

Request for Proposal (RfP)

"ACCRA CLIMATE CHANGE RISK & INCLUSIVE VULNERABILITY ASSESSMENT"

C40 Cities Climate Leadership Group, Inc.

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United States of America

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NOTE FOR C40 STAFF - PLEASE DELETE THIS TABLE BEFORE PUBLISHING YOUR RFP

- Comments in un-italicised black text are standard wording you can include in your final draft
- Comments in *italicised purple text* are drafting notes addressed to the C40 employee completing this template RFP and **should be deleted** from the final version.

A.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](#).

B. Summary, purpose and background of the project

B.1. Programme: Resilience Urban Futures (RUF)

The “Resilient Urban Futures” (RUF) programme is a long-term global initiative designed to run from November 2025 to March 2030. The overall approach of the programme is based on directly strengthening urban climate resilience against the major impacts of flooding, droughts, and extreme heat, while protecting vulnerable populations and promoting sustainable urban development.

To remove systemic barriers to adaptation, the programme is structured around three strategic workstreams (Workstreams):

- Workstream 1 – Enabling Action Implementation: This workstream addresses the fundamental structural barriers to adaptation by integrating climate data, financing, land use, and local governance processes into urban planning tools.
- Workstream 2 – Delivering Adaptation Actions: This workstream provides targeted technical assistance to accelerate the on-the-ground deployment of priority adaptation actions, including sustainable urban water management, heat mitigation, and the development of Nature-based Solutions (NbS).
- Workstream 3 – Raising Ambition & Scaling Delivery: This workstream aims to build strong public and political momentum for resilience through peer-to-peer learning activities via dedicated networks, accelerator programmes, youth engagement, and global and regional communication campaigns.

Geographically, the RUF programme primarily focuses its interventions on the regions of Africa and Southeast Asia. It targets a network of 20 cities in total, among which 10 specific metropolises have been rigorously selected to receive deep-dive support. In Accra, rapid urbanization intersects with escalating climate hazards, particularly extreme heat, localized flash flooding, and water scarcity, which disproportionately impact frontline communities in informal settlements. To address these systemic barriers, the programme focuses on integrating climate data into urban planning tools and delivering targeted technical assistance.

2.2 Project: Accra Climate Change & Inclusive Vulnerability Assessment Update

In 2019, as part of the preparation for the Accra Climate Action Plan (CAP) (2020–2025), Accra developed a Climate Change Risk Assessment (CCRA). The intention of the 2019 CCRA was to provide the adaptation evidence base required to develop adaptation goals, targets and actions in the CAP. However, the 2019 CCRA focused largely on flood and coastal-erosion risks, with limited attention to other hazards including extreme heat-related hazards and urban green infrastructure.

More recently, various programmes have carried out high level climate risk assessments on other specific issues such as extreme heat and air quality. However, while these assessments are valuable, they do not provide the detail required to inform detailed holistic climate planning. Extreme heat is increasingly affecting Accra. As the 2019 CCRA focuses on flooding and coastal erosion related risks, it is necessary to update the CCRA to reflect emerging heat related climate

risks—such as heat waves, urban heat islands, and heat-related health stress to better support planned climate-resilient land-use and urban planning ensuring it takes into account not only flooding, but heat risks too.

The RUF program is seeking to appoint a consultant (individual or firm) to develop an updated CCRA for Accra in line with the [C40 2025 Climate Change Risk Assessment Guidelines](#). The objectives of the updated CCRA are outlined in **2.3** below:

2.3 Objectives

A. Analysis of existing work and mapping gaps:

Taking into account the requirements of a CCRA as per the C40 2025 Climate Change Risk Assessment Guidelines, the first deliverable for the consultant will be to conduct a comprehensive landscape analysis of all climate change risk, vulnerability, and hazard assessment work undertaken in Accra, including work undertaken at the national level, over the past 10 years and map where the gaps in data lie. This is critical to understand what relevant data Accra already holds and where the gaps in data lie. The analysis must also include the key findings and recommendations of the C40-led gap analysis (March 2026) of Accra's 2019 CCRA specifically.

B. Review and update where relevant the flooding assessment work completed as part of the 2019 CCRA. Flooding is a key hazard affecting Accra. The consultant should review the previous flood risk assessment work completed as part of the 2019 Accra CCRA and update all information that is older than 10 years old to reflect the current reality. The updated flood risk assessment work should include any and all new data, updated maps as well as detail on recent flood events and how these impact local vulnerable communities and urban systems.

C. Update and broaden the Accra CCRA to include updated flooding and heat assessment work as well as address all the recommendations in the gap analysis.

The consultant is required to update and broaden the 2019 Accra Climate Change Risk and Vulnerability Assessment to include:

- the updated flood risk assessment work (Objective B), including any and all new data, updated maps as well as detail on recent flood events and how these impact local vulnerable communities and urban systems.
- Detailed heat assessment* work in line with Component B of the CCRA Guideline as well as a detailed impact assessment of how heat affects vulnerable communities and key sectors within the city, in line with Component C of the CCRA Guidelines. Maps should be included to highlight where heat affects the city currently and how this is anticipated to change in the future (2050).
- Address all the findings of the recommendations in the C40 gap analysis of the 2019 CCRA as well as the findings of the mapping existing work and gaps (Objective A).

The updated CCRA should address the content required in 5 components of the C40 Climate Change Risk Assessment Guidance (July 2025). In addition, the updated CCRA should reflect the national requirements for a CCRA as well as the improved adaptive capacity of the city and also highlight the positive impact of the GARID flood resiliency project.

***Please note:** As part of a separate RfP, RUF is seeking to appoint a consultant to conduct a detailed heat assessment for Accra so the actual heat assessment work will not form part of this scope of work but the key outcomes of that work should be included in the updated CCRA.

D. Based on the findings of the updated CCRA, develop a list of suggested priority adaptation actions for Accra that build on previous and ongoing actions the city is implementing:

The consultant should identify key areas of focus for future proposed adaptation work and suggest a list of priority adaptation actions that address both flooding and heat, as well as any other areas deemed to be 'high risk' for the city, in line with the findings of the updated CCRA. The actions should be location-specific adaptation measures and aligned with institutional recommendations (including entry points into the Medium-Term Development Framework 2025–2029, Annual Action Plans, and Climate Change Steering Committee work programme) to strengthen Accra's climate-resilient development planning. The city should ensure that any new actions developed to address both flooding and heat are in line with the findings of the latest CCRA so that they are aligned with the most up to date information available.

Please note: Stakeholder engagement is considered crucial for informing the development of the updated CCRA. The consultant should ensure that engagement is conducted with key stakeholders as relevant throughout the development of the updated CCRA so that inputs of all key stakeholders are considered and taken into account and they are informed.

2.4 Deliverables and Scope of Work

A. Inception Report and Methodology for achieving the project work: The consultant must provide a detailed articulation of their understanding of the RfP requirements and a comprehensive methodology for achieving the project work, which will be used for accountability and assessment throughout the mission.

Deliverable 1: A comprehensive Inception Report including detailed methodology for delivering this project, including work plan, in line with the timelines stipulated in this RFP.

Deliverable 2: Mandatory inception stakeholder engagement workshop involving C40, Accra climate focal points, and other stakeholders that matter.

B. Analysis of existing work and mapping gaps: Taking into account the requirements of a CCRA as per the C40 2025 Climate Change Risk Assessment Guidelines, the consultant will be required to conduct a comprehensive landscape analysis of all climate change risk, vulnerability, and hazard assessment work undertaken in Accra, including work undertaken at the national level, over the past 10 years and map where the gaps in data lie. This is critical to understand what relevant data Accra already holds and where the gaps in data lie. The analysis must also include the key findings and recommendations of the C40-led gap analysis (March 2026) of Accra's 2019 CCRA specifically.

Deliverable 3: A detailed comprehensive report on existing climate change risk and vulnerability assessments in Accra, summarising all completed and ongoing studies,

projects, and sectoral assessments, including their scope, hazards covered, methods, and main findings. The report should also highlight where the gaps in data lie.

- C. Review and update where relevant the flooding assessment work completed as part of the 2019 CCRA:** The consultant should review the previous flood risk assessment work completed as part of the 2019 Accra CCRA and update all information that is older than 10 years old to reflect the current reality. The updated flood risk assessment work should include any and all new data, updated maps as well as detail on recent flood events and how these impact local vulnerable communities and urban systems.

Deliverable 4: Updated flood risk assessment work which includes any and all new flood risk related data, updated flood risk maps, as well as detail on recent flood events and how these impact local vulnerable communities and urban systems.

- D. Update and broaden the Accra CCRA to include updated flooding and heat assessment work as well as address all the recommendations in the gap analysis:** The consultant is required to update and broaden the 2019 Accra Climate Change Risk and Vulnerability Assessment to align with the C40 Climate Change Risk Assessment Guidance (July 2025). The updated CCRA should include the updated flood risk assessment work (Objective B), the outcomes of the heat assessment analysis (separate RfP) and address all the findings of the recommendations in the C40 gap analysis of the 2019 CCRA as well as the findings of the mapping existing work and gaps (Objective A). The CCRA should also include all relevant information gathered through the stakeholder engagement workshops.

The updated CCRA should be refined and validated through technical workshops and bilateral meetings with key stakeholders (including the Greater Accra Regional Coordinating Council, Accra Metropolitan Assembly, EPA, MAWSDP, health and transport agencies, stakeholder groups, and community representatives), whose feedback will be used to finalise the updated CCRA—including definitions, indicators, mapped risk zones—ensuring it is practical and directly applicable to city planning, infrastructure design, and adaptation budgeting.

Deliverable 5: Updated CCRA that is aligned with the requirements of the C40 CCRA Guidelines (2025) that has been validated by all key stakeholders as relevant in Accra.

Deliverable 6: Short technical report/ annex accompanying the CCRA which documents the assessment methodology and approach, all data sources and climate projections behind the CCRA.

Deliverable 7: Stakeholder engagement summary report/ annex which documents who was engaged with during the update of the CCRA, and how. The report/ annex should also capture all key changes to the CCRA from the previous version.

- E. Based on the findings of the updated CCRA, develop a list of suggested priority adaptation actions for Accra that build on previous and ongoing actions the city is implementing:** The consultant should identify key areas of focus for future proposed adaptation work and suggest a list of priority adaptation actions that address both flooding and heat, as well as any other areas deemed to be 'high risk' for the city, in line with the findings of the updated CCRA. The actions should be location-specific adaptation

measures and aligned with institutional recommendations (including entry points into the Medium-Term Development Framework 2025–2029, Annual Action Plans, and Climate Change Steering Committee work programme) to strengthen Accra’s climate-resilient development planning. The city should ensure that any new actions developed to address both flooding and heat are in line with the findings of the latest CCRA so that they are aligned with the most up to date information available.

Deliverable 8: A shortlist of prioritised, location-specific adaptation actions for Accra in line with the findings of the latest CCRA. The actions should be aligned with the requirements of **Criteria 12** of the [2025 C40 Cities Climate Transition Framework](#).

3. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **Friday 28th August 2026, at 5pm (GMT)**. Any proposals received after this date and time will not be accepted.

All proposals should include clear timelines, how you will work with C40, clear costs and detail on experience in this area. Proposals should be presented with costs including tax and administrative fees.

The proposal should give C40 evaluators all the information they need to assess your bid. Submissions should include:

1. A summary of your understanding of the project and scope of work.
2. Description of your proposed approach to the scope of work, including a proposed methodology for conducting the work.
3. Information about the organisation’s commitment to equity, diversity and inclusion and ethical alignment with C40.
4. List of key personnel who would be working on the contract, their job titles and responsibilities on the project. Please include relevant experience and expertise and limit CVs to a maximum of two pages per person
5. Brief description of technical expertise and experience on relevant topics –specifically, waste, climate change, environment, local government and just transition.
6. Examples of previous relevant work about project preparatory work, design and development of waste-related projects, highlighting key outputs and impacts to be achieved.
7. Tax compliance certificate.
8. Risk analysis and mitigation plan.
9. Timeframe for your tasks and completion of the project.
10. A full, detailed project budget breakdown of deliverables and costs inclusive of taxes and hours allocated to tasks per project team member and daily rates of the project team needs to be included in the submission.

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

Please note: Proposals should be written in English, saved in pdf format and the body should not exceed 10 pages of text (excluding annexes). Reference material may be placed in annexes.

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](#).

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.

Programme management

The Resilience Advisor from C40 will oversee the project and be an active partner, along with the energy and waste technical advisers. The successful bidder will be expected to foster close and constructive working relations with the Resilience Advisor.

All interim deliverables and change requests will need to be approved by the Resilience Advisor. As part of the project management, an inception meeting and inception report will be required, along with weekly project meetings (as agreed upon).

4. RfP and project timeline

RfP timeline	Due date
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Request for Proposals sent	<i>Tues. 11th August 2026</i>
Questions submitted to C40	<i>Mon. 17th August 2026</i>
C40 responds to questions	<i>Friday, 21st August 2026</i>
Deadline for receiving Offers	<i>Friday , 28th August 2026, 5pm GMT</i>
Clarification of Offers	<i>Wed 2nd Sept 2026</i>
Evaluation of Proposal	<i>Fri, 4th Sept 2026- , Wed., 9th Sept. 2026, 5pm GMT</i>
Presentation of Proposal	<i>Fri, 11th Sept. 2026</i>
Selection decision made	<i>Mon, 14th Sept 2026</i>
All Potential Suppliers notified of outcome	<i>Wed, 16th Sept. 2026</i>

Project timeline	Due date
The project initiation phase must be completed by	<i>Thursday 24th, Sept. 2026</i>
Project planning phase must be completed by	<i>Wednesday 07th Oct. 2026</i>
Project implementation phase is expected to be completed by	<i>Friday, January 29th . 2027</i>
The project is due to run until	<i>Friday 26th Feb. 2027</i>

5. 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 (The overall strength of the methodological approach)	30%
Capability, experience, and availability of the proposed team, and knowledge of the local context (The qualifications, technical expertise, and availability of the proposed team, including their client references and deep understanding of Accra's specific local challenges).	40%

Cost Reasonableness measured by: 1. Economy: minimising the cost of resources used / spending less 2. Efficiency: the relationship between the output from goods / services and the resources to produce them 3. Effectiveness: the relationship between the intended and actual results 4. Equity: the extent to which services reach the intended recipients fairly	20%
Alignment with C40's goals on greenhouse gas emission reduction, Commitment to equity and diversity (Strategic fit with C40's climate change goals, alongside an explicit organizational commitment to equity, social inclusion, and diversity).	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

6. Project Budget

Costs should be stated as one-time or recurring costs. **The maximum budget available for all project deliverables is USD 30,000.00 (Thirty thousand United States Dollars).** Note that all costs should be included (taxes, etc.), as the budget above represents the total amount available. Proposals should include a budget breakdown of the tasks and deliverables.

Workshop costs should exclude catering and venue hire costs. These costs will be covered by C40 Cities. 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.

Payment will be made periodically based on the completion of deliverables as outlined in the Payment schedule below. Please note, C40 does not pay contractors more frequently than once per month.

Key Project Milestone / Deliverable	Payment Percentage
Signature of contract and submission of the inception report and landscape report (Deliverable 1 & 2)	30%
Approval of Deliverable 3 (Flood Assessment review report)	30%
Approval of Deliverable 4 Adaptation actions prioritisation report)	20%
Approval of Deliverable 5 (Updated CCRA)	20%

7. C40 policies

C40 expects third parties to be able to abide by these C40 policies

- Non-Staff Code of Conduct Policy [here](#)
- Equity , Diversity and Inclusion Policy [here](#)
- C40 Non-Staff Travel and Expenses Policy - if applicable - [here](#)

8. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email address below by 5pm GMT Friday 28th August 2026:

Evans Asamoah Adjei, Resilience Advisor, Accra, [easamoah@c40.org](mailto: easamoah@c40.org)

Jessica Kavonic , Head of Implementation, Africa (based in Cape Town), Regions & Mayoral Engagement, [jkavonic@c40.org](mailto: jkavonic@c40.org)

Anonymised responses to questions will be provided here ([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.