



REQUEST FOR PROPOSAL (RfP)

**Technical Consultancy Support to integrate
Climate Action into the Master Planning
Process of a Tier 3 city in Tamil Nadu**

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) which is 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**, a **Climate Change Risk Assessment (CCRA)**, and a comprehensive **Climate Strategy for the Chennai Metropolitan Area (CMA)**—each aligned with the land-use framework and Development Control Regulations (DCRs) of the draft Master Plan 2046. These foundational studies have positioned Chennai one among the pioneering Indian cities to systematically embed climate data and risk-informed analysis into its statutory planning process.

Building on the success of this approach, the next phase of work aims to extend similar technical support to **Krishnagiri, a Tier 3 city in Tamil Nadu**, enabling local authorities to integrate climate action into their master planning process. Krishnagiri city will be supported in preparing a **Climate Action Strategy Framework (CASF)** that can be integrated with the master plan, and a **Detailed Project Report (DPR) for a priority High Impact Action (HIA)** identified in consultation with the relevant stakeholders.

3. Proposed Project Objectives

This consultancy aims to provide technical support to the Directorate of Town and Country Planning (DTCP) - under the guidance of C4O - in mainstreaming climate actions within the under-preparation master plan of Krishnagiri city.

The work will entail the following:

- Developing a Climate Action Strategy Framework (CASF) to effectively integrate climate actions into the under-preparation master plan of Krishnagiri.
- Preparing a Detailed Project Report (DPR) for an identified High Impact Action (HIA) to make it implementation-ready. The HIA will be identified in consultation with the relevant stakeholders.

4. Work Packages:

Deliverable A: Inception and Baseline Analysis

Activity	- Organise a kick-off meeting with the DTCP and other relevant stakeholders. - Develop the approach, methodology and finalise a detailed work plan for preparing the CASF, in consultation with DTCP and other key stakeholders. Baseline: Review existing plans, and climate studies including the Draft Climate Action Plan for Krishnagiri District and the ongoing Climate Action Plan being prepared for Krishnagiri city by the Department of Municipal Administration and Water Supply (MAWS), GoTN. The baseline will also include the mapping of key stakeholders, existing coordination mechanisms and institutional mandate of each stakeholder, etc. - Develop the city's climate risk profile and identify any gaps to meeting the climate goals outlined in the relevant Climate Action Plans.
Outputs	- Inception Report (covering the finalized methodology and work plan). - Baseline Report (covering the detailed context review, stakeholder analysis, and risk/gap analysis). - Presentation (PPT) summarizing the methodology, work plan and baseline analysis for DTCP.
Indicative timeline	Week 1 - Week 2 (~2 weeks)

Deliverable B: Develop a Climate Action Strategy Framework (CASF) for Krishnagiri City

Activity	- Based on the baseline, develop climate strategies from a mitigation (to reduce emissions) and adaptation (to build resilience to climate risks) perspective for Krishnagiri. The CSAF will be prepared to cover the entire jurisdictional area of the forthcoming Krishnagiri City Master Plan. - Recommend definite strategies and actions to achieve the goals, and targets (if any) set by the relevant climate action plans. - Spatially identify different resilience strategies and actions for the various vulnerable sectors, infrastructure and communities and
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	geographical areas, along with their financial costs and identification of synergies with the strategies and actions. Also suggest possible sources of funding to implement the recommended strategies and actions. • Develop an implementation, monitoring and evaluation framework for the CSAF with support from key stakeholders.. • Identify priority High Impact Actions(HIAs) that would have the greatest adaptation and mitigation potential. • Conduct Sectoral technical meetings with relevant sectoral teams (e.g. transportation, buildings, energy, waste, agriculture, among others) to get feedback and build consensus on the CASF.
Output	• Comprehensive Climate Action Strategy Framework Report (in English and Tamil) • Iterative stakeholder consultations with key departments to receive feedback and finalise the Climate Action Strategy Framework (CASF). The final deliverables will be approved after multiple iterations of feedback incorporation, and documented via Minutes of Meetings (MOM).
Indicative timeline	Week 3 – Week 7 (~5 weeks)

Deliverable C: Detailed Project Report (DPR) for identified priority project

Activity	• Review the list of High Impact Actions from the CASF and identify one HIA for developing a DPR preparation in consultation with DTCP and other relevant city stakeholders. • Undertake detailed site assessment and feasibility analysis for the selected priority project. • Develop detailed concept and design options incorporating climate-resilient and nature-based planning principles. • Finalize site-level implementation strategy, including technical design, layout, and phasing plan. • Prepare Bill of Quantities (BoQ) • Stakeholder consultations with relevant stakeholders
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Output	• Detailed Project Report (DPR) for identified HIA implementation, including: ○ Site assessment and feasibility ○ 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. • Comprehensive Presentation (PPT) summarising the entire project work
Indicative timeline	Week 8 – Week 18 (~11 weeks)

The final outputs including spatial data must be submitted to DTCP and C4O in editable formats (GIS, PSD, PPTx, Word doc files).

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 C4O, clear costs and details of experience in this area.

The proposal should give C4O 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 C4O staff;
- Proposed working partnership with C4O, 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 resource 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 C4O
- 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

- C4O will oversee and manage the project, however the TA will facilitate the points of contact and work closely with the **Directorate of Town and Country Planning (DTCP)** and other government bodies as required. All documents/deliverables will be submitted to the C4O 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 C4O.
- The successful bidder will be expected to deploy a representative/s on-ground in Chennai/Tamil Nadu 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 C4O, the project will be anchored at the C4O South and West Asia Regions team and all deliverables and requests will need to be approved by the C4O Regional Director, South and West Asia. C4O's global staff will provide overall guidance in terms of C4O 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 C4O. Additionally, overall progress review meetings will be organised every week/bi-weekly with C4O 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 DTCP and other city relevant stakeholders 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 C4O'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 (Mitigation)	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

Environment and Climate Change Expert (Adaptation)	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
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

- C4O 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 C4O 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 C4O's legal department and will include scope, budget, schedule, and other necessary items about the project.*

5.6. Supplier Diversity

C4O 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 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.

5.8. 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 Timeline	Timeline
Deliverable A: Inception and Baseline Analysis	ED + 2 weeks
Deliverable B: Develop a Climate Action Strategy Framework (CASf) for Krishnagiri city	ED + 7 weeks
Deliverable C: Detailed Project Report (DPR) for identified priority project	ED + 18 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 D,E and G (e.g., gender balance in the team and roles, 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 30,000 (USD\$)** 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
Deliverable A	10%
Deliverable B	40%
Deliverable C	50%
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 C40.

9. C40 Policies

C40 expects third parties to be able to abide by these C40 policies

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

10. Submissions

Each Potential Supplier must submit 1 copy of their proposal with the subject title as **"Climate Action Strategy Framework_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, C40 reserves the right to promote the establishment of consortium relationships or request potential suppliers refine their submission after receipt.

Have a concern?

C40 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 [C40 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.