

Request for Proposal (RfP)

Operationalising projects through the Heat Insights Tool for Hubballi-Dharwad

C40 Cities Climate Leadership Group, Inc.

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United States of America

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**C40
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1. C40 Cities Climate Leadership Group Inc.

C40 is a network of nearly 100 mayors of the world's leading cities 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 and resilient communities. We work alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to support mayors to halve emissions by 2030 and help phase out fossil use while increasing urban climate resilience and equity.

The current co-chairs of C40 are Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyers of Freetown, Sierra Leone; three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40's work is made possible by our two strategic funders: Bloomberg Philanthropies 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. Summary, purpose and background of the project

Background

Rising global temperatures and the intensification of Urban Heat Islands (UHI) pose significant risks to public health, critical infrastructure, and municipal economies. These impacts are disproportionately felt by vulnerable demographics, including older adults and economically disadvantaged communities. While informed urban planning is essential for climate adaptation, many cities lack the high-resolution data and

analytical resources required for effective heat-risk management. Consequently, heat mitigation efforts are often reactive rather than data-driven, leaving officials with limited visibility into the most effective and localized intervention options.

To address these gaps, C40 and IBM through the IBM Impact Accelerator, and in collaboration with Group on Earth Observations (GEO) and Global Covenant of Mayors (GCoM), have developed the Heat Insights Tool (HIT). The HIT is an AI-powered platform designed to assess heat risk, guide prioritised high-heat areas, and recommend actions and strategies for cities of all capacities. By leveraging AI and geospatial analytics, the HIT provides a comprehensive understanding of heat patterns in cities today and in the future, enabling cities to transition from general risk assessment to the design of long-term, actionable heat adaptation strategies.

The [HIT is currently in its Minimum Viable Product \(MVP\)](#)¹ phase, covering 10 pilot cities across Brazil, India, and Sierra Leone. In India, the tool equips cities like Bengaluru and Hubballi-Dharwad with critical data on current and future climate projections, air and land surface temperatures, local climate zones, and localized heat-risk assessments. Through these visual data layers, the tool aids city officials to identify priority heat-risk neighborhoods and explore a curated list of high-impact interventions for the urban fabric that they could potentially invest their resources in.

Purpose

To maximise the impact of the Heat Insights Tool (HIT) in decision-making, there is a need to demonstrate how the tool's insights can translate to tangible implementation projects, and can be complemented with local insights and data for the best results. This initiative proposes **to demonstrate the usage of the Heat Insights Tool (HIT) in Hubballi-Dharwad for the city's project ideation and development**, by:

1. Leveraging the tool's spatial data and heat-risk insights to identify high heat hotspots, and transform them into detailed, city-approved project profiles;
2. Strengthening the technical readiness of the city by developing an Implementation Plan for a selected project.

Objectives

C40 Cities is seeking a firm (Consultant) based in India to provide targeted technical assistance to the city. The primary focus of this engagement is to enable streamline municipal decision-making by leveraging the HIT to accelerate heat risk assessments, prioritise interventions, and develop actionable project concepts. The objectives of this project are:

1. Delivering project profiles for Hubballi-Dharwad's high heat-risk areas based on generated solutions insights within the environment of the HIT;
2. Institutionalising data-driven action identification and project detailing for heat resilience;
3. Demonstrating a concrete use case of the tool in the city, and to showcase to other cities/ government agencies/ organisations.

Scope of work

Deliverable A: Heat risk prioritisation and project profile development

¹ The tool is in its development phase, and any data or results should be reviewed with the C40 team before further use.

The Consultant will leverage the C40-IBM Heat Insights Tool (HIT) to conduct a data-driven spatial analysis of heat risk across the city, and identify and prioritise three high-risk neighborhoods for intervention. This process involves integrating the tool's insights with existing municipal data and plans, and identifying on-ground gaps in managing heat. Based on this assessment, the Consultant will develop five brief project profiles, serving as a strategic roadmap for implementing heat mitigation measures. The scope also includes documenting a case study on usage of the tool and its insights to develop actionable project concepts, showcasing a replicable model for data-led heat resilience.

Deliverable B: Detailed Implementation Plan preparation for selected high-priority intervention

The Consultant will transition from strategic profiling to project design through the development of a comprehensive Implementation Plan for one high-priority intervention selected by the city. This scope includes detailed technical assessments to finalise specifications, etc. and estimate the cost for implementation. The Consultant will further develop a robust implementation framework, outlining a procurement roadmap, financial avenues, including potential external funding or municipal budgeting, and the institutional coordination. The final implementation plan will be a document that equips city officials with an implementation-ready approach having the technical and financial clarity required to initiate implementation and monitor outcomes.

Work packages

Deliverable A: Heat risk prioritisation using the Heat Insights Tool (HIT) and development of implementable project profiles

Activities	<p>Project initiation and work plan:</p> <ul style="list-style-type: none"> ● Prepare a detailed work plan clearly identifying key milestones for delivery and associated timelines aligning with the requirements of this RfP. ● Conduct an inception meeting with C40 and Hubballi-Dharwad Municipal Corporation (HDMC) to align on scope, expectations and data requirements. ● Identify key stakeholders in HDMC to conduct initial consultations to discuss the Heat Insights Tool, understand current gaps/challenges, existing initiatives, and future plans. <p>Prioritisation and shortlisting of heat-risk neighbourhoods and actions:</p> <ul style="list-style-type: none"> ● Work with the city to identify high heat risk neighbourhoods using the HIT. Shortlist up to 3 heat hotspot neighbourhoods and their list of recommended heat interventions from this exercise. ● Assess the list of interventions from the HIT with existing development plans and locally available data to validate on ground needs and identify strategic entry points for potential projects. ● Through discussions and ground-truthing, define specific heat challenges in these neighbourhoods (such as lack of green cover, high intensity of heat absorption by building materials, demographics more vulnerable to the impact of heat, etc.) using the tool and local data. ● Based on the assessment, shortlist 5 priority actions from the tool for developing project profiles that can be used for implementation.
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	<ul style="list-style-type: none"> Document concrete suggestions for the improvement of the tool and provide the feedback to the internal team. <p>Project profile development:</p> <ul style="list-style-type: none"> Brief project profiles shall be developed for the 5 shortlisted projects. The project profiles for the shortlisted heat hotspots shall include a brief on technical specifications for implementation, financial analysis, risk analysis, and governance mechanisms for monitoring and evaluation of impact. The specific format and structure of the project profiles will be decided in coordination with C40.
Outputs	<ul style="list-style-type: none"> Inception report: Brief document detailing work plan and engagement plan Actionable project profiles: 5 project specific profiles for the shortlisted projects (max. 5000 words each, and reviewed and approved by HDMC) Feedback note: Internal HIT feedback presentation HIT India Case Study: <i>From data to actionable project concepts</i> - A summary report documenting the technical assessment process. It will demonstrate how the Heat Insights Tool (HIT) was used to identify heat hotspots to prioritising interventions and developing project-ready profiles. (max. 5000 words)
Indicative timeline	Month 0 - Month 3

Deliverable B: Development of an Implementation Plan for 01 specific action to guide city-level implementation

Activities	<ul style="list-style-type: none"> Prioritisation of one project from the 5 identified projects, based on the evidence from the tool, and engagement with the city through a workshop / Focus Group Discussion Develop a detailed Implementation Plan for the prioritised project. The plan shall include but not limited to: <ul style="list-style-type: none"> Technical specifications, costing, implementation / procurement roadmap, expected outcomes; Include financing avenues for implementation; Outline the necessary institutional alignment needed for implementation.
Outputs	<ul style="list-style-type: none"> Conduct a workshop or a Focus Group Discussion for prioritisation of one project 1 detailed Implementation Plan for the prioritised action. Feedback note - Document the extent of engagement with the tool during the project conceptualisations, its usability, and suggestions for improvements. (max. 2500 words)
Indicative timeline	Month 3 - Month 5

The engagement will be for 5 months, from mid June 2026 till November 2026.

3. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until *5 June 2026, 12:00 pm IST*. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

Consultant Requirements

Mandatory:

- Applicants must be a firm. Individual consultants are not eligible to apply.
- Minimum 10 years of experience in climate resilience / project preparation / data analysis / stakeholder engagements in India.
- Experience working with Urban Local Bodies in India
- Proven experience in structuring implementation projects, policy briefs, preparation of pre-feasibility or implementation-level project documents.
- Right to work and on-ground presence in India, with key team member(s) based in Hubballi-Dharwad, and ability to travel to the city as required to successfully complete all deliverables.
- The Consultant will need to participate in periodic review meetings with C40 Team (virtual), as well as cities and state governments.
- Travel as per project requirements.
- Flexible to accommodate global time coordination for any meetings

Desirable

- Strong existing relationships with the city leadership, implementing officers, or relevant stakeholders in the city
- Familiarity with the city's administrative structure to ease into the work immediately

Suggested Team Composition

- Team lead with demonstrated experience in project delivery, resilience (preferable to have heat-focused), and data.
- Staff for local coordination and engagement should be preferably based in Hubballi-Dharwad and fluent in Kannada, having relevant experience (minimum 5 years) in resilience and urban development sector.
- The Consultant's team may have sectoral experts with relevant academic background to guide the team and support all the deliverables.

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

- Relevant information about the service provider, including contact details;
- Detailed proposal with the methodology that will be followed. 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;

- A detailed timeline outlining key stages, milestones, and points of engagement with C40, including adequate review periods;
- An overview of relevant expertise and experience in project preparation and working on decision-making climate tools, including references to previous work on similar assignments;
- Details of the organisation and proposed project team, including relevant experience and expertise. CVs should be limited to two pages per person. Clearly indicate the project lead, roles and responsibilities of each team member, and whether they will be based in the project city;
- A clear cost breakdown is required. You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness. The proposed fee should include all professional fees, logistics, stakeholder consultation costs, venue, design, translation, and any miscellaneous costs;
- 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;
- The Consultant shall maintain the confidentiality of all information related to the tool. Access is restricted solely to the fulfillment of project objectives and may not be used for any other activities.

Programme management

- C40 will oversee and manage the project, however the Consultant's local representative/person will facilitate engagement with the points of contact and work closely with Urban Local Body and other key stakeholders as needed.
- 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.
- 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 2 weeks with the C40 team.
- 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 consultant needs to take C40's prior approval for sub-contracting and/or addition of partners to the consortium post signing the contract with C40.
- Consultant should consider all the costs pertaining to organising consultations and engagements in the city in their proposal.

With regards to AI usage: The use of AI-supported tools must be kept to an absolute minimum, and no output (text or visuals) should be produced by AI. Any AI-supported tools used must be clearly outlined and justified in the methodology section. Furthermore, the methodology must explicitly detail how results will be validated and verified using a combination of independent human oversight and cross-referencing with trusted databases/sources. Any data C40 shares is strictly confidential and cannot be shared with any AI tools.

Language

All the deliverables/outputs including stakeholder consultation reports, should be provided in English. However, Kannada being the local language, summary/abstract/compendium of all the deliverables/outputs should be translated in Kannada for effective outreach among cities and stakeholders as needed. The executive summary of the final report, all communication/knowledge sharing material and standardised templates will also need to be delivered in both English and Kannada. The bidders should consider appropriate translation cost in their proposal while preferring local translators. The local representative/staff of the Consultant should be fluent in speaking both English and Kannada languages for effective coordination.

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 and 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 and respective government partner's name and 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.

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.

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 non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity.]

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.

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.

4. RfP and project timeline

RfP timeline	Due date
Request for Proposals sent	19 May 2026
Questions submitted to C40	25 May 2026
C40 responds to questions	29 May 2026
Deadline for receiving Offers	5 June 2026, 12:00 pm IST
Evaluation of Proposal	5 June 2026 - 12 June 2026
Selection decision made	12 June 2026
All Potential Suppliers notified of outcome	15 June 2026

Project term: The duration of the assignment is five (5) months, starting mid June 2026, and till end of November 2026. The timeline for the deliverables are given in Section 2 under 'Work packages'.

5. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criteria	Weighting
<p>Robustness of the project delivery proposal and specific technical expertise: Project delivery approach proposed, including project management approach (ability to deliver outputs on time and with quality). The successful Supplier will need to demonstrate in-depth knowledge and experience in resilience projects, focused on heat and data.</p>	40%
<p>Past experience: Relevant expertise and understanding of heat impacts and resilience, and working with data, as outlined in the proposal. The successful Supplier will need to have team members with suitable experience to address the needs of the procurement</p>	30%
<p>Financial Proposal: Cost Reasonableness measured by: Economy: minimising the cost of resources used / spending less Efficiency: the relationship between the output from goods / services and the</p>	20%

resources to produce them Effectiveness: the relationship between the intended and actual results Equity: the extent to which services reach the intended recipients fairly	
Commitment to diversity and inclusion: C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community, and having a team that clearly incorporates C40 policies (e.g. gender balance in teams and roles, etc.)	10%

6. Project budget

A maximum budget of **USD 20,000 (US\$)** is available including all applicable taxes. Bids must not exceed this value. *Travel is expected for this work and estimated expenses are to be included in the budget. Costs of incurring the stakeholder consultations are also included.* The selected firm should inform C40 of its plans to engage government stakeholders.

Payment Schedule:

Payment will be made according to meeting project milestones as approved by the C40 point of contact.

S.No.	Activity	Payment tranche
1	Upon submission of Inception Report and Work Plan	10%
2	Upon successful submission and acceptance by C40 of all the deliverables listed under 'Deliverable A'	40%
3	Upon successful submission and acceptance by C40 of all the deliverables listed under 'Deliverable B'	50%

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT/GST and taxes, fees, levies etc. Costs should be stated 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.

7. C40 policies

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

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

8. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email addresses below by 12:00pm IST 5 June 2026 with the subject line to include "Operationalising projects through the Heat Insights Tool for Hubballi-Dharwad".

procurement_swa@c40.org , vgonsior@c40.org (Victoria Gonsior, Senior Manager, Climate Action Planning, C40 Cities)

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

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

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.