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

REQUEST FOR PROPOSAL (RfP)

Jakarta Heat Resilience and Health Initiative

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

Deadline for submission: September 24th, 2025

September 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 Jakarta

Since 2006, the City of Jakarta 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 Jakarta recognizes climate change as a problem that threatens the health and wellbeing of the people of Jakarta and therefore has made progress in the formulation of a wide range of climate policies and delivery of projects/programmes. The City of Jakarta 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:

- **Jakarta’s Climate Action Plan (2021-2050):** this plan focuses on reducing the city’s vulnerability to extreme heat as part of broader climate adaptation efforts. It encourages data-driven decision-making by integrating meteorological and health data and aims to build local capacity to respond to climate risks. In 2021, with technical assistance from C40, DKI Jakarta launched the Jakarta Climate Action Plan (CAP) 2021-2050: Towards Climate Resilience and Carbon Neutrality (English version; Governor’s regulation (PerGub) No. 90 / 2021). It encapsulates the city’s plan for ambitious climate actions that were crafted through scientific and evidence-based analyses and covers mitigation, adaptation, and equitable benefits to its citizens. In the CAP, DKI Jakarta identified six action tracks under adaptation and mitigation to chart its way towards being a carbon neutral, resilient, and inclusive city.

- **Jakarta's Resilience Strategy (2018):** it highlights the need for urban heat mitigation through public awareness campaigns and infrastructure planning. It identifies vulnerable populations, particularly low-income communities in informal settlements, as priority groups for adaptation.

By implementing the proposed project, Jakarta will directly contribute to these strategic objectives, strengthening its preparedness for extreme heat events and ensuring better health outcomes for its residents.

The proposed project not only aligns with these strategic plans and actions, but also builds on existing initiatives in Jakarta, such as the Breathe Cities Programme. The Breathe Cities program in Jakarta is a key initiative aimed at accelerating air pollution control through data-driven policies and public participation. It is part of a global effort supported by prominent organizations such as Clean Air Fund, C40 Cities, and Bloomberg Philanthropies, with Vital Strategies serving as the implementing partner in Jakarta. The program's core focus is on strengthening policies based on data and fostering public involvement, notably through the implementation of Integrated Low Emission Zones (Kawasan Rendah Emisi Terpadu - KRE-T). These efforts align with existing regulations like Governor Regulation Number 90 of 2021 on Low Carbon and Climate Resilient Development Plans and Governor's Decree Number 575 of 2023 on the Air Pollution Control Strategy (SPPU). Beyond policy, Breathe Cities Jakarta also encourages community-based air quality monitoring using low-cost sensors and actively engages various community groups to build a stronger collective effort towards cleaner air in the city.

Jakarta has participated in green infrastructure and reflective roofing strategies (related to urban heat island mitigation efforts). Working with the C40 Cities Finance Facility, Jakarta will deploy rooftop solar panels, alongside energy efficiency measures, in 28 public hospitals. This project aims to reduce the reliance of public hospitals in Jakarta on fossil fuels, which currently provide more than 92% of the city's energy. Additionally, under the UCAP CAI Programme, Jakarta will enforce a new Green Building Regulation setting energy and water efficiency standards. The city targets 100% compliance for new buildings and 50% for existing ones by 2030, which is projected to prevent 10.6 million tonnes of CO2 equivalent (tCO2e) annually. Implementing energy efficiency measures in these hospitals and other buildings (public and commercial buildings) will improve the comfort and health of the occupants. They will be protected from extreme temperatures and will have access to cleaner air.

Within the C40 Cities network[1], Jakarta is a signatory of:
- Equity Pledge
- Clean Air Accelerator
- Clean Investment Accelerator
- Water Safe Cities Accelerator
- Green & Healthy Streets Accelerator.

[1] The accelerators are frameworks proposed by C40 for adoption by member cities, with the aim of supporting them in achieving high-impact actions on certain climate challenges, through clear and measurable targets based on science. More information available on High-Impact Accelerators - C40 Cities.

In terms of programmes and C40 Networks, Jakarta is an active member of the following ones: Urban Flooding, Connecting Delta Cities, Air Quality, Sustainable Waste Systems, Land Use Planning, Food Systems, Zero Emission Vehicles, and Walking and Cycling.

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 45% in Asia[2], 40% in Europe[3], 100% in India[4], and 130% in Latin America[5] 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.[6]

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.

[2] https://www.thelancet.com/journals/eclinm/article/PIIS2589-5370(24)00444-9/fulltext
[3] https://wmo.int/publication-series/european-state-of-climate-2023
[4]https://www.c40.org/what-we-do/scaling-up-climate-action/adaptation-water/the-future-we-dont-want/heat-extremes/
[5] https://www.sciencedirect.com/science/article/pii/S2667193X24000735
[6]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[7], 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 Jakarta was one of the pilot projects selected, as presented below.

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

Jakarta is one of the hottest and most densely populated cities in Southeast Asia, with extreme heat events becoming more frequent due to climate change. This increasing extreme heat is exacerbated by urban heat islands (UHIs). The city experiences higher temperatures than surrounding rural areas, especially in congested neighborhoods with limited vegetation. Temperatures in some parts of Jakarta can be 3-5°C higher than official weather station readings.

This impacts vulnerable populations such as the elderly, outdoor workers, and low-income communities. Heat-related hospital admissions have increased by over 30% in recent years, particularly for heatstroke, dehydration, and cardiovascular conditions. Jakarta has recorded excess mortality rates during heatwaves, particularly among the elderly and those with pre-existing conditions.

Lack of awareness, limited health adaptation measures, and inadequate real-time heat risk information exacerbate the issue. Many communities lack awareness about heat risks and preventive measures. **Jakarta currently has no city-wide heat early warning system, making it difficult to prepare and protect residents.**

The project aims to integrate the new heat early warning systems (EWS) with existing flood systems by leveraging shared infrastructure and communication channels. Jakarta's current flood EWS often uses real-time data to issue alerts via SMS, apps, and social media. The new heat EWS can **piggyback on these established communication networks** to disseminate heat-related warnings. This reduces the need to build a completely new communication infrastructure from scratch.

A primary constraint, however, is the **difference in data and response protocols**. Flood systems focus on hydrological data and physical infrastructure (like sluice gates), while the heat EWS requires meteorological data, health data, and public health responses. Coordinating these distinct data sets and response protocols between different government agencies (e.g., disaster management for floods and the health department for heat) will be a key challenge. Another constraint is ensuring that the public doesn't experience alert fatigue from receiving too many warnings from multiple systems, which could diminish the effectiveness of both.

[7] 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.

While Jakarta's climate and health sectors have cooperated in the past, there is no unified system for heat-related health risk management. **This project will formalize data-sharing agreements and heatwave response protocols to ensure a rapid, coordinated reaction to extreme heat events**.

There is a clear **dependency between data readiness and tool deployment** in this project. The successful deployment of tools like the **integrated EWS** and **heat vulnerability mapping** is entirely dependent on the readiness and availability of crucial data:

- **Heat Vulnerability Mapping**: The creation of this visual tool is directly dependent on having a complete and analyzed dataset. Without historical temperature trends, hospital admission records, and socio-economic data, the mapping tool cannot be built.
- **Integrated Early Warning System**: The core of this system, which automates alerts, relies on the deployment of **heat sensors**. The predictive model cannot function without the real-time temperature data these sensors will provide. Therefore, the physical deployment and successful operation of these sensors must precede the full activation of the EWS.

The project will leverage Jakarta's existing EWS framework, which is currently used for flood warnings. The primary objective is to integrate heat sensor data as a new input source into this established system. This approach eliminates the need to develop a new EWS platform from the ground up and aligns with the city's current technological infrastructure.

In summary, the **Jakarta Heat Resilience and Health Initiative** is a city-wide program designed to mitigate the health risks of extreme heat through data-driven decision-making, early warning systems, and community engagement. The key ways this project will achieve this include:

1. Heat Vulnerability Mapping:
    - Analyzing historical temperature trends, hospital admission data, and socio-economic factors to identify high-risk areas.
    - Providing a visual tool for policymakers to target interventions in the most vulnerable communities.

2. Integrated Early Warning System:
    - Utilizing real-time weather to create a predictive model for Jakarta's heat vulnerability index.
    - Purchasing and developing a deployment plan of Low-Cost Heat Sensors for real-time temperature mapping in Jakarta's most prone areas, building on the existing flood EWS.
    - Automating alerts via SMS, mobile apps, and social media platforms to warn residents and emergency responders.

3. Health Surveillance and Cross-Departmental Coordination:
    - Developing regular data-sharing protocols between Jakarta's Health Department, Meteorological Agency (BMKG), and Disaster

Management Office.[8]
- Training health professionals and emergency responders on heat risk mitigation and adaptation to address heat related risks / illnesses.

4. Community Awareness and Stakeholder Engagement:
    - Conducting public workshops to educate communities on heat-related illnesses and prevention strategies.
    - Partnering with local NGOs, universities, and private sector organizations to improve heat adaptation measures.
    - Distribute cooling kits for vulnerable communities.

By implementing these measures, Jakarta will develop a comprehensive understanding of heat risks, enabling informed policymaking and a more coordinated response to extreme heat events.

Jakarta already has some data regarding general health conditions that might be caused by heatstress, but this project will enhance the integration and relation to heat impacts. Existing sources include:

- Meteorological Data from Badan Meteorologi, Klimatologi, dan Geofisika (BMKG):
    - Historical and real-time temperature and humidity records.
    - Heatwave frequency and duration analysis.
- Health Data from Jakarta's Health Department:
    - Hospital admission records that might be related to heat exhaustion, heatstroke, and dehydration.
    - Increased cases of cardiovascular and respiratory illnesses possibly linked to extreme heat.
- Disaster Management Data:
    - Mapping of heat hotspots and emergency response preparedness.

All this data will be integrated for the following key deliverables:

- **Heat Vulnerability Index (HVI):** Combining meteorological, health, and socio-economic data to identify high-risk zones.
- **Predictive Modeling for Heatwaves:**
    - Using machine learning (e.g. Gradient Boosting, Artificial Neural Networks (ANNs), Recurrent Neural Networks and LSTMs) to analyze past data and forecast future heat events.[9]
- **Recommendation on integrated Early Warning System (EWS):**
    - Develop a recommendation to integrate a mobile app and SMS alert system to the existing flood EWS to notify vulnerable populations of upcoming extreme heat events.

[8] Jakarta already established a data-sharing agreement for meteorological and climatological data with the BMKG through an existing Memorandum of Understanding (MoU). While getting health data from the Jakarta Health Agency, the city administration will only need to issue an internal letter as it is considered as inter-departmental cooperation under Jakarta City Government.

[9] These models analyze a wide range of data points, including meteorological data (temperature, humidity, wind speed), remote sensing data (Land Surface Temperature from satellites), land use/land cover data (vegetation, impervious surfaces), and socio-demographic information.

The project will prioritize vulnerable populations most affected by extreme heat, including:

- Low-income communities in urban heat island zones, where temperatures are consistently 2-4°C higher than other parts of the city.
- Outdoor workers (street vendors, construction workers, transportation staff) who are at high risk of heat exhaustion.
- Elderly residents and individuals with pre-existing health conditions, who are more susceptible to heat-related illnesses.
- School children and students, ensuring they have access to safe, cool learning environments.

The program aims to directly benefit over 500,000 Jakarta residents through direct public outreach or via public information dissemination (social media, mass media, outdoor banner/OOH, etc.), while also building city-wide resilience to future heat events with trained personnel and improved data integration. As a desired impact, the project aims to reduce heat-related hospitalizations in high-risk areas.

The next item presents the key activities and products 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. **Key performance indicators (KPIs):** Proposed KPIs to measure implementation progress.
    f. **Stakeholder engagement plan:** Preliminary strategy to facilitate effective collaboration among project stakeholders.
    g. **Information requirements.** List of the information required as input to successfully fulfil the scope of the consultancy.

2. Prepare a 6-month interim progress report, including activities and deliverables in progress/finished, key meetings held, KPIs and risk monitoring.
3. Prepare a final consolidated report, highlighting KPIs achieved, lessons learned and recommendations for the next steps to promote heat-health resilience.

Products

- **Deliverable 1.1.** Detailed work plan / inception report with timeline in excel file (month 1).
- **Deliverable 1.2.** Interim Progress Report (month 6).
- **Deliverable 1.3.** Final Consolidated Report (end of project).

Component 2. Heat Health Vulnerability Mapping and Index

Activities

1. Gather and analyze historical and projected meteorological data, hospital records, socio-economic information, and infrastructure warning systems.
2. Overlay all the data gathered to identify high-risk heat areas, considering exposure, sensitivity, and adaptive capacity (see the note below).
3. Develop high-resolution heat risk maps highlighting informal settlements and high-risk zones, and a data visualization dashboard (Jakarta Heat Vulnerability Index - HVI).
4. Produce a technical report detailing findings, methodology, and mapping outputs, considering the inputs from the relevant city sectors.
5. Contribute to the integration of an early warning system (EWS) framework (see Component 3).

Products

- **Deliverable 2.1.** Heat-Health Vulnerability Assessment Report. This initial deliverable focuses on the foundational analysis and methodology. It provides a comprehensive understanding of Jakarta's current and future heat vulnerability.
- **Deliverable 2.2.** Interactive Public Dashboard and Data Visualization. This deliverable transforms the technical report findings into an accessible, user-friendly tool. The dashboard makes the complex data understandable and actionable for both policymakers and the public.

Note: Some examples of data to be included in this analysis are:

1. **Exposure data - related to heat waves:**
   Temperature Data & Climate: (BMKG/Indonesian Meteorological, Climatological, and Geophysical Agency)
   - Daily maximum temperature (historical & projected).
   - Heatwave days data.
   - High nighttime temperature data.
   - Heat index or combined temperature - humidity.

Physical Environmental Data: (DCKTRP/Department of Human Settlements, Spatial Planning, and Land & DPHK/Department of Parks and Urban Forests)

- Urban Heat Island (UHI) Map/ urban hot areas.
- Percentage of green cover (vegetation).
- Building / settlement density.

2. **Sensitivity Data – population vulnerability to heat impacts:**

Vulnerable Demographic Data: (BPS/Indonesian Central Bureau of Statistics)

- Distribution of elderly (senior citizens).
- Child population (toddlers).
- People with disabilities.
- People with chronic diseases (heart disease, respiratory disease, diabetes).

Social-Economic: (DinSos/Social Services Department)

- Poverty level.
- Population density.
- Housing conditions (eg: semi-permanent houses, poor ventilation).

Health Data: (Dinkes/Health Department)

- Incidents of heat-related illnesses (heat stroke, dehydration, heart disorders).
- Data on deaths or hospitalizations during the heat wave period (if applicable).

3. **Adaptive Capacity Data – Ability to Reduce Heat Risk**

Access to Facilities & Infrastructure: (DCKTRP/Department of Human Settlements, Spatial Planning, and Land & BPBD/Regional Disaster Mitigation Agency)

- Access to health services (distance to hospital/health center).
- The existence of cooling centers / public shelters.
- Access to clean water.
- Availability of green open space.

Social & Institutional Aspects: (DinSos/Social Services Department, BPBD/Regional Disaster Mitigation Agency)

- The existence of an early warning system for heat waves.
- Education or socialization programs on the dangers of heat waves.
- Government intervention regarding the protection of vulnerable groups.

Information Access: (Diskominfotik/Communications, Informatics, and Statistics Department)

- Access to weather and health information.
- Use of technology to mitigate heat (e.g. air conditioning, fans).

Component 3. Heat Early Warning System (EWS)

Activities

1. Conduct a detailed review of Jakarta's existing urban flood EWS, including its technical infrastructure, operational protocols, and data sources.
2. Develop a conceptual design for the integrated EWS, outlining how heat data and vulnerability mapping (**Component 2**) will be incorporated into the existing flood warning system.
3. Purchase and prepare the deployment strategy for low-cost heat and humidity sensors. This involves:
    a. Purchase 10 mobile heat sensors, to be used for monitoring heat in the most heat-prone areas based on Heat Vulnerability Index (HVI).
    b. Developing a deployment strategy to place fixed sensors in Jakarta's most heat-prone areas, informed by the Heat Vulnerability Index (HVI).
4. Draft new alert protocols and messaging templates for heat events that are consistent with the current flood EWS communication strategies.

Products

- **Deliverable 3.1.** A report specifying the proposed architecture, data flow, and operational procedures for the unified heat and flood EWS. From this report, the city departments (Disaster Management Agency and Communication and Informatics Department) will integrate the heat EWS recommendation into existing EWS for floods.
- **Deliverable 3.2.** Sensor Deployment Plan which will detail the sensor placement, including a map and a report detailing the specific locations for sensor deployment, along with a justification based on the HVI.
- **Deliverable 3.3.** Delivery and set up of the 10 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 3.4.** New alert protocols and messaging templates for heat events that are consistent with the current flood EWS communication strategies.

Note: The 10 mobile sensors to be acquired must be the LogTag UHADO-16 Temperature and Humidity Data Logger model. The operation and maintenance of these sensors will be the responsibility of the city. (Est. price USD 620 for each sensor).

Component 4. Draft SOP and Data Sharing Agreement

Activities

1. Design and deliver a workshop-style session to collaboratively draft the SOP and data-sharing agreement. The consultant will be responsible to provide a venue and lunch for participants. Use a structured agenda to guide the discussion through key sections like:
    - **Trigger Events:** Define the specific conditions (e.g., a specific heat index threshold or a number of reported cases) that initiate the SOP.

- **Roles and Responsibilities:** Clearly outline who is responsible for what, from frontline health workers to administrative staff.

2. Post-Session Refinement and Review: Following the session, the consultant will refine the draft documents based on the feedback and decisions made during the workshop. The refined drafts are then circulated to the participants for final review and comments before official approval.

Products

- **Deliverable 4.1.** Draft Standard Operating Procedure (SOP): A comprehensive document outlining the steps and procedures for managing heat-related health emergencies. This will include sections on activation protocols, patient care pathways, and inter-facility coordination.
- **Deliverable 4.2.** Draft Data Sharing Agreement: A formal document that specifies the terms and conditions for sharing health data between participating hospitals and health centers during a heat emergency. It will cover data types, security protocols, and privacy safeguards.
- **Deliverable 4.3.** Workshop delivery and Workshop Summary Report: A concise report summarizing the key decisions, agreements, and action items from the facilitated session.

Component 5. Health Workforce Training

Activities

1. Design a comprehensive training program for 200 health workers (doctors, nurses, and emergency responders). This activity includes:
    a. Developing all training content, focusing on identifying heat illness symptoms, providing first-response strategies, and adhering to new data registration procedures.
    b. Designing the training sessions to be decentralized, training cohorts of 50 participants across various Public Health Units. Each session must be interactive, with visual aids and practical case studies.
2. Training Program Implementation and Rollout, including:

a. Partnering with the Jakarta Health Agency to select the 200 health workers and training venues. The consultant will be responsible to provide a venue[10] in a hotel and a coffee break meal and lunch for the participants. The city government will be responsible for inviting the participants and speakers.
b. Collaborating with the Health Agency to identify and confirm suitable speakers and trainers for the sessions.
    c. Delivering four training sessions, each for a cohort of 50 participants.

3. Assess the effectiveness of the training program. This includes:
    a. Developing and administering pre- and post-training assessments to measure knowledge gain.
    b. Collecting participant feedback on the training's usefulness and quality.
    c. Analyzing the assessment results and feedback to produce a final report on the program's impact.

[10] The government of Jakarta has corporate rates with several partner hotels. Suppliers should coordinate with the city to select a venue from this list to receive a waiver/discount.

Products

- **Deliverable 5.1.** Detailed training content, session plans, and all visual aids as referred in the “Activities” section.
- **Deliverable 5.2.** Delivery of a half-day training to 200 health workers, including venue, and lunch for participants.
- **Deliverable 5.3.** A consolidated report documenting the delivery of the training program. It will include:
    - The schedule and a list of all participants.
    - Details on the trainers and the venues used.
    - Photographic evidence of the training sessions.
- **Deliverable 5.4.** A report summarizing the overall success and impact of the training. It will include:
    - A summary of the program's key outcomes.
    - An analysis of pre- and post-training assessment data.
    - A summary of participant feedback and testimonials

Component 6. Community Engagement and Outreach

Activities

1. Design a workshop series targeting heat risk and personal protection, addressed at vulnerable communities. This involves:
    a. Developing workshop content that includes an Introduction to Heat Risks, Personal Protective Measures, and Emergency Preparedness.
    b. Designing a strategy to conduct six workshops for a maximum of two hours duration, across five administrative cities and one administrative regency, prioritizing locations based on the Heat Vulnerability Index (HVI). The city will be responsible for providing the venues while the consultant will be responsible for providing snacks/meals.
2. Roll out and deliver the six public workshops. This includes:
    a. Collaborating with relevant city sectors and local stakeholders to organize and promote the events.
    b. Delivering the workshops to a minimum of 100 participants per session with support from the city to invite/gather the participants.
    c. Administering the pre- and post-workshop surveys and analyzing the results to measure impact.
3. Design a comprehensive public awareness campaign focused on heat adaptation, to be disseminated by the city through its various channels, after the workshop. This includes:
    a. Developing a cohesive set of graphic designs and two short videos (with duration 1 to 2 minutes for each) for various media, such as social media posts, banners, billboards, and local announcement boards.
    b. Ensuring all designs are visually engaging, easy to understand, and align with the city's branding.
    c. Creating messaging that is clear, actionable, and culturally appropriate for Jakarta's diverse communities.
4. Procure and distribute an estimated 600 cooling kits to vulnerable communities. This involves:

a. Finalizing the contents of the cooling kits, including items like gel packs, cooling towels, SPF, and fans, with an estimated total cost of Rp 300,000 (USD 19) per kit.
    - **Gel Packs:** Rp 15,000 per unit
    - **Cooling Towel:** Rp 40,000 per unit
    - **SPF (Sunscreen):** Rp 50,000 per unit
    - **Handheld Fan:** Rp 125,000 per unit
    - **Cap/Hat:** Rp 25,000 per unit
    - **Mini Umbrella:** Rp 40,000 per unit
    - **Spray Bottle (empty):** Rp 5,000 per unit
    - **Total estimated cost per kit:** Rp 300,000
b. Partnering with local NGOs and community health workers to ensure efficient and targeted distribution.
c. Documenting the distribution process, including where the kits were delivered and to whom.

Products

- **Deliverable 6.1.** Public Awareness Campaign Strategy Document. This comprehensive document will detail the entire public outreach plan, including:
    - The content and format of the public workshops.
    - The strategy for participant engagement and outreach.
- **Deliverable 6.2.** Development of the content and delivery of six workshops of 2 hours to at least 100 participants per session.
- **Deliverable 6.3.** A consolidated report documenting the execution and results of the six public workshops. This report will include:
    - A summary of all workshops held, including locations and participant numbers.
    - An analysis of the pre- and post-workshop survey data, assessing the change in community awareness.
- **Deliverable 6.4.** A complete package of graphic and video assets ready for dissemination. This includes:
    - A set of digital graphics optimized for social media platforms.
    - Print-ready designs and short videos for banners, billboards, and smaller local announcement boards. The city will be responsible for printing and video dissemination.
    - A list of all media channels and platforms to be used.
- **Deliverable 6.5.** Purchase and distribution of 600 cooling kits to vulnerable communities during workshops.
- **Deliverable 6.6.** Cooling Kit Distribution Report, including:
    - A list of partners (NGOs, health workers) involved in the distribution.
    - Documentation of the distribution process, including photos and delivery locations.

Component 7. Policy Integration and Government Coordination, and Monitoring and Evaluation

Activities

1. Policy Workshop and Recommendations. Facilitate discussions with relevant city and national sectors to integrate heat adaptation into existing policies. The consultant will be responsible to provide a venue and lunch for participants. This involves organizing a half day workshop to develop:
    a. Long-term Planning: Engage urban planners and government officials to develop **policy recommendations** to mitigate the heat risks. Recommendation includes: green infrastructure, cool pavements, passive cooling design (natural ventilation, shading devices), and land use zoning.
2. Consolidate all findings and recommendations into a comprehensive final report and ensure effective knowledge transfer. This involves:
    a. Documenting the agreed-upon data integration plan, common protocols, and final policy recommendations.
    b. Preparing a final presentation and all necessary documentation for official handover to the Jakarta government.

Products

- **Deliverable 7.1.** Design and delivery of a half day workshop.
- **Deliverable 7.2.** Workshop series documentation by compiling the outcomes of the workshop into a comprehensive report. This document will serve as the official Jakarta Heat and Health Action Plan, outlining the long-term strategies.
- **Deliverable 7.3.** Comprehensive Final Report: An overarching document consolidating all assessment findings, detailed methodology, stakeholder engagement process, and the complete set of policy recommendations. Includes appendices with supporting data, workshop reports, and other relevant documentation.

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

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 - KPIs - Risk map and mitigation actions - Stakeholder engagement plan - Request for information	**1.1.** Work Plan / inception report	Week 3	5%
	Prepare a 6-month interim progress report.	**1.2.** Interim progress report	Month 6	
	Prepare a final consolidated report.	**1.3.** Final consolidated report	Month 10	
2. Heat Health Vulnerability Mapping and Index	- Gather and analyse meteorological data, hospital records, socio-economic information and infrastructure warning systems. - Identify high-risk heat areas, considering exposure, sensitivity, and adaptive capacity.	**2.1.** Heat-Health Vulnerability Assessment Report **2.2.** Interactive Public Dashboard and Data Visualization	Month 3	15%
	- Develop high-resolution heat vulnerability maps, and a data visualization dashboard (Jakarta Heat Vulnerability Index - HVI) - Produce a final technical report, considering city sectors' feedback. - Contribute to the integration of an EWS framework			

Component	Activities	Products	Estimated delivery	Estimated weight
3. Heat Early Warning System (EWS)	- Conduct a detailed review of Jakarta's existing urban flood EWS. - Develop a conceptual design for the integrated EWS.	**3.1.** Report specifying the proposed architecture, data flow, and operational procedures for the unified heat and flood EWS.	Month 5	20%
	- Develop a strategy for the city to deploy sensors in heat-prone areas.	**3.2.** Sensor Deployment Plan based on HVI	Month 6	
	- Purchase 10 mobile heat sensors	**3.3.** Delivery and set up of the 10 mobile sensors	Month 6	
	- Draft new alert protocols and messaging templates for heat events.	**3.4.** New alert protocols and messaging templates for heat events.	Month 6	
4. Draft of SOP and Data Sharing Agreement	- Design and deliver a half day workshop to draft a SOP and Data Sharing Agreement	**4.1.** Draft of SOP **4.2.** Draft of Data Sharing Agreement	Month 4	5%
	- Post-session refinement and review	**4.3.** Workshop delivery and Workshop Summary Report	Month 4	
5. Health Workforce Training	- Design a comprehensive training program for 200 health workers.	**5.1.** Detailed training content, session plans, and all visual aids.	Month 5	15%
	- Training Program Implementation and Rollout. - Assess the effectiveness of the training program.	**5.2.** Delivery of training to 200 health workers, including venue, and coffee break meal and lunch for participants. **5.3.** Consolidated report documenting the delivery of the training program. **5.4.** Report summarizing the overall success and impact of the training.	Month 6-9	

Component	Activities	Products	Estimated delivery	Estimated weight
6. Community Engagement and Outreach	- Design a workshop series targeting heat risk and personal protection.	**6.1.** Public Awareness Campaign Strategy Document.	Month 4	35%
	- Roll out and deliver the six public workshops, with at least 100 participants per session.	**6.2.** Delivery of six workshops to at least 100 participants per session. **6.3.** Consolidated report documenting the execution and results of the six public workshops.	Month 5-8	
	- Design a comprehensive public awareness campaign focused on heat adaptation.	**6.4.** Complete package of graphic assets and videos ready for dissemination.	Month 4-8	
	- Procure and distribute an estimated 600 cooling kits to vulnerable communities.	**6.5.** Purchase and distribution of 600 cooling kits to vulnerable communities. **6.6.** Cooling Kit Distribution Report.	Month 5-8	
7. Policy Integration, Government Coordination, Monitoring and Evaluation	- Policy Dialogue and Recommendations. Facilitate discussions with relevant city and national sectors to integrate heat adaptation into existing policies	**7.1.** Design and delivery of a half day workshop. **7.2.** Workshop Documentation.	Month 6-9	5%
	- Consolidate all findings and recommendations into a comprehensive final report and ensure effective knowledge transfer.	**7.3.** Comprehensive Final Technical Alignment and Policy Report.	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.
- All deliverables are to be submitted in both Bahasa Indonesia and English.
- Final deliverables need to be printed 6 copies, 1 copy of English Version and 5 copies of Bahasa Indonesia version.
- Actual training will be delivered in Indonesia with presentation in Bahasa Indonesia and English.

Summary of payments

Payment	Percentage	Requirement
Payment 1	15%	Upon satisfactory completion of Deliverable 1.1.
Payment 2	35%	Upon satisfactory completion of Deliverables 2.1, 2.2., 3.1, 4.1 - 4.3., 5.1., 6.1.
Payment 3	35%	Upon satisfactory completion of Deliverables 1.2, 3.2 - 3.4, 6.2 - 6.6.
Payment 4	15%	Upon satisfactory completion of Deliverables 1.3, 5.2 - 5.4, 7.1 - 7.3.

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

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 Jakarta*

The City of Jakarta 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 **Regional Development and Planning Agency** will provide governance oversight and coordinate municipal support, besides implementing long-term heat mitigation strategies in the planning documents and budget allocation prioritization.
- The **Health Department** will lead health-related interventions, medical training, and ensure data integration.
- The **National Meteorology, Climatology, and Geophysics Agency (BMKG)** will supply historical and real-time weather data and forecasting to inform risk mapping and early warning systems.
- The **Regional Disaster Management Agency** will integrate heat warnings into city-wide emergency response systems.
- The **Parks and Forestry Department** will support the policy integration into long-term actions, such as expansion of green open spaces.
- The **Public Works, Spatial Planning and Land Department** will harmonize urban heat zones into the Detail Spatial Plan.
- **Universities & Research Institutes** will support data collection and predictive modeling for heat risks.
- **Local leaders and Community Based Organizations (CBOs)** will facilitate public outreach, community engagement and relief kit distribution.

The **Regional Development and Planning Agency** 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 Jakarta, 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 Service Provider Agreement for more information. The contractual process will be conducted in English.

4.3. Quality assurance

- **Intellectual Property:** All deliverables, reports and documentation generated during the project will be the exclusive property of C40, as stipulated in the Service Agreement.

- **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+7), 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.

All deliverables are to be submitted in both Bahasa Indonesia and English. The final version of all deliverables is to be printed in six copies each (one copy of the English Version and five copies of the Bahasa Indonesia version).

The training sessions and workshops will be held in Indonesian with presentations in Bahasa Indonesia and English.

4.5. Language

Given that the main language of the entity receiving the contracted service is Bahasa Indonesia, it is essential that all deliverables and documents be prepared and delivered in Bahasa Indonesia and English. Meetings will be conducted in English and in Bahasa Indonesia in case it is requested by the city officials. The consulting firm's proposals should include detailed information on the language capabilities of the project team, ensuring that they are fluent both in Bahasa Indonesia and 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 **October, 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 **10 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 Jakarta.

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 **September 24th, 2025, at 09:00 PM (GMT+7).** 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 Jakarta and have key team members there.

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 City of Jakarta 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 **Jakarta's Regional Development and Planning Agency**.
- Provide consolidated interim 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.
- Experience in monitoring and evaluation of project implementation.

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 meteorological data.
- Overlay climate trends with hospital records, land-use patterns, urban development and socio-economic information.
- Develop high-resolution heat vulnerability maps highlighting informal settlements and high-risk zones
- Develop a Heat Vulnerability Index (HVI) for Jakarta.
- Develop a predictive model for heatwave risks.
- Contribute to the creation of a heat early warning system and data visualization dashboards.
- Contribute to the agreements and protocols for data sharing between health, climate, and emergency management agencies.
- 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.
- Experience with data modelling, data science and predictive modeling.
- 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, health workforce training, and clinical protocols.

Key Responsibilities:

- Design and lead the rollout of a training program for 200 health workers incorporating localized symptoms of heat illnesses and first-response strategies.
- Define indicators for heat-related illnesses for data and policy integration.
- Collaborate with the M&E team to track community-level health data trends and analysis.
- Contribute to a comprehensive Jakarta Heat Vulnerability Index development 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 health surveillance tools.

4. Urban Planner

Role: Develop policy recommendations to mitigate the Urban Heat Island (UHI) effect, including: green infrastructure, cool pavements, passive cooling design (natural ventilation, shading devices), and land use zoning.

Key Responsibilities:

- Leading the research, analysis, and synthesis of data related to urban heat and climate resilience.
- Drafting clear, actionable, and implementable policy recommendations.
- Ensuring that policy recommendations are scientifically sound, contextually appropriate, and legally feasible.
- Presenting findings and policy proposals to diverse audiences, including policymakers, technical experts, and the general public.

Expertise Required:

- Master's degree or higher in Urban Planning, Regional Planning, Environmental Policy, Climate Science, Landscape Architecture, or a closely related field.
- Minimum of 5-7 years of progressive professional experience in urban planning, environmental policy development, or climate change adaptation, with a demonstrated focus on UHI mitigation or related climate resilience projects.
- Proven experience in developing policy documents, technical reports, and comprehensive plans.
- Experience with urban climate modeling tools or environmental impact assessment methodologies is highly desirable.

5. Social and Behavior Change / Community Engagement Lead

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

Key Responsibilities:

- Develop a stakeholder engagement strategy for community engagement and outreach.
- Develop culturally appropriate materials and methodologies for the public workshops and the cooling kits distribution.
- 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.

6. Creative / Illustrations Specialist

Role: Provide creative design to attract and easy to understand for all materials that will be used for training and public campaigns / engagements - supporting the health expert and social and behavioural lead.

Key Responsibilities:

- Develop illustrations for materials in training, and stakeholder engagement for community and outreach.
- Develop design / brand alignment support for reports.

Expertise Required:

- Background in graphic designs, and other related to design / illustration.
- Experience in producing creative inputs in guides, training, public events, or similar documents / events.
- Demonstrated creative design skills and background, preferably on illustration and graphic design.

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** and should include all the costs for the activities and products described in this RfP, including mobile sensors, cooling kits, and venue/meals for workshops as detailed in item 3.3. Payment for services is linked to the delivery and approval of each product.

➔ *Subcontracting*

If the organization submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must include any subcontracted or contracted work. Any proposal requiring subcontracted or contracted work must include a name and description of the organizations being contracted.

5.2. 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 Service Provider Agreement.

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 **September 15th, 2025,** at 09:00 PM (GMT+7). 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.	40%
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 Jakarta, adequate qualifications to address the elements of the scope (see item 5 of this RfP). Experience in working with the City of Jakarta will be a plus.	35%
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	*September 3rd 2025*
Deadline to send questions to C40 **(optional)**	*September 15th, 2025*
Response to questions received by C40	*September 17th, 2025*
Deadline for submitting proposals and documentation	*September 24th, 2025*
All Potential Suppliers notified of outcome *If necessary, participation in calls on the Zoom platform will be requested for clarification of offers*.	*October, 2025*

7. Supplier diversity

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

Proposals from companies located outside of Jakarta or Indonesia 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 Jakarta. This decision will facilitate a direct and continuous collaboration with the local C40 team, the City of Jakarta,

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.