawyer of Freetown, Sierra Leone. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40’s three core strategic funders are Bloomberg Philanthropies, the Children’s Investment Fund Foundation (CIFF) and Realdania.

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

2. Background, Programme, Introduction and Project

2.1 Background

The City of Ekurhuleni Metropolitan Municipality (CoE; “the City”) is home to a population of over 4 million people. The CoE is an important industrial and logistics hub in the Gauteng Province, South Africa. Through the implementation of the Growth and Development Strategy 2055 (GDS 2055), the City aims to achieve becoming a “delivering, capable, sustainable” city by 2055. The City of Ekurhuleni is situated in the Eastern region of the Gauteng Province and is bordered by the metropolitan municipalities of Johannesburg and Tshwane. The City spreads over 15.6% of Gauteng’s land mass (1,975km²). It is the fourth largest (by population) of the eight metropolitan municipalities in South Africa. The City of Ekurhuleni was established as a metropolitan municipality during the restructuring of local government in 2000, and consists of nine towns namely Alberton, Benoni, Boksburg, Brakpan, Edenvale, Germiston, Kempton Park, Nigel, Springs, and 17 townships, including the well-known townships of Tembisa, Daveyton, Kwa-Thema, and Katlehong.

As part of its strategy, the City has prioritised responding to climate change through various initiatives, including the development of a Green City Action Plan. The plan identifies actions including city-level policies, investments, and planning



strategies that can help the City meet its climate mitigation and sustainability targets.

Specific targets pursued in the Green City Action Plan, which are aligned with the City's existing Ekurhuleni + Challenge 2030 targets, are as follows:

- 25% reduction in fossil fuel energy use
- 20% reduction in private fossil fuel vehicle kilometres travelled.
- 50% reduction in waste sent to landfill.
- 20% improvement in water security
- 20% reduction in greenhouse gas emissions

The City has committed to prioritising waste action plans as detailed in their GCAP to dramatically reduce the amount of waste disposed and reduction of greenhouse gases (GHG) emissions at landfill sites. Through the Pathway Towards Zero Waste, the City has committed to providing a cleaner, healthier, more resilient, and inclusive environment by providing timely, city-wide waste collection, treating at least 30% of organic waste, and reducing waste disposal emissions by at least 30% by 2030.

Within the City of Ekurhuleni, there are five landfill sites that the city operates, two recycling facilities, seven transfer stations, and about 27 mini-garden sites (where communities dispose of their garden waste). Some of the mini-sites are operated by the City and serviced by private service providers/ co-operatives. It should be noted that in four out of five landfill sites, there are informal waste reclaimers that collect recyclable materials. However, a recent trend has been noted where waste reclaimers are moving from landfill sites to transfer stations. To accelerate organic waste diversion from final disposal, it is essential to formulate a roadmap for organic waste treatment that will guide establishment and optimization of existing and new waste management facilities.

2.2 The Transforming Cities Waste Management Programme

Organic waste (food waste and other biodegradable waste) comprises between 30% and 60% of the total municipal solid waste generated in African cities, and this organic waste is responsible for up to 20% of city greenhouse gas emissions, primarily as methane from landfills and dumpsites. In terms of city powers and transformational potential, action to reduce organic waste disposal represents an immense opportunity to reduce methane emissions and deliver significant local benefits on public health, sanitation, and job creation.

According to the latest International Panel for Climate Change (IPCC) Report, addressing methane emissions is the single fastest and most effective way to address current global warming. African cities have a unique opportunity to



contribute to this global mission by implementing sustainable waste management systems. C40 is working with cities to dramatically reduce current and future emissions by strategically engaging political leadership to deliver the most impactful waste management priorities captured in their respective Climate Action Plans, while also building technical, institutional, and operational capacity in the supported cities.

The Transforming Cities Waste Management Programme looks into supporting cities to transform city waste management whilst reducing methane emissions. The Programme provides the City of Ekurhuleni with the preliminary tools needed to establish sustainable waste management systems and the foundational requirements to advance in the delivery of the Pathway Towards Zero Waste. Cities are high-impact change agents and improving waste management is a key opportunity for cities to reduce methane emissions, and a key priority for mayors, as shown in the [Pathway Towards Zero Waste](#).

C40 Cities is supporting the City of Ekurhuleni in closing collection gaps, improving residual waste disposal solutions, reducing organics from disposal, and creating and upskilling jobs in the waste sector. Following consultations with the City officials, there is a need to develop and scale up organic waste treatment facilities, including the initial piloting of this planned infrastructure development. Consequently, C40 is supporting the CoE through an Implementation Plan Development that will provide the City with a structured approach to divert organic waste from landfilling from the immediate to the long-term periods.

2.3 Introduction

C40 and the CoE recently undertook a Waste Composition and Mass Flow Analysis and a high-level analysis of potential interventions in the City to reduce organic waste disposal. These studies will be made available for consultation and guidance to the selected service provider.

Some findings from the Waste Characterisation and Quantification Study in the City of Ekurhuleni (6 June 2023) that directly relate to this request include:

- Organic waste constitutes 53% of the municipal solid waste streams. This is a significant quantity to warrant sustainable measures for diversion from final disposal.
- Organic waste diversion initiatives should start with bulk organic waste generators such as the Springs Fresh Produce Market, eateries, manufacturing sector, business premises before venturing to the household level.
- The distance between the organic waste processing facility and the source of organic waste should be as close as possible to save on transportation costs.



The Budget Analysis and Recommended Action Plan for Sustainable Waste Management in the City of Ekurhuleni (2023), highlights the City's Recycling Programme. With proper training, some cooperatives should venture into composting garden refuse and organic waste from the garden refuse sites, as well as the Springs Fresh Produce Market. Part of the compost can be used towards resuscitating soil fertility at the City's Parks. The full suite of existing studies will be made available to the selected consultant to feed into this project's development..

The City of Ekurhuleni (CoE) is committed to reducing its reliance on landfilling by diverting organic waste and exploring various beneficiation activities. To achieve this goal, the project seeks to formulate an implementation plan for the development of this organic waste treatment infrastructure and the launch of a pilot facility to kick start this plan. By reducing the disposal of green and food waste and improving waste operations and infrastructure, the City has an opportunity to make significant contributions to avoid the worst impacts of climate change for this generation and deliver local benefits to their communities.

2.4 The Project

Building on the results of the on-going Project Identification Assessment and other resources provided by the City, the prospective procured technical expertise is expected to develop an Implementation Plan for the establishment of one or more organic waste treatment facilities in close collaboration with C40 and the City of Ekurhuleni to support the city's delivery of the Pathway Towards Zero Waste objectives of achieving 30% organic waste treatment by 2030 and the basic engineering for a pilot facility that will kickstart this implementation plan.

Whereas the successful service provider will access the Project Identification Report, preliminary findings reveal that Norkem and Northmead public waste offloading sites are the most feasible for a pilot project. Of the two, Northmead is the overall recommended site. While Norkem presents viable potential, certain logistical and operational constraints—including space limitations and site-specific environmental considerations—must be addressed before implementation.

To supplement the above findings, the consulting entity is required to conduct a detailed organic waste treatment project identification assessment on the Brakpan - Tsakane Site availed by the City. The site will be assessed including feedstock, operational and economic considerations.

2.4.1. Purpose

Following consultations with Ekurhuleni City officials, C40 is seeking a service provider to develop an Implementation Plan for the establishment of organic waste treatment facilities.

2.4.2 Description

In recognition that the Project Identification will assess a number of potential sites and treatment options for several locations indicated by the city, the Implementation Plan will develop those outputs into a robust implementation plan. This will suffice as a transformational roadmap for the City to divert organic waste through a pipeline of infrastructural projects with details highlighted below.

- An implementation timeline that considers a rapid kickstart of organic treatment capacity fed by readily available and nearby organic waste, and incremental increases by scaling up existing sites or developing additional ones.
- A collection and transportation plan for the organic waste feedstock for each site, and a feedstock procurement plan, identifying the estimated amounts and requirements for the identified sources as well as the required interventions needed to make the organic feedstock compatible with the projected facilities.
- An estimation of the capital and operational costs for each one of the recommended interventions and potential revenue sources justified by international and local similar projects and good practices.
- The projected facilities should aim to fulfil the CoE objective of treating 30% of the organic waste generated in the City by 2030 and beyond.

To enhance the Implementation Plan Development process, the City will provide to the selected consultant the following resources relevant to each of the proposed sites, as well as other data and information relevant to the works.

- Site layout map in proximity to utilities, services and environmental resources.
- Existing collection of route maps.
- Staff inventory describing the numbers and competencies available to work in the facility.
- Fleet capacity available to manage logistical and technical operations.
- Stakeholder inventory.

The Implementation Plan will be complemented by designing a pilot organic waste treatment facility for one of the projects in the pipeline of actions recommended. The consulting entity is thus required to provide:

- A basic professional plan for the construction of the pilot facility.
- An estimation of the financial implications of the facility, including Capex and Opex.
- A procurement plan for acquisition of resources needed to establish the facility.
- A schedule for the works.
- An organic byproduct off-taking plan.
- A detailed description of stakeholder roles and responsibilities.
- Guidance on operations and maintenance.

- Regulatory compliance and permit plan.
- Risk Management and Mitigation plan.
- Monitoring and evaluation plan.

2.4.2.1 Inception (Deliverable 1)

A project inception is to be conducted with the City and C40 culminating in the following:

- Inception Meeting (deliverable 1.1).
- Through comprehensive consultations, work planning that includes a review of the legal framework governing the establishment of an organic waste treatment facility (deliverable 1.2).
- Submission of the Inception Report (deliverable 1.3) that contains a detailed status quo, review of governing legal framework, project plan outlining overall approach, Key Performance Indicators (KPI's), outcomes, deliverables, methodology, resources to be deployed, timeframes, budget as well as the road map outlining how the process of developing the Implementation Plan will unfold.

2.4.2.2 Implementation Strategy (Deliverable 2)

The prospective procured technical expertise is expected to develop a roadmap for the City towards sustainable organic waste management. The consulting entity will focus on feedstock procurement, progressively developing waste treatment capacity, identifying high impact opportunities in the near, mid and long-term as well as identifying policies, campaigns and other types of supporting actions to ensure the sustainability, local compatibility and robustness of the implementation of the Strategy.

The Strategy should be framed within the [Green City Action Plan](#), the objectives of the [Pathway Towards Zero Waste](#) and other relevant local, regional and national commitments. Essentially, the Strategy should entail:

- A plan to reduce organic waste disposal to landfills by 30% by 2030 and beyond in a progressive, sustainable, and equitable way. Structured guidance in the near (1-3y), mid (5-10y) and long-term (>10y) that identifies a pipeline of actions, projects, and policies in those timeframes, including recommendations for feedstock sources, project location, logistical needs, policy and campaigning requirements, educational activities, and budget adjustments required to successfully achieve them.
- An assessment of the current status quo of data baseline, actions, planned interventions, relevant stakeholders, local enablers, and barriers for the successful implementation of this Strategy.
- Review of assessments done and conduct for the Brakpan - Tsakane Site, the relevant legal framework, including Norms and Standards that apply to

the sites identified for organic waste treatment. Determine permits, licences required and land-use limitations.

- Review for the Identified sites and conduct for the Brakpan - Tsakane Site, potential opportunities and challenges from location and neighbouring land uses.
- Review of assessments done and conduct for the Brakpan - Tsakane Site, access to basic utilities (power, water, sanitation, waste collection, etc.) and road accessibility.
- Review for sites conducted and assess for Brakpan - Tsakane; the quantity, quality, and seasonality of organic waste feedstocks available, prioritising large generators (including and not limited to the Ekurhuleni Fresh Produce Market and informal settlements) as well as cleaner organic waste streams for each site and the implications on the treatment alternatives in terms of technical, economical and logistical requirements and compatibility with the sites determined capacity.
- Review estimations and conduct for the Brakpan - Tsakane, potential treatment capacity according to usable surface and above conditions, including assessing the sites' compatibility with treatment solutions.
- Review for sites conducted and provide for Brakpan - Tsakane, feasible organic waste treatment technological options. Evaluate the technical requirements and operational considerations for implementing organic waste treatment solutions, including composting, anaerobic digestion, or other feasible approaches.
- Review for sites conducted and provide for Brakpan - Tsakane, a high-level assessment of the civil engineering work required to make the sites suitable for those that are deemed as feasible. Identify infrastructure needs, equipment requirements, and operational challenges associated with each site.
- Review for sites conducted and provide for Brakpan - Tsakane, organic product off-taking options ensuring closed-loop systems for a circular economy model.
- Review for the sites conducted and provide for Brakpan - Tsakane, estimates of the labour implications.
- Review for sites conducted and develop for Brakpan - Tsakane, cost estimates for implementing and operating the feasible organic waste treatment facilities, including capital costs, operating expenses, and maintenance costs.
- Review for sites conducted and assess for Brakpan - Tsakane, potential revenue streams, such as product sales (e.g., compost, biogas), tipping fees, and incentives.
- Review for sites conducted and provide for Brakpan - Tsakane, a preliminary financial feasibility analysis, including payback period, return on investment (ROI), and sensitivity analysis.
- Review for sites conducted and provide for Brakpan - Tsakane, recommendations on business models that allow the City to minimise its financial implications, particularly on capital investments; allow partnerships with private entities through models such as contracting,



concessions, PPP and others; and enhance community collaboration for local ownership of initiatives.

- Comprehensive stakeholder engagement plan for sustainable collaborations.
- Continuous Capacity building plan that includes education, awareness creation and sensitization to ensure proficiency of users and operators of the prospective organic waste treatment facilities. The plan should guide the City on the execution including resource requirements and training structure.
- Optimal organic waste collection systems from all waste sources to the availed sites.
- Leverage on existing resources to reduce costs, and maximise performance, for example, using existing collection routes and waste management facilities to develop organic waste treatment projects or reusing existing landfill gas utilization infrastructure to process biogas from anaerobic digestion.
- Estimates of the impacts and benefits of the actions in the Strategy in terms of cost, GHG reductions, recycling performance, byproducts generated, landfill decongestion, job creation, health, air quality, and other co-benefits.
- Spatial representation of low hanging fruit options of the potential organic waste generators/sources with possible technology and deliver a potential organic diversion that is quantified with estimates based on scoping assessments.

At the end of this deliverable, the consulting entity is required to submit an Implementation Strategy Report that details the roadmap for the City with a plan to scale-up beyond the availed sites; include justification of the feasibility of the Brakpan - Tsakane Site among other sites recommended; estimated timelines; costs; impacts to improve their waste management system, reduce GHG emissions, increase material recovery, reduce waste disposal, extend landfill operational lifetimes and reduce their operational expenses, create good green jobs and deliver a cleaner, healthier, and more inclusive city to all its residents.

2.4.2.3 Pilot Design (Deliverable 3)

On approval of the Implementation Strategy by the City and C40, the consulting entity will provide details for one of the projects in the pipeline of actions developed. The design should allow for the pilot facility to be constructed and operationalized within a year at a maximum cost of USD 250,000. The consulting entity will be required to provide:

- A basic professional plan for the construction of the facility. This should include engineering designs, technical drawings. Based on the size of the site available and the possible organic waste processing capacity, determine the configuration of the facility. Consult relevant authorities, including City Planning to ensure compliance.

- A basic system and process design for the technological option in the treatment facility with potential yield.
- A financial implication breakdown. This should include capital, operational, maintenance, projected expenditure and revenue as well as contingency estimates. Consider minimal cost implications to the City by exploring sustainable funding alternatives. This should include operational, maintenance, revenue and contingency estimates.
- A procurement plan with general details of resources required for the establishment and operationalisation of the facility. Include a schedule, activities and logistics required to acquire all resources including materials and equipment.
- A general schedule for the construction to operationalization of the facility.
- Regulatory compliance and permit plan that details all legal requirements for the construction and operationalisation of the facility.
- Risk Management plan for the construction and operationalisation of the facility that details mitigation measures.
- Monitoring and evaluation plan for the construction and operationalisation of the facility that details key performance indicators and reporting mechanisms.
- A collection plan for the organic waste feedstock that includes a route map. It is expected that the identified feedstock will be clean, homogenous organic waste from the bulk generators to begin with. Capitalize on the nearest sources of organic waste to minimize transportation costs. Facilitate agreements for the supply of organic waste feedstock.
- An organic product off-taking plan that will facilitate agreements for the uptake of organic products.
- A detailed description of stakeholder roles and responsibilities. To necessitate regular and consistent stakeholder engagement, provide a plan that includes capacity building and training content that will guide:
 - Segregation of organic waste at source and subsequent sorting.
 - Operation and maintenance of the organic treatment facility.
- Guidance on operations and maintenance of the prospective facility to include and not limited to:
 - Standard Operating Procedures.
 - Routine tasks.
 - Inspection schedule.
 - Safety and emergency procedures.
- A detailed report on the design of a sustainable organic waste treatment facility. This report should enable the City to appoint a concessioner who will establish the facility accordingly; and the City can operationalise in the immediate term.

2.4.2.4 Project Completion (Deliverable 4)

- Project close-out report (deliverable 4.1) that captures the entire process from inception to completion including the Implementation Strategy,



Project Design and overall recommendations to the City. This report should suffice as a roadmap for the City to divert organic waste from the landfills.

- The Report should be professionally well designed with a consistent visual identity. It should include an executive summary and a comprehensive report on the activities and outcomes of the tasks completed. Technical reports are to be submitted (in word format, and other associated files e.g. spreadsheets; a summary report; 3 pieces of designed hard copies full report; and 5 pieces of designed hard copies executive summary report).
- Project close-out meeting (deliverable 4.2) with the C40 and City project team.

2.4.3. Project Monitoring and Evaluation

- Fortnight progress meetings with the project team including the Service Provider, the City and C40.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **5:00pm SAST [Aug] [5th], 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 quote 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.

Bidders are encouraged to provide additional information relevant to the project. You may include the items as highlighted below.



- Examples of past work;
- Resumes of proposed key personnel in the standard [C40 CV Template](#) ;
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40;
- Company history;
- Executive background;
- Information on company size;
- Organisational charts;
- Motivation about collaborating with C40 and supporting the delivery of the Strategy development;
- Description of Corporate Social Responsibility (CSR) or internal guidelines that show the commitment to a healthy and inclusive working environment.

3.1 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.

3.2 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 quote, 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.

3.2.1. 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 the proposal must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

4. RfP and Project Timeline

RfP Timeline:

<i>Task</i>	<i>Due Date</i>
Request for Proposals sent out	[Jun] [19], 2025
Questions submitted to C40	[Jul] [14], 2025
C40 responds to questions	[Jul] [22], 2025
Deadline for receiving Offers	[Aug] [5], 2025
Clarification of Offers	[Aug] [6], 2025 - [Aug] [7], 2025
Evaluation of Proposals	[Aug] [8], 2025 - [Aug] [18], 2025
Presentation on Proposal	[Aug] [19], 2025
Selection decision made	[Aug] [20], 2025
All Potential Suppliers notified of outcome	[Aug] [21], 2025

Project Timeline

<u>Task</u>	<u>Due Date</u>
The project initiation meeting (deliverable 1.1) must be completed by	[Sep] [2], 2025
Draft Inception Report (deliverable 1.3) must be submitted by	[Sep] [9], 2025

<u>Task</u>	<u>Due Date</u>
Commenting on draft Inception Report (deliverable 1.3) must be completed by	[Sep] [17], 2025
Project Planning phase (deliverable 1.2) must be completed by	[Sep] [18], 2025
Final Inception Report (deliverable 1.3) must be submitted by	[Sep] [22], 2025
Formulation of the Implementation Strategy (deliverable 2) must be completed by	[Oct] [6], 2025
Draft Implementation Strategy (deliverable 2) must be submitted by	[Oct] [7], 2025
Commenting on draft Implementation Strategy (deliverable 2) must be completed by	[Oct] [15], 2025
Final Implementation Strategy (deliverable 2) must be submitted by	[Oct] [20], 2025
Development of the Pilot Design (deliverable 3) must be completed by	[Nov] [4], 2025
Draft Pilot Design Report (deliverable 3) must be submitted by	[Nov] [5], 2025
Commenting on draft Pilot Design Report (deliverable 3) must be completed by	[Nov] [13], 2025
Final Pilot Design Report (deliverable 3) must be submitted by	[Nov] [18], 2025
Draft Final Implementation Plan Report (deliverable 4.1) must be submitted by	[Nov] [20], 2025
Commenting on the draft Final Implementation Plan Report (deliverable 5.1) must be completed by	[Nov] [28], 2025
Final Implementation Plan Report (deliverable 5.1) must be submitted by	[Dec] [3], 2025
Project Close-out meeting (deliverable 5.2) must be completed by	[Dec] [9], 2025

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

5. Proposal Evaluation Criteria

Evaluation criteria	Percentage
- Technical expertise and experience of the bidder across relevant key areas; including solid waste management, organic waste treatment, infrastructure development, capacity building, economics and finance, public policy, engineering, governance, strategy formulation and communications, and climate change as well as familiarity with the local environment in South Africa, especially Ekurhuleni. - Demonstrated past and existing similar works to this project.	40 %
Robustness of the project delivery proposal: The project delivery approach proposed, including project management approachability to deliver quality outputs on time.	30%
Value for money: - Economy: Assessment of the cost efficiency and budget consciousness of the quote - Consideration of whether the quote costs align with the expected outcomes and deliverables. - Efficiency: Examination of proposed project management approach, resource allocation, and timelines. - Effectiveness: Assessment of appropriateness and viability of chosen methods and tools to achieve the objectives.	20 %
Equity and ethical alignment considerations: The successful candidate should demonstrate commitment to being ethical, equitable, diverse and inclusive. This should be depicted not only in the team member constitution but also in the manner of executing past works.	10 %

6. Project Budget

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. Pricing should be listed for each item. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

All equipment that needs to be procured and budgeted for the implementation of the project will be transferred to the City at no additional cost post-project



completion. The consultant's equipment shall remain in their property and custody if their cost is not budgeted to the project.

The consulting entity should provide the necessary workforce required to undertake this project. This consulting project team will work in close collaboration with the City officials assigned to the initiative.

6.1 Payment Terms

The total project cost should not exceed **USD 71,000**. The table below highlights the basis of payments.

Component	Payment
After finalising the contract from both parties & satisfactory submission of the Inception Report.	20%
Satisfactory delivery of the Implementation Strategy Report.	20%
Satisfactory delivery of the Pilot Design Report.	30%
Satisfactory delivery of the Final Report, Presentation, Professionally Designed Summary report (English), and Project Closure meeting.	30%

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 [August] [5] 2025 at 5:00pm SAST:

Patricia K'Omudho; Technical Advisor: pkomudho@c40.org

Copy the email below on all communications regarding this RfP.

Phumelele Makhanya; Regional Advisor; pmakhanya@c40.org

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



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

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RfP. Responses submitted will be accessible by all C40 staff and external evaluators (if any).

Neither the issue of the RfP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RfP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.