

REQUEST FOR PROPOSAL (RfP)

**Technical Consultancy Support
for developing a Local Area Plan (LAP) and
a Neighbourhood-level Pilot in Chennai**

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
New York, NY 10017
United States of America

November 2025

1. About 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 limit global heating in line with the Paris Agreement and build healthy, equitable communities. Driven by the successful delivery of ambitious climate action by C40 cities, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is co-chaired by Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyer of Freetown, Sierra Leone. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and RealDania.

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

2. Background and Context

In December 2021, under the leadership of the Hon'ble Chief Minister of Tamil Nadu, Thiru M. K. Stalin launched the Tamil Nadu Climate Change Mission (TNCCM)—the first of its kind in India—to strengthen statewide climate resilience and integrate a climate lens into development planning. Anchored within the State Action Plan on Climate Change, the Mission sets an ambitious agenda focused on adaptation, mitigation, and the creation of climate-resilient communities and economies.

As a C40 City since 2016, Chennai has been actively aligning its development priorities with international climate goals, committing to achieve carbon neutrality by 2050 in accordance with the Paris Agreement. On 13 June 2023, the Hon'ble Chief Minister launched the [Chennai Climate Action Plan \(CCAP\)](#)—making Chennai only the second megacity in India after Mumbai to adopt a climate action plan aligned with global climate targets.

Led by the Greater Chennai Corporation (GCC) in collaboration with the Department of Environment, Climate Change and Forests and Chennai Metropolitan Development Authority (CMDA) with strategic technical support from C40 Cities, the Plan was shaped through over 250 consultations with government departments, experts, and civil-society stakeholders. The CCAP envisions a *"Resilient and Proactive Chennai towards Carbon Neutrality and Water Balance by 2050."* It sets time-bound emission-reduction targets—1 percent by 2030, 40 percent by 2040 (based on a 2018–19 baseline), and net-zero by 2050—through six thematic action tracks: Renewable energy, Building efficiency, Sustainable mobility, Waste management, Water and flood resilience, and Public health and vulnerability reduction.

The Chennai Metropolitan Development Authority (CMDA) is developing the city's Third Master Plan (2026–2046), covering 1,189 sq km under the Tamil Nadu Housing and Habitat Development Project (TNHHDP) supported by the World Bank. Recognising the critical importance of climate-responsive spatial planning, CMDA and C4O have been collaborating since 2023 to mainstream climate resilience into statutory urban planning instruments.

During the first phase of this collaboration (2023–2025), C4O supported CMDA in preparing a **Greenhouse Gas (GHG) Inventory**, undertaking a **Climate Change Risk Assessment (CCRA)**, and developing a comprehensive **Climate Strategy for the Chennai Metropolitan Area (CMA)**—each aligned with the land use plan and development control regulations of the draft Master Plan 2046. These foundational studies have positioned Chennai as one among the pioneering Indian cities to systematically embed climate data and risk-informed analysis into its statutory planning process.

The upcoming second phase of work builds upon these outcomes, focusing on translating strategy into implementation. It seeks to demonstrate how climate-informed urban planning can deliver resilience, inclusivity, and low-carbon growth through spatial and design interventions. At the core of this project are the C4O's Urban Planning High Impact Actions (HIAs)/strategies/policies that cities should be implementing to decrease emissions and improve resilience. C4O tracks city progress against these indicators annually. There are five Urban Planning HIAs:

1. **Limiting urban sprawl and protecting natural land:** City has adopted land use policies that limit urban sprawl, including setting urban growth boundaries and restricting construction on greenfield land.
2. **Compact city and infill development:** City has adopted planning policies to increase density in appropriate areas, such as reversing single-family zoning and incentivising infill.
3. **Equitable transit-oriented development:** City has adopted transit-oriented development policies that prioritise higher-density, mixed-use growth near transit nodes, with a particular emphasis on integrating affordable housing in these areas.
4. **Proximity city and mixed use development:** City has adopted policies that promote polycentric form and proximity to services and amenities across neighbourhoods, by reversing single-use zoning and incentivising mixed-use development.
5. **Risk-informed land use planning and settlement upgrading:** City has adopted evidence-based spatial zoning to regulate development in areas at high risk from climate impacts - particularly flooding and landslides - and, where applicable, has upgraded climate-vulnerable informal settlements.

The project will advance the Urban Planning HIAs in Chennai, including through developing technical reports and cost-benefit analyses to operationalise the HIAs within Chennai's Third Master Plan. In addition, preparatory research will be undertaken to select a suitable neighbourhood site for piloting the implementation of a chosen HIA.

3. Proposed Project Objectives

This consultancy aims to provide technical support to CMDA under the guidance of C4O in operationalising climate-responsive urban planning actions in Chennai.

The work will entail two parts:

Part I - Preparing a Local Area Plan (LAP) for a selected area which is vulnerable to climate risk to translate Master Plan strategies into actionable spatial and regulatory frameworks. The area for intervention would be selected in consultation with the city authorities.

Part II - Developing a Detailed Project Report (DPR) for a neighbourhood-level pilot with all necessary drawings and cost estimates, to enable subsequent execution by CMDA or other implementing agencies.

4 . Work Packages:

Part I — Local Area Plan (LAP) for Climate-Responsive Urban Development in Chennai

This component focuses on operationalising one Urban Planning High Impact Action (HIA) identified in the Climate Strategy for Chennai's Third Master Plan (draft), by preparing a climate-responsive Local Area Plan. The LAP will demonstrate how spatial planning instruments and development control regulations can translate climate priorities — such as risk-informed land use, transit-oriented development, sponge-city, blue-green infrastructure, etc. — into implementable projects at the neighbourhood level.

Deliverable A: Finalisation of LAP area and Inception

Activity	● Finalise the selection of the LAP area from the shortlisted hotspots identified by C4O, based on consultations with CMDA stakeholders. ● Finalise the area for local area planning in collaboration with CMDA and C4O. ● Conduct a kick-off meeting with CMDA and other relevant departments to align on the objectives, LAP boundary, methodology, data plan, timelines, and other institutional arrangements.
Deliverables	● Inception Report and presentation summarising: ○ Methodology for Climate-Responsive Urban Development in Chennai ○ LAP area selection rationale ○ Final LAP boundary and justification

	○ Agreed objectives and work plan.
Indicative timeline	Week 1 - Week 2 (~2 weeks)

Deliverable B: Baseline and Diagnostic Assessment

Activity	● Compile and analyze spatial and sectoral data for the selected LAP area — including base maps, cadastral/land ownership, drainage and hydrology, land use, built form, infrastructure, mobility, and socio-economic data — and integrate all layers into a single, comprehensive basemap. ● Conduct field verification (reconnaissance surveys, transect walks, site photos, etc.) and relevant stakeholder consultations with RWAs, MLAs etc. to ground-truth and validate GIS layers. ● Overlay climate hazard layers (flood, heat, etc.) with socio-economic exposure to identify vulnerability hotspots and critical intervention locations. ● Synthesize findings into a summary of key needs, physical infrastructure deficits, critical infrastructure failures, and opportunities for resilient and inclusive development. ● Present the draft baseline analysis to the CMDA technical team and, based on their feedback, finalise the baseline assessment and related outputs to ensure that all technical feedback is addressed and the analysis accurately reflects CMDA's current realities and priorities.
Output	● GIS basemaps for the LAP site ● Baseline Assessment Report and presentation summarising key insights, methods, data sources, and planning implications. ● Editable GIS datasets and photographic log.
Indicative timeline	Week 3 - Week 8 (~ 6 weeks)

Deliverable C: Visioning for the Local Area Plan (LAP)

Activity	- Review relevant policies and statutory frameworks to ensure alignment and identify gaps or enablers for integrating climate-responsive urban planning. - Based on baseline findings, identify one development theme in line with C4O's Urban Planning High-Impact Actions (HIAs) that can be operationalised through the LAP, such as: - Transit-Oriented Development (TOD) corridors, - Risk-informed land use planning and redevelopment of vulnerable settlements, - Blue-green infrastructure and sponge-city concepts. - Develop spatial scenarios demonstrating how the identified HIA can be implemented. - Facilitate a visioning workshop/FGDs with CMDA and relevant stakeholders to: - Review the alternative scenarios, - Select the preferred HIA scenario, and - Define the LAP vision, guiding principles, and resilience targets.
Output	- Visioning Report documenting: - Identified Urban Planning HIA, - Policy alignment analysis, - Alternative scenarios considered, and - Outcomes of the visioning workshop and agreed LAP vision and targets.
Indicative timeline	Week 9 - Week 10 (~2 weeks)

Deliverable D: Preparation of Local Area Plan

Activity	- Prepare Draft Local Area Plan (LAP) to operationalise the selected Urban Planning HIA, including: - Proposed spatial plan and zoning structure. - Updated Development Control Regulations (DCRs) integrating climate-resilient design principles. - Implementation roadmap and phasing strategy. - A list of implementable projects at the local level to implement
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	the selected HIA Conduct review meetings with CMDA; revise the draft LAP based on feedback. Finalise the LAP and prepare materials for public communication and replication.
Output	- Spatial plans with revised Development Control Regulations (DCRs) and List of Implementable Projects at the local level - Draft and Final LAP Reports (English & Tamil) - Policy Summary Note (English & Tamil) - Final GIS / CAD datasets
Indicative timeline	Week 11 - Week 16 (~6 weeks)

Part II — Neighbourhood-level Pilot Project for the Selected Urban Planning HIA

This component will build upon the outputs of the Local Area Plan (Part 1). From the list of implementable projects identified under the LAP, one priority project will be selected—representing the chosen Urban Planning High-Impact Action (HIA)—for technical, economic and financial feasibility assessment, and suggesting the mode of implementation (PPP, EPC, etc.). Based on the feasibility outcome, prepare a Detailed Project Report(DPR) with all necessary drawings and cost estimates, to enable subsequent execution by CMDA or other implementing agencies.

Deliverable E: Pilot Project Selection & Feasibility Analysis

Activity	- Review the list of implementable projects from the finalised LAP and assess each based on: relevance to the selected HIA and LAP objectives; potential for resilience, inclusion, and climate co-benefits; technical, economic and financial feasibility; land availability and readiness for implementation. - Facilitate an internal workshop/joint meeting with the CMDA technical team to shortlist one pilot project for the DPR preparation. - Undertake preliminary techno-economic feasibility study for the shortlisted pilot project to inform project viability and optimal implementation mode (e.g., PPP, EPC). - Conduct a Cost–Benefit Assessment (CBA) quantifying potential economic, social, and environmental benefits (e.g., flood-risk reduction, heat mitigation, carbon savings, liveability improvements).
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Output	• Finalisation of one neighborhood-level pilot project in consultation with CMDA, C4O and other concerned stakeholders. • Summary note (and presentation) justifying the selection of the chosen pilot project - documenting the evaluation criteria, shortlisted options, and the rationale for selecting the chosen pilot project (including risk identification and mitigation measures). • Techno-Economic Feasibility Study report for the identified pilot project, including a preliminary Cost-Benefit Assessment (CBA) and recommended implementation mode.
Indicative timeline	Week 17 - Week 19 (~3 weeks)

Deliverable F: Detailed Project Report (DPR) for shortlisted pilot project implementation

Activity	• Undertake detailed site assessment for the shortlisted neighbourhood-level pilot project. • Develop detailed concept and design options incorporating climate-resilient and nature-based planning principles. • Finalize site-level implementation strategy, including technical design, layout, phasing plan, etc. • Prepare Bill of Quantities (BoQ) to support the cost estimation and tendering process. • Conduct validation workshops under the guidance of C4O with CMDA, and key stakeholders to finalize the DPR.
Output	• Detailed Project Report (DPR) for the shortlisted neighbourhood-level pilot project including but not limited to: ○ Site assessment ○ Concept and detailed design documentation with Good for Construction drawings (plans, layouts, sections, visuals. etc.); ○ Final detailed engineering and landscape designs; ○ Bill of Quantities (BoQ); ○ Implementation framework (phasing, institutional roles, procurement and funding considerations, O&M plan, etc.); and ○ Monitoring framework with key indicators for post-implementation tracking.

	Final Presentation (PPT) summarising all components of the DPR
Indicative timeline	Week 20 – Week 28 (~9 weeks)

The final outputs including maps, drawings, reports, presentations, etc. must be submitted to CMDA and C40 in editable formats.

5. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **11:59 PM IST on 21st December 2025 (Sunday)**. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and details of experience in this area.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff;
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.

Submissions should include the following documents:

- A work plan outlining how the above requirements will be delivered on time and to the expected standard, and how the bidder proposes to work with, and involve, the municipal corporation and other government bodies.
- A detailed cost breakdown for each of the deliverables, inclusive of taxes, allocated time to tasks per project team member and their daily rates needs to be included in the submission. All the tasks considered should include cost for any activities that the bidding organisation considers would be of value including costs for any additional project management.

Additional information on:

- Examples of relevant past work
- Details of the organisation and proposed project team – please include relevant experience and expertise and limit CVs to two pages per person; clearly indicate the project lead, the role of each team member and whether the person will be stationed in Chennai.
- Resumes of proposed key personnel in the standard C40 [CV Template](#)

- At least two recent references with phone and email contact details.
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40
- Company history
- Executive background

You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness.

5.1. Programme Management

- C40 will oversee and manage the project, however the TA will facilitate the points of contact and work closely with the Chennai Metropolitan Development Authority (CMDA) and other government bodies as required. All documents/deliverables will be submitted to the C40 team for review before submission to any of the government organisations and external stakeholders for approvals. Payment will align to the work packages and subject to satisfactory submission of deliverables based on review and approval by C40.
- The successful bidder will be expected to deploy a representative/s on-ground in Chennai to work in close coordination with the stakeholders. The on-ground team will showcase minimum five to seven years of experience in the relevant fields and preferably having fluency in Tamil language.
- At C40, the project will be anchored at the C40 South and West Asia Regions team and all deliverables and requests will need to be approved by the C40 Regional Director, South and West Asia. C40's global staff will provide overall guidance in terms of C40 resources & tools to be used and will be involved in technical review of each deliverable.
- All written and analytical outputs to be delivered in draft first with at least 10 days review time for C40. Additionally, overall progress review meetings will be organised every week/bi-weekly with C40 and monthly with the city level coordinators. The TA will be expected to oversee all project-management related matters (e.g. minutes taking, agenda, etc.) of this project.
- **The documents submitted must be in English and should include proposed costs, any relevant CVs, clients, experience, and detailed work plan in accordance with the 'Section 4: Work packages' of this document.**
- If the agency submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the agencies being contracted. Except Consortium (which is clearly stated in the submitted proposal), the selected TA needs to take C40's prior approval for sub-contracting and/or addition of partners to the consortium post signing the contract with C40.

- Contract terms and conditions will be on C40's standard Service Provider Agreement (see section 5.7. Contract) and will be negotiated upon the selection of the winning bidder for this RfP. All contractual terms and conditions will be subject to review by the C40 legal department and will include scope, budget, schedule and other necessary items pertaining to the project.
- The TA is expected to foster close and constructive working relationships with the project management team, who will act as the main focal point within C40. All deliverables must be approved by C40.

5.2. Language

All the deliverables/outputs including stakeholder consultation reports, should be provided in English. However, Tamil being the local language, summary/abstract/compendium of all the deliverables/outputs should be translated in Tamil for effective outreach among stakeholders. The executive summary of the final implementation pathway and any knowledge sharing material will also need to be delivered in both English and Tamil. The bidders should consider appropriate translation cost in their proposal while preferring local translators. The onground representative of the bidder could be fluent in speaking both English and Tamil languages for effective coordination.

5.3. Documentation

All documentation should use C40 templates (unless otherwise specified) and be provided in an editable and portable document format, compatible with computer software used by C40 Cities. Editing, formatting, and presentation of electronic files should be of a consistent, professional, and publishable standard. All documentation to be shared with cities or other external partners should only feature C40's name and logo and CMDA's logo (to be decided later); successful bidders may not use their own name(s) or logo(s) except with prior written permission by C40. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

5.4. Bidder Qualification and Team Composition

- The bidders shall present a comprehensive overview of their expertise and experience in the areas of city climate action planning and urban planning, demonstrating sound technical knowledge and familiarity with policy frameworks relevant to Indian cities. The proposal should include references to completed or ongoing projects that illustrate the bidder's ability to mainstream climate action into urban and regional planning processes.
- The bidders shall showcase its presence in Tamil Nadu especially Chennai will be an added benefit.
- The bidder shall possess relevant knowledge, understanding of the regional context of mitigation and adaptation, urban planning, governance and working procedures of government agencies in India.
- Confirmation of adherence to C40's terms and conditions.

- Please note, individuals are not eligible to apply for this Request for Proposal. Eligible organisations may apply in a consortium clearly stating the individual roles, deliverables responsible for along with other required details in the proposal. In this case the lead partner should be responsible for all the deliverables in case of non-compliance by other partners.
- The proposal shall also include an overview of the proposed project team, including CVs of all key members, and a clear description of each member's role and responsibilities. The team should be multidisciplinary and collectively demonstrate proficiency in urban planning, climate action, environmental management, spatial analytics, and stakeholder engagement.
- The Team shall be based out of India with relevant academic background and experience to support all the deliverables and coordination with the city. The TA team may be supported by the bidder's global teams if any.
- Suggested team composition:

Master Planning Expert (Team Leader)	Master Degree in Urban/Regional Planning with 15+ years of work experience
Senior Urban Planner (Project Manager)	Master Degree in Urban/Regional Planning/ Urban Design with at least 8-10 years of work experience.
Environment and Climate Change Expert	Master's Degree in Environment Engineering/ Environmental Science & Management or equivalent. At least 8- 10 years of work experience in related fields with experience in GHG emission inventory development
Urban Designer	Master's Degree in Environment Engineering/ Environmental Science & Management or equivalent. At least 8-10 years of work experience in related fields particularly climate research and/or change risk assessment
GIS Expert (Chennai-based dedicated resource)	Master's Degree in Geo-informatics/GIS/Remote Sensing or equivalent 7 -12 years of work experience in preparing digital base maps, and developing and managing large and diverse databases.
Research Associate (Chennai-based dedicated resource)	Masters degree in Urban planning with at least 3-5 years of experience in urban planning/environmental planning. Must be fluent in Tamil.

5.5. Other terms

- C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time, without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action.
- All costs mentioned in connection with the submission of this RFP must be in USD (US\$) and adequate information about how the costs were calculated to be provided to enable evaluation of cost reasonableness.
- All project files, including but not limited to GIS, AutoCAD, PPTs, Word, Excel files, shall be handed over to C40 in editable format upon project completion.
- The consultant has to submit hard and soft copies of all reports, data, 3D drawings and renders, GIS files, and AutoCAD drawings. All the designs, data, and editable versions of the reports shall be submitted in soft copies. The final reports (Approved version) shall be submitted in hardbound copies with soft copies (both editable & non-editable and all drawings etc.) in Pen Drive/G-Drive.

Please note:

- *Proposals should be written in English, saved in PDF format, and should not exceed 5 pages of text. Reference material may be placed in annexes. CVs should not exceed 2 pages.*
- *Contract terms and conditions will be negotiated upon the selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by C40's legal department and will include scope, budget, schedule, and other necessary items about the project.*

5.6. Supplier Diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to [C40's Equity, Diversity and Inclusion Statement](#). Supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help deliver the goals of the Paris Agreement and build healthy, equitable and resilient communities.

5.7. Contract

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Services Contract](#).

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide [a separate negotiation document](#) for review setting out clearly your rationale for the change.

If C4O 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.

5.8. Subcontracting

If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

6. RfP and Project Timeline

6.1. RFP Timelines

This Request for Proposal represents the requirements for an open and competitive process. **Proposals will be accepted until 11:59 PM IST on 21st December 2025 (Sunday).** Any proposals received after this date and time will not be accepted.

RFP Timeline	Due Date
Request for Proposals(RfP) released	24 th November 2025
Last date for submission of queries on RFP	5 th December 2025
C4O response to questions	10 th December 2025
Proposal Submission deadline	21st December 2025
Notification of selected bidder	9 th January 2026
Project Initiation/Contract Signing	12th January 2026

Project term:

The duration of the assignment is seven (7) months, starting **January 2026 and concluding by end July 2026**. The consultant shall propose a detailed work plan aligned with the indicative schedule of deliverables in Section 4: Work Packages, ensuring timely completion of all outputs without compromising quality.

6.2. Project Delivery Timelines

Project Deliverables	Timeline
Part I — Local Area Plan (LAP) for Climate-Responsive Urban Development in Chennai	
Deliverable A: Finalisation of LAP area and Inception	ED + 2 weeks
Deliverable B: Baseline and Diagnostic Assessment	ED + 8 weeks
Deliverable C: Visioning for the LAP	ED + 10 weeks
Deliverable D: Preparation of Local Area Plan	ED + 16 weeks
Part II — Neighbourhood-Scale Pilot Project for the Selected Urban Planning HIA	
Deliverable E: Pilot Project Selection & Feasibility Analysis	ED + 19 weeks
Deliverable F: Detailed Project Report (DPR) for shortlisted pilot project implementation	ED + 28 weeks

**ED: Effective Date of signing the contract by both parties*

7. Proposal Evaluation Criteria

The purpose of this Request for Proposal is to solicit proposals from various firms (organisations/agencies/consortium), conduct a fair evaluation based on criteria listed herein, and select the candidate(s) who is best able to satisfactorily deliver project scope described in section 3.

C4O will evaluate all proposals based on the following criteria:

Criteria	Weighting
Work plan and Project management - Soundness of the project implementation proposal and ability to meet the requirements listed. The successful firm must demonstrate the ability to manage the scope of the project.	25%
Technical experience and references - Experience in projects related to the scope and solid knowledge of the regional and/or cities local context, adequate qualifications to address the elements of the scope.	25%
Team composition and commitment to diversity and inclusion - Capability, experience, and availability of the proposed team that clearly incorporates C4O policies especially 5.4. Bidder Qualification and Team Composition and 5.6. Supplier Diversity (e.g., gender balance in the team and distribution of roles, local representation etc.).	25%
Budget - Cost Reasonableness measured by: • Economy: minimising the cost of resources used / spending less • Efficiency: the relationship between the output from goods / services and the resources to produce them • Effectiveness: the relationship between the intended and actual results • Equity: the extent to which services reach the intended recipients fairly	25%

8. Project Budget

A maximum budget of **USD 75,000 (\$)** is available, including all the applicable taxes. Bids must not exceed this value.

Payment schedule:

Payment will be made according to meeting project milestones as approved by the C4O point of contact.

Activity	Payment % tranche
Part I — Local Area Plan (LAP) for Climate-Responsive Urban Development in Chennai	
Deliverable A	10%

Deliverable B	20%
Deliverable C & D	30%
Part II — Neighbourhood-Scale Pilot Project for implementing the Selected Urban Planning HIA	
Deliverable E & F	40%
Total	100%

All proposals must include proposed costs to complete the tasks described in the project scope, including all taxes. Costs should be stated in USD as one-time or non-recurring costs or monthly recurring costs. All costs incurred in connection with the submission of this RfP are non-refundable by C4O.

9. C4O Policies

C4O expects third parties to be able to abide by these C4O policies

- Non-Staff Code of Conduct Policy [here](#)
- Equity, Diversity and Inclusion Policy [here](#)

10. Submissions

Each potential supplier must submit 1 copy of their proposal with the subject title as “**LAP Chennai_name of organisation**” to the email address below:
procurement_swa@c40.org.

Proposals will be accepted until 11:59 PM IST on 21st December 2025 (Sunday). Any pre-bid queries must be submitted to the above email addresses or on the link provided [here](#) by 5th December 2025.

Based on the submissions received, C4O reserves the right to promote the establishment of consortium relationships or request potential suppliers refine their submission after receipt.

Have a concern?

C4O is committed to the highest standards of ethical behaviour. As such, we are committed to being open and responsive to complaints and suggestions on how we can improve from outside the organisation. Please refer to [C4O Complaints Procedure](#) on how to reach us.

Disclaimer

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

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