

# Request for Proposal (RFP)

**Strengthening City-Wide Clean Cooking Governance and Accelerating  
Clean & E-Cooking in Addis Ababa's Hospitality Sector**

C40 Cities Climate Leadership Group, Inc.

120 Park Avenue, 23rd Floor

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United States of America

**Date** July 9, 2026

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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

### 2.1 Climate Action Programme - Climate Action Implementation (UCAP-CAI) programme Summary

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 II of this programme will run from April 2026 to March 2027 and aims to accelerate the efforts and progress made in two Africa cities, Addis Ababa and Nairobi, focusing on advancing on the UCAP CAI energy actions and implementing a programme on climate resilience.

The proposed initiative, which builds upon the UCAP CAI Phase I assessments of school feeding energy use in Addis Ababa's public schools, **aims at advancing the clean and electric-cooking (e-cooking) transition in Addis Ababa's hospitality sector and strengthening city-wide clean cooking governance, focusing on monitoring, regulation and capacity building.**

### 2.2 Project Purpose and Background

This initiative builds directly on the UCAP CAI Phase I program, which assessed energy use and cooking practices within Addis Ababa's School Feeding Program (SFP). This project directly supports the Addis Ababa Climate Action Plan's priority of transitioning toward efficient cooking systems by building upon the technical findings, stakeholder engagement, and evidence base established under Phase I as well as initial work under the African Cities for Clean Air programme (AC4CA). It also aligns with Ethiopia's National Clean Cooking Roadmap (2026–2035).

Despite the scale and importance of institutional feeding programs, cooking practices remain heavily dependent on biomass fuels, including fuelwood and charcoal, often using open-fire stoves in poorly

ventilated spaces. Specifically, Phase I assessments identified several major challenges:

- **Severe Health Risks:** Significant indoor air pollution and health hazards for cooks.
- **Substandard Facilities:** Unsafe, inefficient cooking conditions and poorly ventilated kitchen facilities in schools .
- **Economic & Environmental Strains:** High fuelwood consumption coupled with rising fuel costs.
- **Infrastructure Bottlenecks:** Unreliable infrastructure for electricity supply that limits e-cooking adoption.
- **Safety Hazards:** The continued use of outdated and unsafe biomass cook stoves schools.

These assessments demonstrated that transitioning to clean and electric cooking (e-cooking) solutions offers a massive opportunity to move towards superior cooking technologies while substantially reducing fuelwood consumption, fire risks, air pollution, and greenhouse gas emissions, while improving health and well-being of cooking staff.

The current project under UCAP CAI Phase II expands these efforts into the commercial sector, focusing on hotels and restaurants to accelerate Addis Ababa's transition to modern energy and to support the city with strengthening city-wide clean and e-cooking governance.

The focus will be to:

- Assess the energy consumption for cooking practices and patterns in the hotels and restaurants sector;
- Explore feasible financial mechanisms for transitioning hotels and restaurants into clean and electric cooking;
- Strengthen city-wide governance of clean and e-cooking through standardized clean cooking regulatory and monitoring framework development; and
- Provide technical training to city officials to build their capacity on how to advance clean cooking and e-cooking implementation including monitoring and regulation in the city.

By strengthening local capacity and establishing a standardized regulatory framework, the initiative will reduce the climate and environmental impact of commercial cooking operations and position Addis Ababa as a leading African city in clean and e-cooking across various sectors.

To ensure a scalable and sustainable approach to clean and e-cooking, the project will focus on two key focus areas with the following core pillars:

### 1. Advancing Clean & E-cooking Transition in the Addis Ababa's hotels and restaurants

- Conduct an energy use consumption assessment for the hospitality sector in Addis Ababa
- Sustainable finance & transition roadmap for clean and e-cooking in the hospitality sector

### 2. Strengthening City-Wide Clean Cooking Governance

- Develop a monitoring and regulation framework for clean and e-cooking in Addis Ababa
- Provide technical capacity training and training manuals on clean and e-cooking governance, focusing on monitoring and regulation for city officials

Beyond direct climate mitigation and carbon emission reductions, this transition will deliver critical socioeconomic and environmental benefits. Modernizing the commercial sector will improve kitchen working conditions, improve air quality and elevate public health outcomes, reduce biodiversity / vegetation loss and reduce the operational, reduce GHG emission and safety risks associated with traditional cooking practices.

The project will foster stronger coordination mechanisms across key municipal sectors, including education, health, energy, environment, infrastructure, and finance as well as explore feasible financial mechanisms for transitioning the hospitality sector into clean and electric cooking. Through this cross-departmental collaboration, the initiative will integrate clean and e-cooking considerations directly into Addis Ababa’s Climate Action Plan implementation, clean energy and infrastructure planning. Furthermore, it will embed modern energy solutions into city-level clean cooking, climate change and air quality priorities while directly addressing occupational health and safety standards for commercial kitchens.

2.3 Project Objectives

- **Assess cooking energy use in the hospitality sector:** Conduct a comprehensive assessment of cooking energy use, fuel consumption patterns, costs, emissions, and operational practices across selected hotels and restaurants
- **Accelerate the clean cooking technologies in the hospitality sector:** Transition the hospitality sectors (hotels, restaurants etc) from hazardous biomass and outdated appliances to efficient clean and e-cooking solutions.
- **Establish city-wide regulatory and monitoring frameworks for clean cooking:** Develop a standardized clean cooking regulatory and monitoring framework for Addis Ababa
- **Strengthen local capacity for clean cooking governance across the city:** Build institutional readiness and local expertise by training city energy experts to plan, implement, regulate and monitor clean and e-cooking to align with national regulation.

3. Proposal guidelines

3.1 Purpose of this RFP

The C40 UCAP CAI Phase II programme is currently looking for a consultant to explore further how to advance the clean and e-cooking transition in Addis Ababa’s hospitality sector while strengthening city-wide governance of clean and e-cooking in the city.

### 3.2 Project scope

This project directly supports the Addis Ababa Climate Action Plan priority on transitioning towards efficient and clean cooking systems and builds upon the technical findings, stakeholder engagement, and evidence base on UCAP CAI Phase I assessments of school feeding energy use in Addis Ababa’s public schools which previous findings highlighted a significant opportunity to transition and scale clean, safe, and modern e-cooking solutions within the city and then scaling up the clean cooking monitoring and regulation activities through evidence based cooking energy study in the Addis Ababa hotel and restaurant sectors.

The project will undertake:

- **Baseline Assessment:** a comprehensive assessment of cooking energy use across a representative sample of hotels and restaurants will be conducted using a mixed-methods approach including surveys, energy data, and stakeholder interviews to evaluate current technologies, costs, and barriers to adoption.
- **Financing Mechanisms:** The project will identify viable financing options to address upfront costs for technology including infrastructure upgrades. It will explore investment models and engage with public and private stakeholders to identify potential financing partners.
- **City Wide Regulatory and Monitoring Framework:** The project will develop a standardized regulatory and monitoring framework to define indicators, targets, and institutional responsibilities for clean and e-cooking across the city. This includes reviewing existing regulatory guidelines to strengthen the enabling environment and ensuring compliance with national quality and safety standards.
- **Capacity Building and Training:** To ensure long-term success, capacity building training will be provided for city officials and key stakeholders. This training program will cover topics such as clean cooking technologies and their applications, policy and regulatory frameworks, monitoring and reporting systems, data collection and analysis, compliance and enforcement, grid readiness considerations, and stakeholder coordination. Practical manuals, tools, and standardized training materials will be developed.

## 4. Key Activities and Deliverables

### 4.1 Advancing Clean Cooking Transition in the Addis Ababa’s hotels and restaurants

#### 4.1.1 Conduct an energy use consumption assessment for the hospitality sector in Addis Ababa

**Objective:** Map and establish a baseline for energy consumption patterns, efficiency gaps, and environmental impacts within the hospitality sector and identify opportunities.

The project will undertake a city-wide baseline assessment of cooking energy use in a representative sample of hotels and restaurants across Addis Ababa, covering different business categories (high-, mid-, and low-range), sizes, and locations (30 - 50) mixed-methods approach based on recognised energy audit principles and international good practice for clean and e-cooking, the assessment will combine surveys, energy consumption data, and stakeholder interviews to understand current cooking

energy use, technologies, costs, operational practices, and the barriers and opportunities for transitioning to clean and electric cooking.

The assessment will evaluate the technical, operational and grid readiness of the hospitality sector to adopt clean cooking solutions, including infrastructure, electrical capacity, and financing needs. The findings will be compiled into a baseline assessment report that identifies priority barriers and opportunities and provides practical recommendations and a roadmap to support the city's transition to clean and e-cooking in the hospitality sector.

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|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activities   | <ul style="list-style-type: none"> <li>• Mapping of key selected hotels and restaurants. Identify and agree on a sample size of hotels and restaurants.</li> <li>• Host a stakeholder awareness workshop to outline process, benefits and impacts and to gain a better understanding of existing practices and needs.</li> <li>• Survey and interviews of cooking practices, equipment inventory, fuel types (electricity, LPG, charcoal, biomass, etc.), energy consumption, operating costs, kitchen processes, and electricity supply reliability.</li> <li>• Evaluate the efficiency of current energy systems and operational practices within the selected hotels and restaurants.</li> <li>• Assess the readiness of the local electricity grid to accommodate the uptake in e-cooking.</li> <li>• Quantify the environmental impact, specifically greenhouse gas emissions and air quality pollutants, associated with the type of selected hotels' and restaurants' energy use.</li> </ul> |
| Deliverables | <ul style="list-style-type: none"> <li>• Inception report detailing the sampling methodology, assessment framework, and data collection tools.</li> <li>• City-wide baseline database of cooking energy use in the sampled hotels and restaurants.</li> <li>• Energy assessment report, including: Cooking energy consumption profiles by hospitality segment, current cooking technologies and fuel mix, cost, energy, and emissions analysis, assessment of technical, operational and grid readiness for clean and e-cooking, barriers, enabling conditions and recommendations for transitioning to clean and e-cooking, including viable technology options to facilitate the transition into clean &amp; e-cooking in the hotel and restaurant sector in Addis.</li> <li>• Workshop on clean cooking (1 day, 50 people), including workshop materials, slide decks and pamphlet/ infographic on clean /e-cooking</li> </ul>                                                                   |

#### 4.1.2 Sustainable finance & transition roadmap for clean and e-cooking in the hospitality sector

**Objective:** Assess viable financing mechanisms to accelerate the transition to clean and electric cooking across Addis Ababa's hospitality sector.

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| <p>The project will assess viable financing mechanisms to accelerate the transition to clean and e-cooking across Addis Ababa's hospitality sector. This will include evaluating options to address the upfront costs of clean cooking technologies, electrical infrastructure upgrades, and on-site renewable energy systems, while identifying opportunities to leverage long-term operational cost savings, energy efficiency gains, and emissions reductions. The work will also identify suitable financial models and engage key public and private stakeholders to identify potential financing partners and investment models.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Cost-benefit analysis of clean and e- cooking technologies.</li> <li>• Assess financing barriers and investment needs for hotels and restaurants transitioning to clean and e-cooking.</li> <li>• Evaluate and recommend suitable financing models (e.g. concessional finance, leasing, green loans, incentives, public-private partnerships, and carbon finance).</li> <li>• Engage financial institutions, utilities, and relevant stakeholders to identify potential financing pathways and partnerships.</li> <li>• A phased implementation roadmap outlining short-, medium- and long-term actions, pilot projects, financing pathways, capacity-building needs, policy and regulatory recommendations, stakeholder roles, and a monitoring and evaluation framework for scaling clean and electric cooking across Addis Ababa's hospitality sector.</li> </ul> |
| Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Investment-ready business case</li> <li>• Summary business case slide-deck for investors and decision-makers</li> <li>• Transition roadmap and implementation plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## 4.2 Strengthening City-Wide Clean Cooking Governance

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| <p><b>4.2.1 Develop a monitoring and regulation framework for clean and e-cooking in Addis Ababa</b></p> <p><b>Objective:</b> Improve institutional readiness by creating long-term city guidelines and oversight structures that align with the National Clean Cooking Roadmap (2026–2035) and other national standards</p> <p>The project will develop a standardized regulatory and monitoring framework that defines indicators and targets, data collection and reporting systems, and institutional responsibilities for tracking implementation and impacts. The work will review existing policies and regulations, identify measures to strengthen the enabling environment and establish mechanisms to ensure compliance with existing national requirements, while monitoring market quality and safety for clean cooking. This will enhance institutional coordination and support evidence-based decision-making.</p> |                                                                                                                                                    |
| Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Review existing clean and modern cooking policies, roadmaps and regulations and identify gaps.</li> </ul> |

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|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <ul style="list-style-type: none"> <li>• Design a long-term monitoring and regulation framework.</li> <li>• Establish a monitoring and reporting system</li> </ul>                                                                                                                                                                                                                                                                  |
| Deliverables | <ul style="list-style-type: none"> <li>• Assessment of the existing policy, regulatory, and institutional framework for clean and electric cooking in Addis Ababa</li> <li>• Standardized Clean Cooking Regulatory Framework aligned with the national clean cooking roadmap</li> <li>• City-wide Monitoring and Reporting System including indicators, targets, reporting templates, and institutional responsibilities</li> </ul> |

#### 4.2.2 Provide technical capacity training and develop training manuals on clean cooking monitoring and regulation for city officials

**Objective:** Equip city officials with standardized skills to monitor and regulate clean cooking and e-cooking efficiency in the city

Training will be provided to relevant city officials and key stakeholders to strengthen institutional capacity to plan, implement, monitor, and regulate the transition to clean and electric cooking in Addis Ababa. The training will cover topics such as clean cooking technologies and their applications, policy and regulatory frameworks, monitoring and reporting systems, data collection and analysis, compliance and enforcement, grid readiness considerations, and stakeholder coordination. Practical manuals, tools, and standardized training materials will be developed to support the consistent, replicable implementation of clean cooking policies and monitoring frameworks, equipping city institutions with the knowledge and skills needed to drive long-term adoption of clean cooking technologies across priority sectors.

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| Activities   | <ul style="list-style-type: none"> <li>• Provide both theoretical and practical training to capacitate city officials to effectively monitor and regulate clean cooking and e-cooking including: <ul style="list-style-type: none"> <li>○ Hands-on data collection and analysis method</li> <li>○ Field visits or equipment demonstrations</li> <li>○ Monitoring and reporting techniques</li> <li>○ Develop Clean-cooking Training Module/Manual</li> </ul> </li> </ul> |
| Deliverables | <ul style="list-style-type: none"> <li>• Standardized Training Module/Manual</li> <li>• Slide decks and supporting training materials</li> <li>• Executed capacity-building workshop, including practical training (1 workshop)</li> <li>• Workshop report</li> </ul>                                                                                                                                                                                                    |

#### 4.3. Stakeholder engagement and validation workshop to validate findings

**Objective:** Validate project findings, and integrate multi-sector feedback through validation workshop and stakeholder engagement

The project will convene a multi-stakeholder validation workshop to present key findings, recommendations, and proposed implementation pathways. The workshop will bring together representatives from city and national government, the hospitality sector, utilities, financial institutions, technology providers, academia, and development partners to validate the evidence, gather technical and policy feedback, build stakeholder ownership, and strengthen consensus on priority actions. Feedback from the engagement process will be incorporated into the project's final recommendations, regulatory framework, and implementation roadmap.

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| Activities   | <ul style="list-style-type: none"> <li>• Conduct a stakeholder mapping to identify key stakeholders.</li> <li>• Facilitate validation workshop (internal and external stakeholders) to validate both the hospitality sector assessment and roadmap and the monitoring and regulatory framework.</li> </ul> |
| Deliverables | <ul style="list-style-type: none"> <li>• Workshop slide deck, invitations facilitation and report</li> <li>• Integrate feedback into the final hospitality sector roadmap and monitoring and regulatory frameworks</li> <li>• Produce final clean cooking assessment reports</li> </ul>                    |

#### 4.4. Development of knowledge products for awareness and experience sharing

**Objective:** Develop relevant knowledge products that can be used by hospitality sector as well as city officials for monitoring and regulation of clean and e-cooking in Addis

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| Activities   | <ul style="list-style-type: none"> <li>• Identify priority knowledge gaps and information needs in collaboration with the C40 technical team and relevant city departments.</li> <li>• Prepare evidence-based communication and awareness materials to promote the benefits of clean cooking technologies among key stakeholders.</li> <li>• Document project lessons, case studies, and best practices to support replication and future scale-up.</li> <li>• Facilitate the visibility of activities through media engagement.</li> </ul> |
| Deliverables | <ul style="list-style-type: none"> <li>• Clean cooking benefits assessment report, summarising the environmental, health, economic and operational benefits of transitioning to clean and e-cooking technologies.</li> <li>• Communication and awareness materials, including factsheets, infographics, presentations, social media content, and promotional materials (media engagement/opportunities will be preferred).</li> </ul>                                                                                                       |

- |  |                                                                                                                                                                                                                                |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• Best practice and lessons learned case study, documenting successful approaches, implementation lessons, and recommendations for scaling clean cooking across Addis Ababa.</li> </ul> |
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**Note: The expected documentation deliverables will be provided in both in Amharic and English version**

Local suppliers based in Addis are encouraged to apply. Consultants with prior experience working with city and national governments and the hospitality sector are encouraged to apply.

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted **until 23:59 pm East African Time (EAT) 31 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 following details should also be included in your proposal:

- Company history;
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40;
- Examples of past work;
- References or recommendation letters from the past three (3) years as part of your proposal;
- List of key personnel who would be working on the contract and their job titles;
- Resumes of proposed key personnel;
- Information on company size;
- Organisational charts;
- List of current systems (if relevant);
- Timeframe for your tasks and completion of the project;

- Project management methodology; and
- Communications strategy for how you will work with C40.

## Supplier diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to C40's [Equity, Diversity and Inclusion Statement](#). Supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help deliver the goals of the Paris Agreement and build healthy, equitable and resilient communities.

## Contract

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Services Contract](#).

These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity.

If C40 is unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier.

## Subcontracting

If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

# 5. RfP and project timeline

| RfP timeline                  | Due date     |
|-------------------------------|--------------|
| Request for Proposals sent    | 9 July 2026  |
| Questions submitted to C40    | 15 July 2026 |
| C40 responds to questions     | 17 July 2026 |
| Deadline for receiving Offers | 31 July 2026 |

|               |                                                                                                                                                |    |
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|                                             |                               |
|---------------------------------------------|-------------------------------|
| Evaluation of Proposals                     | 01 August 2026- 5 August 2026 |
| Presentation of Proposal                    | 7 August, 2026                |
| Selection decision made                     | 7 August, 2026                |
| All Potential Suppliers notified of outcome | 8 August, 2026                |

| Project timeline                                            | Due date         |
|-------------------------------------------------------------|------------------|
| The project initiation phase must be completed by           | 20 August, 2026  |
| Project planning phase must be completed by                 | 31 August, 2026  |
| Project implementation phase is expected to be completed by | 15 February 2026 |
| The project is due to run until                             | 28 February 2027 |

## 6. Proposal evaluation criteria

Proposals will be evaluated against the following criteria

- I. Technical Considerations
  - A clear work plan and Methodology with Specific technical expertise and local experience which demonstrated in-depth knowledge of clean cooking technologies and energy baseline assessments
  - Technical ability to meet the project requirements and C40 guidance alignment
- II. Availability of the proposed team and designated team leader with required experience. Local suppliers are preferred.
- III. Financial Proposal and Cost-Effectiveness. Full adherence to the maximum budget cap, the efficiency of the budget allocation in relation to the depth of the city-wide assessment and the quality of the proposed deliverables.
- IV. Equity, Inclusion & Ethical Alignment consideration during data collection and project engagements.

Proposals will be evaluated against the following criteria.

| Evaluation criteria                                                                             | Weighting |
|-------------------------------------------------------------------------------------------------|-----------|
| Robustness of the project delivery proposal and ability to meet the requirements listed         | 30%       |
| Local Experience and experience working with the hospitality sector in Addis Ababa is preferred | 15%       |

|                                                               |     |
|---------------------------------------------------------------|-----|
| Capability, experience, and availability of the proposed team | 30% |
| Financial Proposal and Cost-Reasonableness                    | 20% |
| Equity, Inclusion & Ethical Alignment                         | 5%  |

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.

## 7. Project budget

Project budget: **USD 62,000 (Sixty-two thousand United States Dollars)**

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.

Please include workshop costs as part of the budget breakdown. Workshop costs should include catering, stipend and venue hire costs. These costs will be covered by the supplier. All budgets should be prepared in USD and must not exceed the maximum budget available.

All costs incurred in connection with the submission of this RFP are non-refundable by C40.

Payments will be made after the successful delivery of key project milestones and deliverables and after approval by the C40's point of contact and/or C40 technical regional team as required. Several iterations will be required before finalisation of deliverables. Please note, C40 does not pay contractors more frequently than once per month.

## 8. 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](#)

## 9. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email address below by **23:59 East African Time (EAT) 31 July 2026**. Fantu Kifle, Climate Action Manager, UCAP CAI Programme. **Email address: caiafrica@c40.org**

Suppliers must submit 3 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.