Accelerating Heat-Health Action in Cities Incubator
Supported by The Rockefeller Foundation

REQUEST FOR PROPOSAL (RfP)

Enhancing Heat-Health Resilience in Freetown

C40 Cities Climate Leadership Group, Inc.
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New York, NY 10017
United States of America

Deadline for submission: July 11th, 2025

June 2025

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 OBE 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. About the City of Freetown

Since 2019, the City of Freetown 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.

The City of Freetown recognizes climate change as a problem that threatens the health and wellbeing of the people of Freetown and therefore has made progress in the formulation of a wide range of climate policies and delivery of projects/programmes. The Freetown City Council (FCC) has a range of mayoral delivery programmes to support action, plus plans/strategies to support long-term planning for the impacts of climate change including heat risk. These include:

- Freetown's first Climate Action Plan, launched in January 2023.
- The Freetown Heat Action Plan (HAP), launched in February 2025, summarises the key goals of the city in a comprehensive strategy and roadmap to increase heat adaptation and mitigate the adverse effects on its residents.

- Establishment of the **Heat Office** within the Climate Change Unit, demonstrating the city's existing commitment to address extreme heat through the appointment of Africa's first Chief Heat Officer (CHO).

- **#FreetownTheTreeTown**, an adaptation project, in which the city has co-designed this campaign with Freetown's climate vulnerable communities to plant, digitally track and grow five million trees by 2028.

- Recently, C40 support enabled **a detailed assessment of loss and damage resulting from heat exposure among market women**. This report identified key challenges faced by these women, including significant health risks and economic losses, and offered actionable recommendations to enhance coping mechanisms during extreme heat events. Integrating these insights strengthens Freetown's overall climate action strategy by aligning local interventions with global best practices in urban resilience.

The proposed project not only aligns with these strategic plans and actions, but also builds on existing initiatives in Freetown, such as urban mapping, market shade installations, cooling zones, and cooling roofs in informal settlements.

Within the C40 Cities network, Freetown is a signatory of:
- Towards Zero Waste Accelerator.
- Clean Air Accelerator.
- Water Safe Cities Accelerator.
- Urban Nature Accelerator.

In terms of programmes or C40 Networks, Freetown is an active member of the following ones: Cool Cities, Urban Flooding, Water Security, Air Quality, Sustainable Waste Systems, Land Use Planning, Zero Emission Freight, and Public Transport.

As current co-chair of C40 Cities, representing the Global South cities, Mayor Yvonne Aki-Sawyerr OBE is elevating climate ambitions around the world and highlighting the importance of cities in tackling the climate crisis. Since her election as a co-chair in November 2023, she has been a vocal supporter of the Global Green New Deal - C40 Cities and a keen advocate of youth engagement to advance climate action in cities. She is also an important champion on heat resilience for other African cities, highlighting especially the critical actions needed to protect health in the face of climate change and the necessity of financial support for cities to implement these and other climate-related actions.

3. Description of the project

3.1. Context of the proposal - Accelerating Heat-Health Action in Cities Incubator

The health of urban populations is being increasingly impacted by climate change. Rapidly rising temperatures and longer periods of extreme heat are putting pressure on health systems around the world and causing significant numbers of deaths, particularly among vulnerable groups in cities. Heat-related deaths have increased 40% in Europe[1], 100% in India[2], and 130% in Latin America[3] over the last twenty years and the majority of these deaths are seniors and people with chronic conditions and with disabilities.

The health of city residents is especially impacted by extreme heat, amplified by dense populations, heat-absorbing urban fabric, non-permeable surfaces and lack of open green spaces. There are already 200 million people living in 350 cities with average summer temperature highs of over 35°C, and by 2050, this number will practically triple with 970 cities experiencing this average summer temperature particularly across Asia, Africa, and North America.[4]

Urban heat is a critical environmental justice issue, disproportionately affecting low-income and historically marginalised communities. While cities are starting to take action to address extreme heat, challenges remain. There is no single department within cities responsible for monitoring weather conditions, tracking the impacts of extreme heat, responding to extreme heat events in the short-term, and taking actions to better prepare for extreme heat and cool cities in the long-term. Institutionalising health and climate data and information across municipal and regional governments is essential to ensure systematic, well-funded, and sustained responses to the increasing health threats posed by extreme heat. The impacts of heat on health are underappreciated and perceptions of heat risks are often underestimated. By integrating climate information, public health officials can better register and address heat hazards. By integrating health information, officials working to adapt to climate change and design public services can make the case for actions to improve health outcomes. Climate and health data on heat can be used to improve heat and vulnerability mapping, heat advisories, heat action planning, risk communication, and targeted interventions. This helps protect vulnerable populations and enhance community resilience.

[1] https://wmo.int/publication-series/european-state-of-climate-2023
[2]https://www.c40.org/what-we-do/scaling-up-climate-action/adaptation-water/the-future-we-dont-want/heat-extremes/
[3] https://www.sciencedirect.com/science/article/pii/S2667193X24000735
[4]https://www.c40.org/what-we-do/scaling-up-climate-action/adaptation-water/the-future-we-dont-want/heat-extremes/

This is why C40 Cities, financially supported in part by a grant from The Rockefeller Foundation[5], launched in 2025 a call for applications to support Global South cities to implement heat-health pilot projects that will use climate and health information to guide action that will aim to protect the health of vulnerable populations during, and leading up to, extreme heat events. The city of Freetown was one of the pilot projects selected, as presented below.

3.2. Scope of the support and objectives of the project in Freetown

Freetown is grappling with increasingly severe impacts of extreme heat, which are exacerbating the urban heat island effect due to its dense infrastructure and limited green spaces. According to the 2022 heat mapping assessment conducted by NOAA in partnership with the city, Freetown is experiencing a rapid rise in temperatures, with vulnerable communities—particularly informal settlements—facing significantly higher temperatures than surrounding areas. Furthermore, the heat trend analysis in the Freetown Heat Action Plan highlights a continuous temperature increase across all seasons, coupled with decreasing wind speeds and humidity levels.

These escalating temperatures have led to a surge in heat-related illnesses, including dehydration, heat exhaustion, and heatstroke, particularly among the elderly, children, and residents of informal settlements. The health risks are further compounded by a lack of awareness and a deficiency of systematic data on the health impacts of extreme heat, limiting the city's ability to fully understand and respond to the problem. Local news reports and community testimonials have highlighted how residents in market areas and outdoor work settings suffer during prolonged heat events, leading to economic losses and straining local healthcare services. Additionally, the absence of structured response mechanisms and heat-health protocols hinders Freetown's ability to manage heat emergencies effectively.

Freetown currently lacks a dedicated system for systematically tracking the relationship between heat and health outcomes. However, relevant datasets exist in fragmented forms. Historical and real-time weather data are available through the Sierra Leone Meteorological Agency (SL Met), while public health records document cases of heat-related illnesses such as kidney complications, heat rash, and dehydration. Additionally, anecdotal evidence from communities highlights the impact of extreme heat, though these reports lack standardization and consistency.

[5] The Rockefeller Foundation is a US-based philanthropic foundation that promotes the well-being of humanity by finding and scaling solutions that advance opportunity and reverse the climate crisis. https://www.rockefellerfoundation.org/ .While The Rockefeller Foundation provided financial support to C40 Cities, the eligibility criteria, selection process and oversight of the RfP are controlled by C40 Cities.

Despite these available datasets, **the absence of formal heat education for healthcare workers and the lack of an integrated system for collecting, analyzing, and linking these data sources limit their effectiveness** in guiding heat-related interventions. This project will leverage both existing and newly collected weather and health data to improve heat preparedness and response. Historical climate records from the SL Met will be analyzed alongside health data from Primary Health Units (PHUs) to develop heat vulnerability assessments. By identifying trends in temperature variations and correlating them with documented health cases, **the project will enhance early warning systems and targeted intervention strategies**.

Additionally, new data will be gathered through **trained Health Care Workers** (HCWs), who will systematically record heat-related illnesses in vulnerable communities. This information will be integrated into the Ministry of Health's Management Information System (MIS) to ensure real-time tracking of heat-related health impacts. The data collected will not only inform immediate response strategies but also contribute to long-term adaptation planning, helping policymakers design effective mitigation measures based on empirical evidence. Through this **data-driven approach, the project will significantly improve Freetown's ability to manage and reduce heat-related risks**, ensuring that health and climate considerations are effectively linked for a more resilient city.

This initiative seeks to strengthen Freetown's resilience to extreme heat through a **structured, data-driven, and community-led approach that bridges climate, health, and governance systems**. At its core, the project focuses on protecting vulnerable populations—particularly informal settlement residents, market vendors, outdoor workers, children, and the elderly—by equipping healthcare workers, enhancing inter-agency coordination, and advocating for the integration of heat-health data into the national health management system. The seven work packages outlined below (item 3.3) form the operational foundation of this initiative.

This project will complement the existing weather forecast and heat data-driven project supported by the World Bank Digital Public Works (DPW) Program, which aims to mitigate climate risks and disasters. The World Bank DPW project will provide funding for the procurement and installation of two weather stations, the acquisition of 100 LogTag UHADO-16 Temperature and Humidity Data Logger mobile sensors and support for further heat science data collection and research. **This complementary funding will enhance the project's ability to generate accurate climate data, strengthen early warning systems, and improve heat vulnerability assessments,** ensuring a more data-driven and evidence-based approach to heat adaptation and resilience in Freetown.

In summary, the objectives of this pilot project are to:

1) Enhance institutional coordination on heat-health response.

2) Analyse existing data and improve data collection on heat-health vulnerability to inform target interventions.
3) Support the establishment of a real-time heat-health data integration into the Ministry of Health's Management Information System (MIS).
4) Promote a formal heat education for healthcare workers, including systematically recording heat-related illnesses in vulnerable communities.
5) Improve public heat-health awareness.
6) Enhance community heat-health response, reducing the negative impacts of extreme heat.

To achieve these objectives, the next item presents the key activities to be developed by the consultancy team.

3.3. Activities and products requested

The content of this section is indicative and not limiting. Companies 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. Planning and Coordination

Activities

1. In the beginning of the project, prepare an inception report including:
    a. **Project Management Plan:** Proposed project management strategy, including team roles and responsibilities.
    b. **Timeline:** Detailed schedule of key project activities and milestones, with estimated start and completion dates.
    c. **Proposed structure and methodology for deliverables:** Description of the different deliverables to be produced during the project, along with their expected structure, format and methodology.
    d. **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.
    e. **Stakeholder engagement plan:** Preliminary strategy to facilitate effective collaboration among project stakeholders.
    f. **Information requirements.** List of the information required as input to successfully fulfil the scope of the consultancy.
2. Prepare monthly progress reports, including activities and deliverables in progress/finished, key meetings held, and risk monitoring.

3. Prepare a final consolidated report, highlighting lessons learned and recommendations for the next steps to promote heat-health resilience in Freetown.

Products

- **Deliverable 1.1.** Detailed work plan / inception report with timeline in excel file.
- **Deliverable 1.2.** Monthly Progress Reports.
- **Deliverable 1.3.** Final Consolidated Report.

Component 2. Establishment of a Heat Health Taskforce

This component centers on institutional coordination. A multi-sectoral Heat Health Taskforce will be established, comprising relevant ministries, departments, agencies, NGOs, and community-based organizations. Stakeholders including the Freetown City Council (FCC), Ministry of Health (MoH), Sierra Leone Meteorological Agency (SL Met), District Health Management Team (DHMT), Ministry of Environment (MoEnv), and local community leaders will be formally invited through letters of interest detailing roles and responsibilities. Upon confirmation, an inception workshop will be convened to officially launch the taskforce. This platform will provide governance oversight, ensure harmonized planning, and coordinate the city's response to extreme heat events.

Activities

1. Support the stakeholder mapping process led by FCC, to identify key institutions and community groups essential for the heat-health governance.
2. Support the FCC in sending the invitation letters to the relevant stakeholders and getting their confirmation to participate.
3. Support the FCC in the inception workshop to align partners on project objectives, roles, coordination mechanisms, and expected outputs, and formally launch the Heat Health Taskforce. During the inception workshop, document comments and feedback from the taskforce members which would be used to update and produce the final ToR document.
4. Support the FCC in the coordination meetings to be held monthly with the HH Taskforce (10 meetings in total for the duration of the project).

Products

Deliverable 2.1. Inception workshop planning report, including agenda, final stakeholder map, invitation letters, digital and printed materials for this event.
Deliverable 2.2. Inception workshop final report, including photos, list of participants, key discussions and follow-ups, and final taskforce Term of Reference

(ToR). This ToR will define the operational structure, responsibilities, and coordination mechanisms of the multi-sectoral platform.
Deliverable 2.3. Preparatory documents and summary of outcomes and agreements documents for each monthly coordination meeting to be held during the project (10 meetings in total).

Note: The budget for this component should include refreshments (tea breaks or lunches) for the inception workshop and monthly meetings, to be provided by the consultancy firm. The FCC will provide the venue. It is expected to have around 20 attendees per meeting.

Component 3. Heat Health Vulnerability Assessment

This work package will generate critical insights into the scale and geography of heat-health risks in Freetown. A comprehensive assessment will be conducted by overlaying historical climate data from SL Met with morbidity and mortality records from the Ministry of Health (MoH), particularly across targeted Peripheral Health Units (PHUs). The assessment will identify urban heat hotspots and the most at-risk populations. These findings will directly inform the targeting of interventions, early warning efforts, and the city's broader adaptation strategy.

Activities

1. Analyze historical meteorological temperature, wind speed, humidity data and existing heat mapping data, using existent relevant data gathered by SL Met.
2. Overlay climate trends with morbidity and mortality data from MoH.
3. Develop high-resolution heat vulnerability maps highlighting informal settlements and high-risk zones, and data visualization dashboards.
4. Contribute to the creation of early warning system (EWS) frameworks.
5. Produce a technical report detailing findings, methodology, and mapping outputs for stakeholder validation.

Products

- **Deliverable 3.1.** Proposal of a methodology for analysing the data gathered, to be discussed with the FCC, and preliminary geographical analyses of vulnerability to heat.
- **Deliverable 3.2.** Heat-Health Vulnerability Assessment Report, including methodology, analysis, findings, High-Resolution Heat Health Vulnerability Maps for Freetown, dashboards and recommendations for an EWS and other heat-health actions / policies. The feedback from the HH Taskforce must be considered for the final version of this report.
- **Deliverable 3.3.** Power point presentation with an executive summary of the Deliverable 3.2, to be presented in the HH Taskforce monthly meeting for validation.

Component 4. Training development and delivery for 500 Health Care Workers (HCWs)

In collaboration with the Ministry of Health (MoH) and District Health Management Team (DHMT), 500 Health Care Workers (HCWs) will be trained by the consultancy to identify, document, and respond to cases of heat-related illnesses. The training curriculum will include modules on early symptom recognition, first-line care, data recording, and the use of environmental monitoring tools. These CHWs will play a frontline role in protecting vulnerable populations during extreme heat events, especially in informal settlements and underserved areas.

Activities

1. Design a training programme for 500 HCWs, incorporating symptoms of heat illnesses and first-response strategies. A decentralized model should be used to train cohorts of 50-100 participants across selected Public Health Units (PHUs). Each session must include interactive sessions, visual aids, practical case studies, and assessment tools.
2. Support the FCC and the MoH in the rollout of the training programme, including the selection of PHUs and health care workers to be trained.
3. Deliver the training programme.

Products

- **Deliverable 4.1.** HCW Training Manual and Toolkit and Planning Report for the training programme, including the strategy / methodology to reach out to 500 CHWs, to be validated by the HH Taskforce.
- **Deliverable 4.2.** Delivery of training to 500 HCWs across identified PHUs.
- **Deliverable 4.3.** Assessment Report of the training programme, considering all the sessions held. Include photos, feedback from the participants to evaluate how useful the training was for HCWs, and list of participants.

Component 5. Communication Toolkit & Heat Response Protocols

This component involves the development of an educational toolkit to support public outreach and preparedness. Materials will include flyers, posters, radio messages, and digital content, as well as standardized response protocols for use by healthcare workers during heatwaves. These resources will be pre-tested and validated through community and stakeholder feedback to ensure clarity, cultural relevance, and effectiveness in promoting protective behaviours.

Activities

1. Develop initial content, including flyers, radio jingles, posters, and social media graphics.

2. Develop heat response protocols and guides to be used by trained health care workers during heat wave events (see Component 6).
3. Conduct a round of stakeholders consultation with key departments and stakeholders from the Heat-Health Taskforce (see Component 1) and one validation workshop for the content proposed in the activities 1 and 2 above.
4. Conduct a pre-testing with small community groups to test clarity and relevance of the communication toolkit.
5. Develop and approve the final version of the toolkit, considering the feedback provided by activities 3 and 4 above.
6. Provide mass printing of the toolkit. It will be packaged and distributed to HCWs and health facilities ahead of the heat season outreach campaign.

Products

- **Deliverable 5.1.** First version of Heat-Health Communication Toolkit and Protocols.
- **Deliverable 5.2.** Planning report, including the following: agenda, stakeholder list, invitation letters, digital materials for the validation workshop and methodology proposed for the pre-testing. Materials are also expected to be printed according to the reference below.
- **Deliverable 5.3.** Final version of Heat-Health Communication Toolkit and Protocols, including digital version and mass printing.

Note: A preliminary projection estimates the following mass printing of the toolkit (these numbers may be refined with consultancy input and field validation):

- 500 A1 posters for PHUs, marketplaces, and community centers.
- 50 toolkits/manuals (maximum 10 pages each) for trained Health Care Workers across PHUs.
- 20 toolkit summaries.

For the digital version, it's expected that consultants will produce 20 social media flyers and graphic designs.

Component 6. Community Outreach

The 500 trained health workers (Component 4) will lead localized education and engagement campaigns during the peak heat season. Outreach will focus on high-risk communities such as informal settlements and market areas. Using the communication toolkit developed in Component 5, health workers will conduct face-to-face sessions and distribute materials while also using mobile sensors to collect real-time temperature data, contributing to a spatial understanding of urban heat exposure patterns. These efforts will be paired with citizen feedback to inform data-driven preparedness and community-level adaptation planning.

The outreach campaign will span one intensive week, aiming to reach approximately 0.5% of Freetown's population, or 60,000 people. Of this, 25,000 residents will be reached through direct community-level engagement in a single day, led by the 500 healthcare workers mobilized across informal settlements and other vulnerable neighbourhoods and places, such as outdoor markets, car parks, schools, and elderly homes. An additional 35,000 individuals will be reached through a coordinated digital and traditional media campaign, using platforms such as radio, television, WhatsApp, Facebook, and Instagram.

Activities

1. Support the city in planning and executing localized education and engagement campaigns during the peak heat season (February - April), including definition of the areas (considering results from Component 3 - Heat Health Vulnerability Assessment), development of digital forms and guidance to health workers on how to use the mobile sensors, conduct the face-to-face sessions, and document community feedback.
2. Purchase 20 mobile sensors, to be used by 20 health care workers campaign leads during the campaigns to record temperature and humidity. Data will be uploaded using a digital form alongside citizen feedback.
3. Community feedback documentation will support data analysis and modelling providing insights to residents' perception as well as real time heat experience.

Products

- **Deliverable 6.1.** Planning report for the engagement campaigns, including methodology and definition of the areas (outreach strategy), digital forms for sensor data collection and community feedback registration to document perceptions on heat risks, local coping strategies, and health challenges. This register must use the Open Data Kit (ODK) tool, to feed into a real-time dashboard and narrative field report to be developed (Deliverable 6.2).
- **Deliverable 6.2.** Delivery and set up of the 20 mobile sensors (see below for technical details on the requested sensors), ensuring their calibration, readiness and guidance for use in the field. These sensors will be transferred to the city and maintained by it.
- **Deliverable 6.3.** Outreach to targeted communities.
- **Deliverable 6.4.** Sensor-based data collection (temperature and humidity).
- **Deliverable 6.5.** Summary Report on Community Engagement and Behaviour Change Outcomes, including real-time dashboard.

Note: The 20 mobile sensors to be acquired must be the LogTag UHADO-16 Temperature and Humidity Data Logger model, the same that is being provided

to the city by the World Bank DPW project. The maintenance of these sensors will be the responsibility of the city.

Component 7. Advocacy for Heat Data Integration to the Ministry of Health (MoH) Management Information System (MIS)

The final work package addresses long-term system strengthening. FCC and the consultancy will lead a series of advocacy engagements with the MoH to promote the integration of community-level heat-health data into the national Management Information System (MIS). A technical alignment assessment will be conducted to ensure data compatibility, followed by a formal report outlining the integration plan and policy recommendations. This will enhance surveillance capacity and support real-time, evidence-based decision-making at the national level.

Activities

1. Conduct alignment assessment between the national MIS and the community-level heat health data and propose recommendations, to ensure that data formats, entry protocols, and indicators are compatible with existing systems.
2. Support the FCC in meetings with the MoH IT, management team and policy units to discuss the alignment for data integration.
3. Present and share key findings and recommendations with the FCC, MoH and the broader Heat Health Taskforce Team for decision making and action.
4. Consolidate the recommendations after discussions held in a report outlining the integration plan and policy recommendations.

Products

- **Deliverable 7.1.** Alignment Assessment Report and slide deck presentation with key findings and draft recommendations to ensure alignment between the local data from the city level and the national system (this should include a preliminary analysis of the national meteorological and health data systems).
- **Deliverable 7.2.** Technical Alignment Report for MIS Integration and policy recommendations, considering the discussions held with relevant stakeholders.

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

Component	Activities	Products	Estimated delivery	Estimated weight
1. Planning and Coordination	Prepare inception report with: - Project management plan - Schedule - Proposed structure and methodology for deliverables - Risk map and mitigation actions - Stakeholder engagement plan - Request for information	**1.1.** Work Plan / inception report	Week 3	5%
	Prepare monthly progress reports	**1.2.** Monthly progress reports (1 per month for the whole duration of the project) - 10 reports expected	Monthly	
	Prepare a final consolidated report	**1.3.** Final consolidated report	Month 11	
2. Establishment of a Heat Health Taskforce	- Support the stakeholder mapping process led by FCC. - Support the FCC in sending the invitation letters.	**2.1.** Planning report for the inception workshop containing**:** agenda, final stakeholder map, invitation letters, digital and printed materials for the event.	Months 1 and 2	10%
	- Support the FCC in the inception workshop and produce the final ToR document.	**2.2.** Final report for the Inception workshop, and final taskforce Term of Reference (ToR).	Month 2	
	- Support the FCC in the HH Taskforce monthly coordination meetings.	**2.3.** Preparatory documents and summary of outcomes and agreements documents for each monthly coordination meeting.	Monthly	

Component	Activities	Products	Estimated delivery	Estimated weight
3. Heat Health Vulnerability Assessment	- Collect and analyse SL Met data - Overlay climate trends with MoU data - Develop maps and data visualization dashboards	**3.1.** Proposal of a methodology for analysing the data gathered, to be discussed with the FCC, and preliminary geographical analyses of vulnerability to heat.	Month 3	15%
	- Contribute to the creation of EWS frameworks			
	- Produce a final technical report, considering SH feedback	**3.2.** Heat-Health Vulnerability Assessment Report, including methodology, analysis, findings, High-Resolution Heat Health Vulnerability Maps for Freetown, data visualizations dashboards and recommendations for an EWS and other actions. **3.3.** Power point presentation with an executive summary of Deliverable 3.2, to be presented in the HH Taskforce monthly meeting for validation.	Month 5	
4. Training of 500 Health Care Workers (CHWs)	- Design and validate a training programme	**4.1.** CHW Training Manual and Toolkit and Planning Report for the training programme	Month 4	35%
	- Support the FCC and the MoH in the rollout of the training programme.	**4.2.** Delivery of training of 500 CHWs across identified PHUs (number of training	Month 5	

Component	Activities	Products	Estimated delivery	Estimated weight
	- Deliver the training programme.	to be proposed by consultants according to their proposed strategy). **4.3.** Assessment Report of the training programme		
5. Communication Toolkit & Response Protocols	- Develop initial content. - Develop heat response protocols and a guide for trained CHW.	**5.1.** First version of Heat-Health Communication Toolkit and Protocols.	Month 5	10%
	- Conduct a round of stakeholders consultation and a validation workshop. - Conduct a pre-testing with small community groups.	**5.2.** Agenda, stakeholder list, invitation letters, digital and printed materials for the validation workshop and methodology proposed for the pre-testing (Planning report).	Month 6	
	- Develop and approve the final version of the toolkit. - Provide mass printing of the toolkit.	**5.3.** Final version of Heat-Health Communication Toolkit and Protocols, including digital version and mass printing.	Month 7	
6. Community Outreach	- Support the city in planning and executing localized education and engagement campaigns.	**6.1.** Planning report for the engagement campaigns	Month 7	20%
	- Purchase 20 mobile sensors	**6.2.** Delivery and set up of the 20 mobile sensors.	Month 7	
	- Community feedback documentation	**6.3.** Outreach to targeted communities **6.4.** Sensor-based data collection **6.5.** Summary Report on Community Engagement and Behavior Change Outcomes, including real-time dashboard.	Month 8	

Component	Activities	Products	Estimated delivery	Estimated weight
7. Advocacy for Heat Data Integration to the Ministry of Health (MoHS) Management Information System (MIS)	- Conduct alignment assessment between the national MIS and the community-level heat health data and propose recommendations. - Support the FCC in meetings with the MoHS IT, management team and policy units to discuss the alignment for data integration. - Present and share key findings and recommendations with the FCC, MoHS and the broader Heat Health Taskforce Team for decision making and action.	**7.1.** Alignment Assessment Report and slide deck presentation with key findings and recommendations.	Month 9	5%
	- Consolidate the recommendations after discussions held in a report.	**7.2.** Technical Alignment Report for MIS Integration and policy recommendations.	Month 10	

Note: Products must be delivered in the following formats:

- Reports: word and pdf. Summary reports in slide deck presentation for city officials and other relevant stakeholders.
- Tables: excel and pdf.
- Maps: shp, jpg or png, pdf and mxd. The shapefiles must be accompanied by the respective metadata.

Summary of payments

Payment	Percentage	Requirement
Payment 1	15%	Upon satisfactory completion of Deliverables 1.1, 2.1 and 2.2.
Payment 2	50%	Upon satisfactory completion of Deliverables 3.1, 3.2, 3.3, 4.1, 4.2 and 4.3
Payment 3	25%	Upon satisfactory completion of Deliverables 5.1, 5.2, 5.3, and 6.1, 6.2, 6.3, 6.4 and 6.5
Payment 4	10%	Upon satisfactory completion of Deliverables 1.2, 1.3, 2.3, 7.1 and 7.2

4. Project management and quality assurance

4.1. Project management

The selected company 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 the City of Freetown 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 the City of Freetown. These meetings will be convened by the project management focal point from C40, in coordination with the City of Freetown.

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 the City of Freetown*

The City of Freetown 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.

The Freetown City Council (FCC) will provide governance oversight and coordinate municipal support.

- The Ministry of Health will lead health-related interventions and ensure data integration.
- The Sierra Leone Meteorological Agency (SL Met) will supply historical and real-time weather data to inform risk mapping and early warning systems.
- The District Health Management Team (DHMT) will oversee Health Care Workers (HCWs) training, monitoring, and evaluation.
- Local leaders and Community Based Organizations (CBOs) will facilitate public outreach and community engagement.
- The Chief Heat Officer team will make requests for information required by the project. It will also manage the participation of the city 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*

The consulting firm 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, and collaborate closely with the City of Freetown, 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 Services Contract Template 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.

- **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, 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. We ask that a period of 10 working days be allowed for C40 and the city to review each product and send their comments. 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 09:00 PM (GMT), and the deadlines established within this time frame must be met.

4.4. 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.

4.5. 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.

4.6. Deadlines

The selection of the firm or organization will be made no later than **August 08th, 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 **11 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 the City of Freetown.

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 **July 11th, 2025, at 09:00 PM (GMT).** Any proposals received after this date and time will not be accepted.

All proposals must include concise information (maximum 20 pages, not including CVs, which should be attached and not exceed 2 pages each). The content of the documents should provide the evaluation panel with all the information necessary to evaluate your bid. Proposals may be submitted in English.

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

Profile of your company *(Maximum 8 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 consulting firm should preferably be located in Sierra Leone and have key team members in Freetown. **The experience below must be demonstrated:**

- Urban, climate and/or environmental planning, encompassing analysis of georeferenced data and climate data. Urban heat data analysis or experience working with heat at the policy level is a plus
- Public health data analysis.
- Data analytics, including data engineering, data science and data visualization.
- IoT and monitoring systems, both implementation and maintenance.
- Community engagement and environmental education / public awareness.
- Previous experience in working with the Freetown City Council (FCC) is a plus.

Technical proposal.
Maximum 10 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 this RfP, 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. Insert a preliminary risk assessment and management plan to address potential risks during the project implementation.
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.

The following key roles are required:

1. Finance and Project Manager

Role: Lead day-to-day project coordination, financial management, and delivery tracking.

Key Responsibilities:

- Oversee project implementation plans, schedules, and budget tracking.
- Ensure timely submission of all technical deliverables and compliance with reporting timelines.
- Coordinate inter-agency meetings, working closely with FCC and the Heat Health Taskforce.
- Provide consolidated monthly and final reports on project implementation and progress.

Expertise Required:

- Minimum of 5 years of experience managing multi-sectoral projects, preferably climate or health related.
- Strong organizational, financial, and donor compliance skills.
- Experience coordinating multidisciplinary teams in urban development contexts.

2. Climate Data Analysis and Modelling Expert

Role: Generate climate-heat data models, produce vulnerability heat maps, and integrate spatial analysis into strategic planning.

Key Responsibilities:

- Collect and analyze historical temperature, humidity, and heatwave event data from SL Met.
- Overlay climate trends with morbidity and mortality data from MoH.
- Develop high-resolution heat vulnerability maps highlighting informal settlements and high-risk zones.
- Contribute to the creation of early warning system frameworks and data visualization dashboards.
- Produce a technical report detailing findings, methodology, and mapping outputs for stakeholder validation.

Expertise Required:

- Master's degree or higher in climatology, geospatial analysis, environmental science, or related field.
- Experience with GIS software (ArcGIS, QGIS), R, Python, or similar data visualization tools.
- Proven track record of urban climate vulnerability assessments or hazard mapping.

3. Health Expert (Heat and Public Health Specialist)

Role: Provide expert guidance on heat-health surveillance, CHW training, and clinical protocols.

Key Responsibilities:

- Design and support the rollout of a training program for 500 CHWs, incorporating localized symptoms of heat illnesses and first-response strategies.
- Define indicators for heat-related illnesses for integration into the MoH MIS.
- Collaborate with the M&E team to track community-level health data trends and analysis.
- Contribute to a comprehensive heat-health vulnerability assessment report with epidemiological insights.

Expertise Required:

- Medical or public health qualification, with a focus on environmental or occupational health.
- 5+ years of experience in health systems or community-based health programming.
- Familiarity with MIS platforms and health surveillance tools.

4. Social and Behavior Change / Community Engagement Lead

Role: Drive behavior change communication strategy and lead public outreach design.

Key Responsibilities:

- Develop culturally appropriate IEC materials for CHWs, including visuals, radio content, and posters.
- Coordinate validation workshops to test messaging with vulnerable groups.
- Guide design and implementation of feedback collection tools to document community perceptions and adaptive practices.
- Prepare a report capturing lessons learned from community engagement, including behavior change impacts and recommendations.

Expertise Required:

- Degree in communications, development, sociology, or public health.
- Minimum 5 years of experience in SBCC, particularly in urban and informal settlement contexts.
- Strong facilitation and participatory design skills.

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 must be up to **USD 100,000**. 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.

In order to support the contact between bidders, any bidder who is open to collaborate with another bidder can inform C40 (**by June 30th, 2025**) of their consent for C40 to share their contact person's name and email to other consenting bidders.

5.2. 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 Services Contract Template.

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 is unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier.

5.3. 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 **July 03rd, 2025,** at 09:00 PM (GMT). 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 .

5.4. Evaluation criteria

The proposals received will be evaluated in a comprehensive manner, prioritizing their technical rigor, efficiency and proactive approach to the fulfilment 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.	35%
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 Sierra Leone, adequate qualifications to address the elements of the scope (see item 5 of this RfP). Experience in working with the FCC 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.).	15%
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	*June 20th, 2025*
Deadline to inform C40 if the bidder has interest in share its contact to collaborate with another bidder **(optional)**	*June 30th, 2025*
Deadline to send questions to C40	*July 03rd, 2025*
Response to all questions received	*July 07th, 2025*
Deadline for submitting proposals and documentation	*July 11th, 2025*
Communication to all bidders on final decision	*August 08th, 2025*

	If necessary, interviews will be requested before a final decision is made.

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 Sierra Leone will be considered; however, they must demonstrate willingness and ability to relocate as needed. This will ensure their active participation in activities that require physical presence and strategic meetings. If necessary, 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 Freetown. This decision will facilitate a direct and continuous collaboration with the local C40 team, the City of Freetown, 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.