

Request for Proposal (RFP)

Develop a Heat Health Action Plan (HHAP) for Nairobi City County

C40 Cities Climate Leadership Group, Inc.

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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.

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

2.1 Urban Climate Action Programme (UCAP) Climate Action Implementation (CAI) programme phase 2

From 2022 to 2026, the Urban Climate Action Programme (UCAP) Climate Action Implementation (CAI) programme provided tailored technical assistance and capacity building to support city-led projects to develop low-emission public transport systems, sustainable urban mobility planning, sustainable waste management, renewables and energy efficiency in buildings, climate smart buildings codes, and incorporate climate action into city governance, planning and decision-making structures.

Phase 2 of this programme will run from April 2026 to March 2027 and will aim to accelerate the efforts and progress made in two Africa cities, Addis Ababa and Nairobi, focusing on advancing on the UCAP CAI

energy actions, implementing a programme on climate resilience and collaborating on urban climate action with the British High Commissions / Embassies.

Background to the project

Cities and urban centers are ground zero for the global heat crisis, heating at double the global average rate due to the Urban Heat Island (UHI) effect (lack of green cover and excess concrete). With rising global temperatures tracking near record highs, extreme heat is causing hundreds of thousands of fatalities annually and crippling urban infrastructure. The UHI is as a result of dark asphalt, dense buildings, and waste heat from air conditioners trap warmth, making cities significantly hotter than surrounding rural areas. The increased demand of air conditioning in cities strains power grids and drives up emissions.

The city of Nairobi’s Climate Resilience Strategy focuses on addressing urgent risks from flooding, heatwaves, and drought, with a heavy emphasis on protecting vulnerable communities in informal settlements. Guided by the Nairobi Climate Action Plan (CAP) (2020-2050) and the Air Quality Action Plan (2025-2029), the city is transitioning from planning to implementation.

Nairobi is grappling with an escalating urban heat crisis driven by climate change, the urban heat island effect, and rapid loss of vegetation. Temperatures often exceed 30°C, with uninsulated metal roofs causing indoor temperatures to soar up to 9°C higher than outdoors. It is expected that East African cities including Nairobi will experience a compound intensification of climate hazards through 2035, with more frequent and intense extreme rainfall events, longer and hotter dry spells. Extreme heat of >35°C (10-20 days/yr) is expected for +35 days by 2035.

From the city’s CAP, heat stress is identified as one of the prioritized hazards with very high risk causing various illnesses and heat strokes especially to the elderly, women, children, outdoor workers and other vulnerable communities. Prolonged exposure to deadly daytime and nighttime heat is linked to a rising number of fatalities, severe respiratory distress due to compounding poor air quality, and lost labor productivity.

Project goal

A heat stress assessment and mapping exercise was conducted in Nairobi City County in 2025 through the CAPA Heat Watch program. Further work was undertaken by WRI through the Cool Cities Lab, an open online platform which enables cities to evaluate their exposure to extreme heat and identify high risk areas and existing heat resilient infrastructure.

The aim of this project is to build on these existing heat mapping assessments and develop a city-wide Heat Health Action Plan (HHAP) that reduces heat risks and enhances thermal comfort through evidence-based interventions, policy reforms and community engagement, including capacity building and providing a framework for Heat Early Warning.

The [Nairobi Heat Watch: Community Heat Mapping Campaign report](#) and the [Nairobi Cool City Lab baseline](#) will be the key data and research foundation for this project.

Project objectives:

The objective of this project is to co-create an inclusive, actionable, and scalable Heat Health Action Plan (HHAP) that protects Nairobi’s most vulnerable populations (e.g., outdoor workers, residents of informal settlements, the elderly, women and children) from current and future extreme heat hazards.

3. Proposal guidelines

C40 is currently accepting proposals from suppliers to co-develop and implement a city-wide Heat Health Action Plan (HHAP) for Nairobi City County. The selected supplier will be responsible for building on existing heat mapping assessments to reduce heat risks and enhance thermal comfort through evidence-based interventions, policy reforms, and community engagement, including capacity building and providing a framework for Heat Early Warning. Additionally, the supplier will draft strategic policy recommendations to integrate these resilience models into permanent municipal frameworks.

Local suppliers based in Nairobi are encouraged to apply. Consultants with prior experience working with city governments and grassroots urban communities are encouraged to apply.

Project Deliverables

Work package 1: Stakeholder Mobilization, Governance Framework and Stakeholder Engagement Plan

Objective: Establish the foundations for the Heat Health Action Plan (HHAP) through a collaborative and inclusive process.

Activities will include:

- Review and analysis of existing urban heat mapping, hotspot assessments and climate data (based on existing research and other public data).
- Stakeholder mapping across relevant county departments, national agencies, civil society organisations, research institutions, community-based organisations and development partners.
- Establishment of a multi-sectoral Technical Working Group (TWG) and governance structure to guide HHAP development.
- Identification and engagement of representatives from vulnerable and heat-exposed communities, including informal settlements, markets, schools and other priority areas.
- Development of a stakeholder engagement and co-creation plan outlining how technical departments, communities and key stakeholders will participate throughout the process.
- Inception workshop to align stakeholders on objectives, methodology and expected outcomes.

Deliverables:

- Inception Report (with identified hotspots analysis)
- Governance Framework and Stakeholder Engagement Plan.

Work package 2 : Heat-Health Risk and Vulnerability Assessment

Objective: Develop a comprehensive evidence base to inform the HHAP, combining technical analysis with local knowledge and lived experience.

Activities will include:

- Mapping of vulnerable populations, locations and sectors most exposed to heat stress.
- Assessment of heat-related mortality, morbidity and future climate risks.
- Assessment of health system readiness and institutional capacity to respond to extreme heat events.
- Participatory vulnerability assessments and community consultations in priority heat hotspots and informal settlements.

- Validation workshops with county departments and community stakeholders to jointly identify priority risks and needs.

Deliverables:

- Heat-Health Risk and Vulnerability Assessment Report - including a prioritised heat vulnerability profile and identification of high-risk communities and sectors (hotspots).
- 3-5 focus group discussions (or 2 community engagement sessions) with high-risk communities and sectors or administration of surveys as necessary

Work package 3: Co-Creation and Prioritisation of Heat Resilience Interventions

Objective: Facilitate a structured co-design process to develop practical and locally appropriate solutions that respond to identified risks and community priorities.

Activities will include:

- Thematic co-design workshops with county departments, community representatives and key stakeholders.
- Identification and assessment of interventions across public health, housing, informal settlements, schools, urban planning, blue-green infrastructure, water access, cooling solutions and heat early warning systems.
- Assessment of interventions based on feasibility, equity, cost-effectiveness, scalability and impact.
- Prioritisation of interventions through participatory workshops with stakeholders and vulnerable communities.
- Identification of opportunities to integrate priority actions into existing county programmes, policies and budgets.

Deliverables:

- Prioritised Catalogue of Heat Adaptation and Public Health Interventions - with clearly defined roles and responsibilities, timelines and financing needs.
- 2-3 co-creation workshops (across different priority groups)

Deliverable 4: Heat Early Warning, Preparedness and Capacity Building

Objective: Strengthen Nairobi's capacity to anticipate, communicate and respond to extreme heat events.

Activities will include:

- Development of recommendations for heat-health surveillance and monitoring.
- Development of a high-level health focused, heat early warning system (HEWS) that the city can build on
- Development of public communication and risk awareness approaches, with a focus on reaching vulnerable populations.
- Training workshops for county officials and key stakeholders on heat risk data management, climate data interpretation, vulnerability assessment and implementation of heat resilience measures - using applicable tools like GIS and advanced modeling.

Deliverables:

- Heat Early Warning and Preparedness Framework
- Heat stress training material
- 2 day heat stress training for key stakeholders

- Public communication and risk awareness approaches report.

Work package 5: Nairobi Heat Health Action Plan (HHAP)

Objective: Prepare a comprehensive HHAP that consolidates findings from the technical assessments, stakeholder engagements and co-design processes and is validated by the city

Activities will include:

- Synthesize technical assessments, co-design inputs, and stakeholder data into a comprehensive HHAP
- Organize and facilitate a city-wide Validation Workshop involving key county departments, community representatives, civil society, and technical stakeholders
- Develop two distinct knowledge products designed to translate the HHAP's technical findings into high-impact, accessible materials for advocacy and resource mobilization.
- City endorsement of the HHAP through sign off and a soft launch during the Validation Workshop

The final HHAP will include:

- Nairobi's heat-health risk profile (including vulnerability assessments)
- Priority actions and interventions (including equity assessments)
- A prioritised and cost implementation roadmap
- Clearly defined roles and responsibilities across implementing agencies.
- Recommendations for financing and resource mobilisation
- Monitoring, evaluation and reporting framework
- Mechanisms for ongoing community engagement and stakeholder participation during implementation
- Recommendations for mainstreaming heat resilience into county planning, health systems, infrastructure development and climate action initiatives.

Deliverables:

- Final Nairobi Heat Health Action Plan (HHAP) with a Costed Implementation Roadmap.
- Visual presentation summarising the HHAP to be shared with stakeholders
- 1 validation workshop
- Knowledge Product 1 (Policy Brief / Investment Case): A concise, high-level summary tailored for policymakers and potential financiers, focusing on the economic cost of inaction, financing recommendations, and the business case for the top 3 prioritized investments.
- Knowledge Product 2 (Community & Implementation Guide): An accessible, visually driven guide or toolkit designed for local implementing agencies and community leaders, detailing early warning responses and mechanisms for ongoing public participation (print or video)

Work Package 6: Administration and reporting

Objective: To ensure effective project governance, transparency, and ongoing alignment between the supplier and C40 through structured communication and performance monitoring.

Deliverables:

- **Weekly Check-in Reports:** A concise status update covering progress against the project timeline, milestones achieved, budget utilisation, identified risks, and any required support.

- **Monthly Progress Meetings:** A virtual meeting held once per month between the supplier and the C40 project manager to review recent progress, discuss key challenges or blockers, and plan activities for the upcoming month.

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **23:59 EAT 15 July 2026**. 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.

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.

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

The proposal should also include the following details:

- Examples of past work;
- List of key personnel who would be working on the contract and their job titles
- Resumes of proposed key personnel;
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40;
- Company history;
- Organisational charts;
- References from other similar clients from the past three (3) years.
- The successful supplier may be required to undergo background verification and safeguarding training as a condition of the contract.

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	24 June 2026
Questions submitted to C40	29 June 2026
C40 responds to questions	02 July 2026
Deadline for receiving Offers	15 July 2026, 23:00 EAT
Clarification of Offers	01 July 2026 - 02 July 2026
Evaluation of Proposal	10 July 2026 -13 July 2026
Presentation of Proposal	16 July 2026
Selection decision made	15 July 2026
All Potential Suppliers notified of outcome	20 July 2026

Project timeline	Due date
The project initiation phase must be completed by	08 August 2026
Project planning phase must be completed by	15 August 2026

Project implementation phase is expected to be completed by	19 February 2027
The project is due to run until	12 March 2027

5. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

1. Specific Technical Expertise

Demonstrated expertise and experience in urban heat risk assessment, climate modelling, GIS and spatial analysis, vulnerability and public health assessment, engagement with city officials and vulnerable communities, urban resilience planning, and the development of evidence-based adaptation and investment recommendations.

2. Capability, experience, and availability of the proposed team

Qualifications, experience, and composition of the proposed multidisciplinary team, including relevant technical expertise, local knowledge, and stakeholder engagement capacity to deliver on the required outcomes. Inclusion of a lead consultant with extensive experience in urban climate resilience, risk assessments, working with vulnerable communities and managing city-government-level consulting assignments and a local field team.

3. Project Management & Delivery Experience

Demonstrated ability to successfully manage and deliver complex, multi-stakeholder climate resilience projects on time and within budget, including effective stakeholder engagement, quality assurance, risk management, and capacity-building approaches.

4. Equity, Inclusion & Ethical Alignment

Strength of the proposed approach to integrating equity, gender and social inclusion, safeguarding, ethical data practices, and the needs of vulnerable and underserved communities throughout the project lifecycle.

5. Financial Proposal and Cost-Effectiveness

Full adherence to the maximum budget cap (proposals exceeding this will be disqualified).

Evaluation criteria	Weighting
Specific Technical Expertise	30%
Capability, experience, and availability of the proposed team	20%
Project Management & Delivery Experience	20%

Equity, Inclusion & Ethical Alignment	15%
Financial Proposal and Cost-Effectiveness	15%

Following the evaluation of written submissions, C40 reserves the right to invite a shortlist of the highest-ranked bidders for an interview or technical presentation to further validate their proposals. If conducted, the results of these sessions will be incorporated into the final technical score as outlined in the evaluation criteria.

6. Project budget

Project budget \$80,000 USD

Cost of venues, stipends and catering for workshops, capacity building sessions and focus group discussions will be covered by the consultant and must be included from the proposal and budget.

Payment will be made according to meeting project milestones satisfactorily as approved by the C40 point of contact and regional team. Several iterations of final reports will be required before finalisation of key outputs.

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. 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](#)
- Safeguarding Policy [here](#)

8. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email address below by **23:00 EAT 15 July 2026 to Elizabeth Mwangi, Senior Manager, Climate Action - caiafrica@c40.org**

Suppliers must submit reference or recommendation letters from the past three (3) years as part of their proposal.

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.