

Request for Proposal (RfP)

Creating a Baseline for Nature-based Data in Quezon City

C40 Cities Climate Leadership Group, Inc.

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New York, NY 10017

United States of America

6 July 2026

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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

Climate Adaptation in the Philippines

The impacts of the climate crisis are already a lived reality in the Philippines. Extreme heat, drought, sea level rise, extreme winds and tropical cyclones, and hydro-meteorological flooding have made the Philippines one of the world’s most disaster prone countries, with 74% of the population exposed to natural hazards.¹ The Philippine National Adaptation Plan (NAP) 2023-2050 underscores the necessity and urgency for adaptation in the Philippines: tolls on the country are substantial, including a projected impact of P1.4 trillion in the GDP by 2030; vulnerable groups bear the brunt of displacement, livelihood loss, and heightened inequality; health and climate-induced mobility face increased risks; and ecosystems, habitats, and unique species face significant recurring threats. The NAP also identifies key sectors for adaptation

¹ OCHA (2026). Philippines Country Profile (March 2026).
<https://www.unocha.org/publications/report/philippines/philippines-country-profile-march-2026>

action and thematic cross-sector adaptation strategies that the Philippines will prioritise. The latter includes 1) strengthening infrastructure resilience; 2) safeguarding livelihoods with social protection and regulations; 3) empowering local governments and communities to take adaptation action; 4) mainstreaming integrated adaptation governance; and 5) scaling up nature-based solutions.²

Nature-based Solutions

Nature-based solutions (NBS) are urban infrastructure that incorporates nature or natural design, with the aim of making cities more resilient to hazards and reducing losses from climate impacts, while creating jobs, boosting health, and preserving biodiversity.³ Quezon City’s Enhanced Local Climate Change Action Plan (LCCAP) 2021-2050, in alignment with the Philippine Government’s strategies, sets an adaptation goal of taking progressive action to build on and strengthen the resilience of its ecosystems and communities. The plan specifically defines nature-based solutions as part of its objectives. As such: Pillar 2 (Water Sufficiency) Objective 2 is “to optimize urban water systems management by employing nature-based solutions to mitigate flooding” and Pillar 3 (Ecosystem and Environmental Stability) Objective 2 is “to reduce the effect of urban heat and drought on Quezon City through ecological or nature-based solutions.” Priority climate actions indicated under these objectives include NBS such as drainage basins and flood water storage tanks, green corridor networks, and the urban biodiversity action plan.⁴

Resilience

Climate resilience aims to involve governments, communities, and businesses in building capacity to anticipate climate risks and hazards, absorb shocks and stresses, and transform long-term pathways for development.⁵ Quezon City’s Enhanced LCCAP specifies resilience in its overarching adaptation target: “Increase the adaptive capacity of communities and the resilience of natural ecosystems against the impacts of cyclones and floods, drought and heat.” As such: Pillar 4 (Human Security) sets objectives to reduce the vulnerability of children, the elderly, persons with disability, and other vulnerable groups from climate risks and disasters, and to increase accessibility of key public services to said groups.

About C40’s Implementation Programmes in Quezon City

C40 has two ongoing implementation programmes in Quezon City:

1. The **Resilient Urban Futures (RUF) Programme** is funded by the Danish Ministry of Foreign Affairs and implemented by C40 Cities in 20 cities in 2 regions, Africa and Southeast Asia. RUF aims to strengthen climate adaptation and resilience to address the impacts of urban flooding, droughts, and extreme heat, while protecting vulnerable communities and fostering sustainable development. It supports the Quezon City Government in progressing climate adaptation, resilience, mainstreaming, and inclusive climate action in the Enhanced Local Climate Change Action Plan 2021-2050. The programme is being implemented from 2026-2029.
2. The Urban Climate Action Programme (UCAP) **Climate Action Implementation (CAI) Programme** is funded by the UK Foreign, Commonwealth and Development Office. Phase I was held from Jan 2022-Mar 2026, and supported over 30 priority climate actions across 15 cities in Africa, Southeast

² Climate Change Commission and the Department of Environment and Natural Resources (2023). National Adaptation Plan of the Philippines 2023-2050. https://unfccc.int/sites/default/files/resource/NAP_Philippines_2024.pdf

³ C40 Cities (2023). C40 Urban Nature Accelerator: How cities are becoming greener and more resilient. https://www.c40knowledgehub.org/s/article/C40-Urban-Nature-Accelerator-Planned-actions-to-deliver-commitments?language=en_US

⁴ Quezon City Government and C40 Cities (2021). Quezon City Enhanced Local Climate Change Action Plan 2021-2050. <https://drive.google.com/file/d/1cadeTEJsvHK1tvl-vnXhwKcVdV2K1KaR/view?usp=sharing>

⁵ United Nations Framework Convention on Climate Change (2021). Executive summary of the report on the resilience of the UNFCCC process. https://unfccc.int/sites/default/files/resource/ExecSumm_Resilience_0.pdf

Asia, and Latin America. Projects, policies and strategies designed by the program accelerate low-carbon development through evidence generation and demonstration projects, integrating climate into city governance systems, budgets, and decision-making processes and building climate leadership through vertical integration and peer-learning. Quezon City launched their Green Building Code, developed a solar dashboard, and mainstreamed inclusive climate action through good green jobs as part of UCAP CAI Phase I.

UCAP CAI **Phase II** (April 2026 - March 2027) supports practical climate actions that cities can implement and scale over time. It focuses on four selected cities across the same regions, specifically, Addis Ababa, Nairobi, Medellín, and Quezon City. The programme supports cities in delivering transformational climate actions in the Energy and Buildings sector (Workstream 1). It also supports resilience actions (**Workstream 2**), elements of climate budgeting (Workstream 3), inclusive climate action, and strategic stakeholder engagement, and capacity building.

Both RUF and UCAP CAI Phase II progress climate resilience in Quezon City. This RfP marks C40's first adaptation engagement with the city under both implementation programmes, and aims to develop an evidence base that will inform Quezon City's adaptation strategies and interventions leading into 2029.

Alignment with other C40 programmes in Quezon City

This engagement is expected to be aligned with other C40 programmes in Quezon City:

1. Quezon City is a signatory under the C40 Urban Nature Accelerator, with long-term commitments to make 30-40% of its built area to have green and permeable spaces, and with 70% of its city population to have access to green or blue spaces within 15 minutes.
2. Quezon City is a beneficiary of the C40 Cities Finance Facility funded by the German Federal Foreign Ministry (BMZ) and the UK Foreign and Commonwealth Office (FCDO), with the project Integrating Biodiversity and Nature-based Solutions in Flood Alleviation Infrastructure. This implements a priority action under the Quezon City Drainage Master Plan, particularly the enhancement of resilience and reduction of flood risk through the Quezon City Hall Lagoon, Quezon Memorial Circle (QMC), and the Ninoy Aquino Parks and Wildlife Center (NAPWC).

Some activities from these C40 programmes may coincide or be integrated with this project's activities.

Objectives and Outcomes

C40 anticipates the following outcomes:

1. Quezon City's anchors its policies, programmes, and projects on climate adaptation on a robust evidence base, with a clear understanding on the intersection of environmental, spatial and socioeconomic data; and
2. Quezon City's climate adaptation work transforms its climate governance through mainstreaming pathways on data use, sharing, and streamlining, valuing nature co-benefits and services valuation, and strengthening resilience-building for vulnerable communities

C40 expects the following objectives to be achieved:

1. To review, create, organise and streamline Quezon City's standard and spatial data on climate hazards, nature-based spaces and infrastructure, and vulnerability;
2. To undertake data collection on nature-based data, prioritising the validation of open and green spaces
3. To conduct an analysis highlighting potential strategic spaces for nature-based adaptation interventions;

4. To strengthen Quezon City's technical capacities to
 - a. use Geographic Information Systems (GIS);
 - b. understand climate, hazard, nature-based and vulnerability data,
 - c. conduct analyses to ensure that adaptation interventions provide benefits to vulnerable communities and groups; and
 - d. incorporate equitable and inclusive methods and measures in undertaking data collection and use;
5. To co-develop a microsite for Quezon City's nature-based data;
6. To provide recommendations on mainstreaming data and GIS platforms, and approaches to monitoring and evaluation for nature-based solutions.

3. Key Deliverables

The consultant is expected to deliver the following:

1. Component I: Inception

- a. Inception meeting with C40 Cities
- b. Project kickoff with Quezon City
- c. **Inception Report** which details and demonstrates the understanding of the project scope, timeline, proposed methodologies, inclusive measures and processes to data collection, validation and training, approaches to achieving the deliverables (baseline studies and reports, the capacity-building sessions, and microsite development), existing adaptation policies, plans, and documents in the city, and ways of working with C40 and Quezon City

2. Component II: Baseline Study

- a. **Baseline audit**
 - i. Nature-based data and other green-blue spaces and assets, where applicable, such as: (Green) green, open and permeable spaces, habitat quality assessments; biodiversity surveys for birds, insects, flora, natural vegetation inventory, tree canopy coverage, tree condition, species distribution and diversity; and (Blue) waterways, rivers, wetlands, urban lakes and groundwater; absorption and retention capacity, and ecological health assessments
 - ii. Climate hazard data, prioritising heat and flooding
 - iii. Vulnerability data, including health, age, informality, gender, and other relevant data available through the Quezon City Community-Based Monitoring System and other social databases
- b. **Database** of relevant standard and spatial/GIS data platforms in Quezon City, including UGIS, i-RISE up, and others.

3. Component III: Data Collection and Reporting

- a. **Conduct of Data Collection**
 - i. Field sampling and ground level surveying and inspection

- ii. Coordination meetings with Quezon City, where necessary, for accompanied data collection, proposing criteria and decision matrix for analysis and greening site recommendations, among other tasks
- b. Progress Report**
- i. Updated, validated map of actual/available open spaces, including a database of notes and considerations on the validation process, such as correcting data sets showing open spaces but with buildings or built-over spaces (non-walled; including asphalted areas);
 - ii. Overlay of nature-based data with climate hazards data (prioritising heat and flood) and vulnerability data (prioritising health, age, informality, and gender);
 - iii. Permeability potential (sampling of strategic areas based on the overlay and upon alignment with C40 and Quezon City), including infiltration capacity, soil type, soil organic matter, water retention capacity, runoff reduction, and hydraulic conductivity
- c. Analytical Report**
- i. Identification of vulnerable communities' access to open, green spaces;
 - ii. Preparation of site recommendations for potential nature-based interventions based on criteria and decision matrix
 - iii. Insights to nature co-benefits and ecosystem services valuation; and
 - iv. Actionable recommendations for mainstreaming, monitoring and evaluating data and GIS platforms and approaches to monitoring and evaluation for nature-based solutions in Quezon City

4. Component III: Capacity-Building

Three capacity-building sessions will be conducted across the engagement:

- a. **Session 1:** Inclusive or community-based data-gathering and data validation methods
- b. **Session 2:** Introduction to GIS, using spatial datasets, and conducting basic analytical methods (overlay and proximity analysis)
- c. **Session 3:** Using QC's NBS microsite

Training design and logistics plan will be submitted before the session, and documentation reports are to be submitted after the sessions.

5. Component IV: Microsite Development

A GIS-based microsite on Quezon City's nature-based data is envisioned to serve as a public platform to make nature-based data accessible to the public in the long-run. The framework, programming and web design (interface building and visual design and layout) are expected as part of the deliverables. Platform selection and hosting are to be coordinated with Quezon City.

4. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm GMT+8 20 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;
- Key risks identified for the assignment, including practical implementation risks relevant to QC's institutional, procurement, operational, and data context, together with proposed 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 Bidder shall submit:

A. Returnable Forms

- a. Complete and duly signed the Proposal Submission Form
- b. Complete and duly signed of each personnel for Commitment Letter
- c. Provide list of key personnel who would be working and their resumes in the standard C40 CV Template
- d. Joint Venture or Consortium Form, if applied.

B. Technical Proposal

- a. Company Profile – describing the nature of business and field of expertise.
- b. Track Record – provides a list of clients for similar services as those required by C40, indicating description of contract scope, contract duration, contract value, contact references/list of referees (name, email address and phone number).
- c. Detailed methodology describing how the project will be executed, including proposed activities, tasks, sequencing, and deliverables within the assignment duration.
- d. The bidder is required to submit a proposed timeline of engagement that addresses the outlined scope of work.
- e. Risks identified that could derail the engagement and appropriate mitigation measures.
- f. Proposed timeline of implementation.
- g. Any additional support that is needed to make the project a success, including any inputs required from third parties or C40 staff.

- h. Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
- i. Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40.
- j. Relevant reference letter(s) or recommendation letter(s) from the past three (3) years.

C. Financial Proposal

It is imperative that you incorporate a comprehensive breakdown of cost components or provide details on the methodology used for cost calculation. This is essential to facilitate the evaluation of cost reasonableness.

Please note: Proposals are to be written in English, saved in PDF format and not exceeding **ten (10) pages** of text for the technical proposal. **Please take note that failure to comply with the maximum number of pages for the technical proposal may unfortunately result in the proposal not being considered.** The financial proposal and the returnable forms are excluded from this 10-page limit. Reference materials (should be summarised as much as possible) may be placed in annexes.

Proposals should clearly demonstrate how the proposed approach, methodology, timeline, and team composition will support delivery of the assignment scope.

Proposals should clearly demonstrate how the proposed methodology and outputs will support implementation, market validation, and future procurement readiness within the assignment scope and timeframe.

Bids may be submitted by individual firms, joint ventures, consortiums, or associations of consultants. Where a proposal is submitted by multiple entities, the proposal should clearly identify the lead firm, team structure, roles and responsibilities, and arrangements for coordination and delivery of the assignment.

Interested consultants should submit a proposal including:

a) Relevant Experience

Demonstrated experience working with cities and municipalities, public institutions, public sector clients, or comparable work in areas such as:

- Climate adaptation, particularly on nature-based data and solutions
- Climate governance and mainstreaming across government institutions or stakeholders
- Geographic Information Systems
- Training and development
- Website programming and design

Experience in Southeast Asia or similar urban/public sector contexts is preferred.

b) Technical Approach and Methodology

Clear methodology for:

- Conducting data collection, organisation, and analysis, especially for the validation of open and green-blue spaces and permeability potential in Quezon City
- Conducting capacity-building sessions; and

- Creating a microsite on nature-based data

Bidders should ensure that the proposed methodology and level of effort remain proportionate to the assignment scope, timeframe, and indicative budget.

The Consultant is expected to ensure that outputs are practical, implementation-oriented, and proportionate to the assignment scope. Proposed approaches should demonstrate an understanding of Quezon City's institutional, operational, procurement, and financial context, and should prioritize practical applicability over overly theoretical or over-engineered analysis.

c) Team Composition

Proposed team structure, including experts with the following backgrounds:

- Project Lead
- Technical members with backgrounds from the following fields: Landscape Architecture, Architecture, Geotechnical Engineering, Civil Engineering, Environmental Planning, Ecology, Hydrology, Geology or other Earth and Environmental Sciences, Climate Governance, Sustainability, and other similar fields
- Team members with experience and skills on capacity-building, GIS, website programming and design
- Team members with experience and skills on nature-based data collection, area surveying and/or area inspection
- Relevant technical or support roles as needed

The proposal should clearly indicate:

- roles and responsibilities
- indicative level-of-effort allocation across key team members and tasks
- relevant qualifications/experience of each team member.

d) Workplan and Timeline

- Proposed workplan aligned with the ToR timeline
- Key milestones and deliverables
- Indicative sequencing of activities, including overlapping or parallel workstreams where relevant

e) Relevant Project Examples

Provide 1 example each of assignments on GIS and data, capacity-building, and website development, including:

- scope of work
- role of the consultant
- key outputs
- implementation-oriented outcomes where applicable

f) Understanding of Context

Brief demonstration of understanding of:

- Nature-based data, gaps, and solutions in the context of the Philippines
- Quezon City's climate adaptation goals, strategies, and priorities

- Inclusive methods and engagement in the context of Philippine climate adaptation and resilience-building

Proposed approaches should demonstrate an understanding of QC's institutional and operational context, and should prioritize practical applicability over overly theoretical or over-engineered analysis.

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 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.

5. RfP and project timeline

RfP timeline	Due date
Request for Proposals sent	6 July 2026
Questions submitted to C40	6-10 July 2026
C40 responds to questions	13-15 July 2026
Deadline for receiving Offers	20 July 2026
Clarification of Offers	20-22 July 2026
Evaluation of Proposal	20-24 July 2026
Presentation of Proposal	5-7 August 2026
Selection decision made	10 August 2026
All Potential Suppliers notified of outcome	TBC

Project timeline

The assignment is expected to be completed within approximately six (6) months from contract commencement.

Given the compressed implementation timeframe, several activities are expected to be undertaken in parallel and through iterative coordination with QC and C40.

The Consultant is expected to propose a practical and efficient workplan that allows:

- overlapping technical and stakeholder engagement activities,
- iterative validation and implementation discussions,
- and timely delivery of outputs within the assignment period.

Project timeline: Deliverables or Key Activities	Date of Submission / Activity*
Inception meeting with C40	12 Aug 2026
Project kickoff with Quezon City	17 Aug 2026
Coordination meetings with relevant Quezon City departments where necessary and review of existing documents	18-28 Aug 2026
Submission of Inception Report	31 Aug 2026
C40 and QC provide feedback/accept Inception Report	7 Sep 2026
Coordination meetings with relevant Quezon City departments; coordination with other relevant stakeholders on necessary standard and spatial data; review of existing spatial platforms, uses, and access across QC departments as evidence base for	1-16 Sep 2026

mainstreaming; and review of climate and NBS-related, climate hazard-related, and vulnerability-related spatial data sets and types, and organisation of preliminary data	
Submission of Baseline Study , including the baseline audit of nature-based data, climate hazard data, vulnerability data, and a database of spatial platforms	16 Sep 2026
C40 and QC provide feedback/accept Baseline Study	23 Sep 2026
Submission of Training Plan for Capacity Building Session 1	23 Sep 2026
C40 and QC provide feedback on Training Plan 1	30 Sep 2026
Coordination meetings with Quezon City where necessary for accompanied data collection; data collection, including field sampling and ground level surveying and inspection; discussion of criteria and decision making for NBS analysis and greening site recommendations; microsite framework and design initial development	Months of Oct-Nov 2026
Conduct of Capacity-Building Session 1: Inclusive or community-based data-gathering and data validation methods	14 Oct 2026
Submission of Training Plan for Capacity-Building Session 2	21 Oct 2026
C40 and QC provide feedback on Training Plan 2	28 Oct 2026
Submission of Progress Report	18 Nov 2026
Conduct of Capacity-Building Session 2: GIS Training	18-20 Nov 2026
Mid-project check-in with C40 and Quezon City: Presentation of results	25 Nov 2026
Submission of Training Plan for Capacity-Building Session 3	30 Nov 2026
C40 and QC provide feedback on Training Plan 3	7 Dec 2026
Processing and analysis of data gathered	Month of Dec 2026
Submission of Analytical Report with Recommendations	11 Jan 2026
Submission of Microsite framework and design for Quezon City's nature-based data	11 Jan 2026
C40 and QC provide feedback on Analytical Report and Microsite	18 Jan 2026
Presentation of Analytical Report and Conduct of Capacity-Building Session 3: Using Quezon City's NBS microsite	27 Jan 2026
Submission of Final Report , consolidating the background, progress report, analytical report, a chapter about the microsite development and process, documentation and evaluation of all 3	10 Feb 2026

capacity-building sessions, and annexes	
C40 and QC review of Final Report	17 Feb 2026
Turnover of all accepted deliverables to the Quezon City Government and Project Close	24 Feb 2026

**Dates may change due to the availability of relevant Quezon City Government departments.*

6. Team composition

The consultant shall comprise a multidisciplinary team, including:

1. Project Lead, with project management and climate governance, adaptation, or sustainability background and experience
2. GIS Lead, with proficiency in ArcGIS, QGIS, or GIS-based or spatial platforms, with strong database management, automation, multi-format handling, and cartographic design skills
3. GIS Team, with proficiency in ArcGIS, QGIS, or GIS-based or spatial platforms
4. Data Collection Team Lead, with technical proficiency and experience in evaluating onsite spatial, environmental, and ecological metrics, inspecting and surveying areas, assessing accessibility, as well as experience on safeguarding people in contentious or high-risk areas
5. Data Collection Team, preferably with a mix of backgrounds on Landscape Architecture, Architecture, Geodetic Engineering, Civil Engineering, Environmental Planning, Ecology, Hydrology, Geology or other Earth and Environmental Sciences, or other similar fields
6. Capacity-Building Expert: with experience in designing, conducting, facilitating, and evaluating capacity-building activities, preferably for local government units, and in the fields of nature and the environment or climate action
7. Website Programmer, with proficiency and practical experience and knowledge on programming languages, databases, and frameworks
8. Website Designer, with proficiency and practical experience and knowledge on using design software, basic programming, and design principles (UI/UX or user interface and experience and visual design)
9. Documenters, with good writing, editing, and communication skills, organisation skills, and good attention to detail
10. Project Officer, with good management and coordination skills to support administrative and logistical assignments

The Consultant may propose additional specialists or supporting personnel as appropriate. The proposed team should demonstrate sufficient capacity and level of effort to deliver the assignment within the required timeframe. Experience in the Philippine urban context is preferred.

7. Reporting and coordination

The Consultant will report to C40 Cities and work in close coordination with:

1. The Quezon City Government, including (but not limited to) the following departments:

- a. Climate Change and Environmental Sustainability Department
 - b. Parks Development and Administration Department
 - c. City Architect Department
 - d. City Planning and Development Department
 - e. Information Technology and Development Department
 - f. Public Affairs and Information Services Department
 - g. Disaster Risk Reduction and Management Office
 - h. Social Services Development Department
 - i. Housing Community Development and Resettlement Department
 - j. City Engineering Department
 - k. City Health Department
 - l. Barangay and Community Relations Department
2. Programme stakeholders, including partners where relevant, and communities in areas where data collection will be conducted.

8. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criteria	Weighting
Robustness of the project proposal and ability to meet the requirements listed	30%
Capability, experience, and availability of the proposed team	30%
Understanding of the Philippine and Quezon City contexts, including project implementation constraints	15%
Equitable and inclusive methods and approaches are integrated into the project components, and the team has ethical alignment with C40	15%
Value for money	10%

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.

9. Project budget

The budget should not exceed **USD 87,500**.

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes, tools, equipment, transportation, meals, accommodations, logistical and training requirements, materials, etc., as the budget above represents the total amount available. 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.

Proposals should include a budget breakdown of the tasks and deliverables. Cost for activities should include the cost for catering and venue hire. All budgets are to be prepared in USD.

Payments are made within 30 days of C40 approving an invoice and subject to satisfactory delivery of the services as approved by C40. Please note, C40 does not pay contractors more frequently than once per month.

Payment will be made based on deliverables and after satisfactory acceptance by C40 the services provided on the schedule below:

No	Deliverables	Due date	Payment breakdown
1	Inception Report	31 Aug 2026	10%
2	Baseline Study	16 Sep 2026	15%
3	Training Plan 1	23 Sep 2026	
4	Conduct of Capacity-Building Session 1	14 Oct 2026	20%
5	Training Plan 2	21 Oct 2026	
6	Progress Report	18 Nov 2026	20%
7	Conduct of Capacity-Building Session 2	18-20 Nov 2026	
8	Training Plan 3	30 Nov 2026	
9	Analytical Report with Recommendations	11 Jan 2026	20%
10	Microsite framework and design	11 Jan 2026	
11	Presentation of Analytical Report and Conduct of Capacity-Building Session 3	27 Jan 2026	
12	Final Report	10 Feb 2026	15%

10. 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](#)

11. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email address below by 5pm GMT+8 20 July 2026:

Ragene Andrea Palma, Climate Adaptation and Resilience Advisor for Quezon City at cai_sea@c40.org and rpalma@c40.org, with email subject: Submission [Name of Company] - RfP: Creating a Baseline on NBS Data for QC.

Anonymised responses to questions will be provided [here](#) 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.