

Request for Proposal (RfP)

Expert advisory on climate budgeting 2026-2027

C40 Cities Climate Leadership Group, Inc.

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**C40
CITIES**

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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

As part of C40's leadership standards, all C40 cities are implementing climate budgeting as a governance system by 2030. The [Climate Budgeting Programme](#) is furthering city engagement through both high-level and technical approaches, following the launch of the Climate Budgeting Framework and the Step-by-Step Guide (SBSG). These efforts aim to deepen and sustain city-level engagement on climate action by supporting both strategic leadership and technical implementation. This dual-track approach leverages political momentum needed to deliver on climate goals through strengthening internal systems via climate budgeting.

One key component of this effort is the peer-to-peer sharing on climate budgeting between city leaders and practitioners in the climate budgeting programme network of cities, aiming to build capacity and promote practical application of climate budgeting. In parallel, there is a need for high-level engagements to secure buy-in from senior city officials, such as Chief Finance Officers, Mayors, council members and other relevant decision-makers. These engagements are essential to ensure that climate budgeting is

recognised as a strategic tool that can support cities' financial planning and attract climate-aligned investment.

To support the programme, **C40 seeks to engage an experienced consultant with a deep understanding of climate budgeting from the finance/budget perspective, track record in delivering a climate budget within a city, knowledge of applications globally, ability to engage senior decision-makers (in particular chief finance officers and other senior finance staff within cities) and demonstrated success in delivering climate budgeting benefits to a city.**

The expert will participate in several city engagements, sharing insights and facilitating discussions from September 2026 to mid 2027:

- Provide direct advisory support to cities developing climate budgeting, and support peer learning by presenting case studies or practical examples during virtual sessions, in-person events and discussions.
- Share real-world insights and lessons learned from the design, implementation, and evolution/improvements of climate budgeting at the city level, especially with a focus on how the process has helped cities to prioritise climate actions, integrate climate considerations across the administration, identify finance options, and catalyse/align with green investment opportunities.

To guide and develop materials for the engagements, the consultant is expected to be familiar with C40's key resources on climate budgeting:

- [Climate Budgeting Framework](#)
- [Step-by-Step Guide](#)
- [Knowledge articles](#) on [C40's Knowledge Hub](#)

The expert will work collaboratively with the Climate Budgeting Team at C40 in preparing all engagements. A more detailed briefing and outline of expectations will be provided before the work resumes. All materials should be developed using C40 templates, unless otherwise stated.

Scope of work and deliverables:

The maximum fee for this Service Contract is USD 26,000. The scheduling and use of each day will be coordinated with C40, with flexibility to align with the expert/programme/city timelines and event needs.

I. Climate budgeting virtual activities

Activities and Scope of Work

The Climate Budgeting global programme is expanding to support up to 30 cities in implementing and adopting climate budgeting. In parallel, light-touch regionalised support is offered to all North American cities and deeper-dive support is offered to 8 African cities. As part of the offerings, a set of virtual engagements for peer-to-peer sharing is planned, ranging from webinars, discussion meetings and 1:1 with cities. These activities aim to build and promote sustained political and administrative commitment, and enable effective technical implementation, which particularly targets cities newly engaging in climate budgeting.

To support this, **the Programme seeks to engage an expert with practical experience in designing, implementing, and improving climate budgeting at a city level. The expert will be supporting the delivery of virtual engagement sessions as a key-note speaker and/or expert resource.** Their real-world insights are essential for inspiring and guiding cities by offering a compelling narrative based on real experience to enhance credibility.

Deliverables

To deliver the first Scope of Work (climate budgeting programme activities), the expert must:

- Deliver knowledge sharing for the global programme and/or North American cohort via up to 3 virtual sessions with cities (webinars/discussion meetings) in 2026. Each session will last no more than 1-2 hours, taking place between Q3-Q4 2026, with the exact date to be further coordinated between C40 and the consultant. Expected preparation time for each session is estimated to be 0,5 working days.
- Participate in up to 5 meetings between C40 and cities in 2026. Engage directly with city leaders, finance officials, or senior staff (as identified by C40), to share best practices and provide tailored advice to help secure political will and institutional buy-in for climate budgeting; through 1:1 calls or peer-to-peer exchanges organised by C40. Each meeting will last no more than 1 hour, taking place between Q3-Q4 2026, with the exact date to be further coordinated between C40 and the consultant. Expected preparation time for each meeting is estimated to be 1-2 hours.
- Deliver knowledge sharing and/or direct advisory support to African cities, up to 1 working days per city including preparation time, in 2026 - mid 2027. This can take the form of a webinar for cities combined, 1:1 calls with cities for Q&A, review of city documents and/or providing written responses to city questions. Exact engagements and dates to be further coordinated between the city, C40 and the consultant.
- Summarise outcomes and learnings from the virtual sessions in a brief report to C40, written in a format to be external facing and compliment knowledge materials on climate budgeting with city case studies, recommendations and advisory to cities.

II. Climate budgeting in-person events

Activities and Scope of Work

The Climate Budgeting Programme is widening city engagement and over the next year the focus will be to socialise climate budgeting, build buy-in and strong political commitment from senior leadership and support cities to get started with their climate budgeting journey through a series of in-person events particularly focusing on engaging staff in finance functions in cities.

To support this, **the Programme seeks to engage an expert with demonstrated experience in implementing climate budgeting at the city level, integrating climate considerations in financial planning and attracting climate-aligned investment.** The expert is expected to participate in-person, as agreed/or planned prior. In the case of unforeseen changes, the expert can be asked to participate virtually, subject to mutual agreement and coordination between C40 and the consultant.

Deliverables

To deliver the second Scope of Work (climate budgeting in-person events), the expert must:

- Attend workshops or events organised by C40 on climate budgeting, contributing as a speaker, moderator/facilitator or expert resource. The specified timings are provisional and may be adjusted

as necessary, subject to mutual agreement and coordination between C40 and the consultant. Workshops and events are expected to include:

- Climate budgeting and green finance workshop in Paris (November, 2026): 2-day workshop with European cities, with attendance from climate and finance departments. Attending the event to promote and share knowledge on climate budgeting from a CFO perspective through key-note addresses, facilitating collaborative exercises and potential moderation of panel discussion(s).
- Climate Budgeting academy in Brazil (Q1 2027): 2-3 day event with 7 Brazilian cities actively participating in C40's Mutirao programme, with attendance from climate and finance departments. Attending the event to promote and share knowledge on climate budgeting from a CFO perspective through key-note addresses and active workshop participation, with potential facilitation and moderation of panel discussion(s).
- Summarise outcomes and learnings from the in-person events in a brief report to C40, written in a format to be external facing and compliment knowledge materials on climate budgeting with city case studies, recommendations and advisory to cities.

3. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 21 June 2026 23:59 BST. 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 not exceed 5 A4 pages in total, and must be sent in one single file. The proposal should give C40 evaluators all the information they need to assess your bid. The proposal shall be submitted in English. Format: PDF.

Please clearly indicate how your proposal is responsive to the following Evaluation Criteria:

1) **Specific technical expertise, capability and experience**

- Proposal of delivering the activities, incl. high-level understanding of climate budgeting in a city and global context and the service to be provided;
- Examples of past work relevant to this service and references from similar clients from the past 3 years;
- Resumes of the expert who would be working on the contract;
- Proposed working partnership with C40, any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff.

2) **Cost reasonableness and robustness of the project delivery proposal**

- Overview of availability and proposed timeline of implementation of activities;
- Information about your fee, incl. break down per key deliverable;
- The assumptions you are making, risks you have identified and appropriate mitigation measures, about delivering the service.

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

3) Global understanding, equity and ethical alignment.

- Included in the proposal, the successful applicant will need to demonstrate contextual awareness and understanding, related to how the city approaches the implementation of climate budgeting and ethical alignment with C40's values.

AI-usage requirements

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.

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 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.

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	3 June 2026
Questions submitted to C40	10 June 2026
C40 responds to questions	12 June 2026
Deadline for receiving Offers	21 June 2026 23:59 BST
Clarification of Offers	22 June - 24 June 2026
Evaluation of Proposal	22 June - 25 June 2026
Selection decision made	26 June 2026
All Potential Suppliers notified of outcome	10 July 2026

The work is expected to begin in September 2026, and be fully completed by 30 June 2027, at the latest. **Time shall be of the essence in performance of the service.**

Project timeline	Due date
The project inception meeting between C40 and consultant must be completed by	15 September 2026
The initial project planning phase, incl. Agreement on timing and high-level content of virtual and in-person activities in 2026, must be completed by	30 September 2026
Project delivery is expected to be	15 September 2026 - 30 June 2027
The project is due to run until	30 June 2027

5. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criteria	Weighting
Specific technical expertise, capability and experience: <ul style="list-style-type: none"> The successful applicant will need to demonstrate in-depth knowledge and understanding of climate budgeting, from the finance/budget perspective, incl. the challenges and opportunities a city may face. Understanding the link between climate budgeting and attracting 	65%

<p>green finance is essential. This can be demonstrated through a proposal of delivering the activities (proposal should not exceed 5 A4 pages).</p> <ul style="list-style-type: none"> The successful applicant will need to demonstrate experience in successfully delivering a climate budget within a city and ability to engage senior decision-makers (in particular chief finance officers within cities). Knowledge of applications globally is expected. This can be demonstrated through CVs. 	
<p>Cost reasonableness and robustness of the project delivery proposal:</p> <ul style="list-style-type: none"> The successful applicant will need to confirm hourly- and/or day rate and the relationship between the services/activities and the time and resources to produce them. The successful applicant will need to demonstrate ability to meet the activities and scope of work listed, incl. Indicated timeline 2026-2027. 	25%
<p>Global understanding, equity and ethical alignment:</p> <ul style="list-style-type: none"> The successful applicant will need to demonstrate contextual awareness and understanding, related to how the city approaches the implementation of climate budgeting. C40 is looking to appoint an organisation that shares our values and is grounded in the context of the local community. Ten percent of the evaluation will focus on these factors, organisations that are based in the global south are strongly encouraged to apply. 	10%

6. Project budget

The maximum fee for this Service Contract is USD 26,000. The basis of payment for the services will be time and expenses. The supplier should include hourly/daily rate in USD, inclusive VAT and tax, and number of hours/days to deliver the activities/full project in the proposal.

Travel is expected for this work and estimated expenses will be additional to the maximum fee of this contract. C40 will reimburse reasonable and necessary pre-approved out-of-pocket expenses incurred by the Supplier in performing the Services. This includes travel, accommodation and per diem (per C40 policy) for in-person events. The Supplier will provide documentation supporting any expenses with the applicable invoice.

The Supplier will submit monthly invoices to C40 based on the actual time required to complete the work. The total amount of invoices will not exceed the Maximum Fee stated in the Contract Details. Payment shall in no event exceed the Maximum Fee.

Payments are made within 30 days of C40 approving an invoice and subject to satisfactory delivery of the services as approved by C40.

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](#)
- C40 Non-Staff Travel and Expenses Policy [here](#)

8. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email address below by 21 June 2026 23:59 BST:

Catrin Robertsen, Head of Climate Budgeting, crobertsen@c40.org with climatebudgeting@c40.org in cc.

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.