

Request for Proposal (RfP)

Integrating Informal Waste Workers into Quezon City's Circular Economy System

C40 Cities Climate Leadership Group, Inc.

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United States of America

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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-Sawyerr 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

C40 Cities is working with a group of cities to provide support in engaging informal workers to enhance waste management, build resilience and improve livelihoods.

Many cities around the globe face significant challenges in managing solid waste. Informal waste management workers make up roughly 80% of the 24 million waste workers worldwide. Impressively, informal workers collect between 50% and 100% of a city’s waste, especially in the Global South. The lack of recognition and integration of these workers into official waste management systems leads to dangerous working conditions and inefficient collection and recycling practices.

Integrating informal waste workers improves both job opportunities for informal workers and waste

collection outcomes by fostering collaboration between city officials, community leaders, and informal workers.

C40 Cities is working with Quezon City to advance in the process of integrating informal waste workers in the circular economy system, with the aim of advancing waste collection and improving the lives of informal workers.

Project

Quezon City is seeking to provide improved employment, upskilling, and social benefits, by supporting waste workers shift their involvement from more informal spaces, into public sector initiatives and existing waste management systems, in alignment with the City’s definition of Good Green Jobs. To fully maximize the potential of this sector, there is a need to account and map all informal waste workers and provide the necessary guidelines, legislation and organizational basis for their integration, organization and accreditation as cooperatives.

To support the proposed inclusion of informal workers into more formal waste and circular economy systems, C40 Cities is seeking a consultant to provide technical assistance through the activities below.

Objectives

The key objectives of this consultancy are to:

- Undertake a baseline assessment and stakeholder mapping to identify waste workers, including those engaged in existing programmes in the City, junk shops, and barangay-level initiatives.
- Through participatory workshops with various categories of informal waste workers, co-develop a set of guidelines and/or recommendations to formalise informal waste workers into organised groups and cooperatives for integration into Quezon City’s solid waste management and circular economy programmes, aligned with the City’s Good Green Jobs definition.
 - The formalisation guidelines should identify the pathways, gaps, and solutions towards formalization based on the actual situation per type or category of the informal waste workers. The guidelines should include a gaps analysis and risk assessment encompassing all actors/categories of informal waste workers
 - The guidelines should identify the roles and responsibilities of key stakeholders such as local government, barangay, national government, religious groups, CSOs, among others that may be identified in relation to the formalization efforts.
- Support capacity building of informal waste workers through the design of a training programme. Deliver coaching and capacity development of city officials to be able to train informal waste workers, through a “Train the Trainer” approach for greater project sustainability.
- Create pathways and strengthen collaboration among the city, waste workers, barangays, and partner organisations for the active participation of informal waste workers in circular economy programmes.

Proposal guidelines

Proposed scope of work

Activities

- **Baseline assessment and stakeholder mapping:** conduct a study (using mixed methods such as surveys, interviews, focus groups dialogues) to account and profile informal waste workers in 6 communities; 1 per district, including those engaged in existing programmes of the City, junk shops, and barangay-level initiatives. The study should gather information on demographics, individual profile, family profile, source of livelihood, and skill set (list is non-exhaustive).
- **Participatory workshops:** organise at least three participatory workshops with informal waste workers, barangay representatives, and partners to:
 - Identify the pathways, gaps, and solutions towards formalization based on the actual situation per type or category of the informal waste workers.
 - Assign roles and responsibilities of stakeholders such as local government, barangay, national government, religious groups, CSOs, among others that may be identified in relation to the formalization efforts.
 - Align integration strategies with current city programmes such as the Good Green Jobs development programme
- **Institutional framework development:** draft guidelines to formalise and organise informal waste workers, aligned with Quezon City's Good Green Jobs definition, for their integration and participation in city programmes, Materials Recovery Facilities (MRFs), and other circular economy initiatives.
- **Capacity building for City Officials and a pilot group of informal waste workers:** based on the finding of the baseline assessment and participatory workshops, design a training programme for workers on cooperative formation, financial literacy, occupational safety, and other upskilling training through modules. Once the training programme has been designed:
 - Deliver Train the Trainer **capacity building sessions for City Officials** on the training programme for workers so that the city is equipped to deliver the training , ensuring the sustainability of the project
 - Support the city in the delivery of a **pilot training for at least 30 informal waste workers** per district
 - The city will provide an accessible room for the training and the necessary equipment and materials (computers, projector, flip charts, etc.).
 - The city will select city officials to be trained as trainers.
 - The Consultant will create and sign the certificates for the participants, subject to validation by the city.
 - The Consultant must include in their budget a disturbance fee (allowance) for training session participants, refreshments in each training session, as well as transportation tickets, and the start and closing coffee breaks.
 - The Consultant must share the final material presented with the C40 and city teams, as well as with the participants.
- **Coordination and technical meetings:** support the city team to organise and hold regular meetings with the Climate Change and Environmental Sustainability Department (CCESD), Department of Sanitation and Cleanup Works of Quezon City (DSQC), Public Employment Service Office (PESO), and other relevant local and national agencies, barangays, and partners to ensure alignment with ongoing environmental programmes.

Deliverables

- **Baseline assessment report:** a comprehensive report detailing the current landscape of informal waste workers, including key findings from stakeholder mapping.

- **Participatory workshop reports:** documentation of all participatory workshops, including participant lists, discussion highlights, key takeaways, and key recommendations.
- **Draft guideline:** a consolidated set of guidelines and recommendations for the formal integration of informal waste workers aligned with the City's definition of Good Green Jobs.
- **Capacity building training materials:** design of training modules and presentation materials for the capacity building training. Deliver Train the Trainer capacity building sessions for city officials and support the delivery of the training to a pilot group of at least 30 informal waste workers per district.

Proposal requirements

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 11:00pm PST 14 August 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 be limited to 8 pages, not including a cover page/letter and attachments. All applications must be submitted in both PDF and Microsoft Word formats with margins of at least one inch. Text type must be 11 point or larger. The proposal must be submitted in English.

The proposal must include adequate information about how it responds to the evaluation criteria, assumptions made about the project, risks you have identified, and appropriate mitigation measures. In addition, your proposal also needs to show that the costs were calculated to enable evaluation of cost reasonableness. The proposal should be organised accordingly and should include (but is not limited to) the information below:

1. **Organisational Profile and Key Staff**

- a. Details of organisation and proposed project team - please include relevant previous experiences and expertise, limiting CVs to one page per person.
- b. Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with [C40's Equity, Diversity and Inclusion Statement](#):

2. **Proposed Workplan and Timeline**

- a. Explanation of the proposed approach to the scope of work, breakdown of tasks and detailed timeline of execution.

3. **Project Management Plan**

- a. Explanation of how the service provider proposes to work with and involve Quezon City and C40 - key roles and responsibilities, reporting, change requests, escalation of issues, sign-off of work stages and acceptance criteria.

4. **Risk Management Approach**

- a. Description of any risks and assumptions made in planning the project, along with appropriate management and mitigation strategies. Details on how a risk assessment would be completed and what it would include.

5. **Budget**

- a. Detailed breakdown of costs in USD for each project task.

If the organisation 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 the name and description of the organisations being contracted.

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.

3. RfP and project timeline

RfP timeline	Due date
Request for Proposals sent	23 July 2026
Questions submitted to C40	31 July 2026
C40 responds to questions	05 August 2026
Deadline for receiving Offers	14 August 2026, 11pm PST
Clarification of Offers	17 August 2026 - 18 August 2026
Evaluation of Proposal	19 August 2026 - 21 August 2026
Selection decision made	24 August 2026
All Potential Suppliers notified of outcome	24 August 2026

Project timeline	Due date
The project initiation phase must be completed by	11 September 2026
Project planning phase must be completed by	21 September 2026
Project implementation phase is expected to be completed by	29 January 2027
The project is due to run until	25 February 2027

4. Proposal evaluation criteria

Proposals will be evaluated against the following criteria:

Evaluation criteria	Weighting
Robustness of the project delivery proposal and ability to meet the requirements listed, including a robust project management approach	30%
Capability, experience, diversity and availability of the proposed team - including familiarity with the local context in Johannesburg, and understanding of inclusive waste management and city's sustainability and climate action.	30%
Cost-Benefit and Budget	25%
Timeline and Deadlines	10%

Alignment with C40 Goals and Values	5%
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Robustness of the project delivery and capacity of the team: The proposals will be evaluated based on the consultancy's demonstrated ability to deliver a baseline assessment and stakeholder mapping, consultations with workers, develop frameworks and design capacity building programmes. This includes prior experience in similar projects, demonstrating understanding of the waste management sector. Additionally, the proposal should outline a clear and structured methodology, highlighting how they plan to engage workers effectively, using the results to inform the framework development, training and pilot integration. The Service Provider should also demonstrate how they intend to comply with relevant data collection and privacy policies.

Capacity of the team: The qualifications of the team will also be scrutinized to ensure they have the necessary expertise. The consultancy should demonstrate experience collaborating with government agencies at local and municipal levels. Proposals that demonstrate familiarity with local communities, their needs, and previous social work in the region will be rated higher.

Cost-Benefit and Budget The financial aspect of the proposals will be carefully analyzed to justify the budget in relation to the project's benefits and will favor proposals that include contingency plans and offer long-term cost efficiency and scalability.

Timeline and Deadlines: The ability to deliver the project within the proposed timeline will be a critical factor in the evaluation. Proposals should present a detailed timeline with clear milestones. The track record of the consultancy in meeting deadlines for similar projects will also be considered. A proposal that demonstrates flexibility in adjusting to project needs without compromising deadlines will be particularly valued, ensuring both timely and adaptive project execution.

Alignment with C40 Goals and Values: The proposed solutions contribute to sustainable and inclusive waste management systems in urban areas. Alignment with C40's values of diversity and inclusion.

5. Project budget

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be demonstrated in team capacity dedicated to carrying out the tasks. 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.

Total proposed project costs (incl. VAT and other 'hidden' costs, if applicable) should not exceed **\$12,000 USD**.

Payment will be made according to meeting project milestones (deliverable submission) as approved by the C40 point of contact. Travel is not expected for this work; any expenses incurred should be presented in the budget. Budgets should be provided in USD.

6. 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](#)

7. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email address below by *11pm PST, 14 August, 2026*.

Connor Muesen, Cities Idea Exchange Manager (cmuesen@c40.org), and

Josu Mozos, ICA Forum and Fund Senior Manager (jmozos@c40.org)

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.