

Request for Proposal (RFP)

Establishment of an Organic Waste Composting Facility for the City of Freetown

C40 Cities Climate Leadership Group, Inc

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United States of America

August 2026

C4O
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. Background, Programme, Context and Project

2.1 Background

Freetown City Council is mandated by the Local Government Act, 2022 to manage and regulate waste in the municipality of Freetown. Solid waste in Freetown is collected by a waste truck fleet managed by the Freetown Council, combined with registered private waste companies and tricycles which collect waste from waste generators and discharge at the dump site. This system has been inefficient and not sustainable especially where the value chain components have not been designed into business models that recover valuable byproducts and reduce disposal.

Inadequate treatment options for the solid waste result in Greenhouse Gas (GHG) emissions that exacerbate the climate crisis. According to the Freetown Climate Action Plan, waste is the third largest source of GHG emissions, accounting for almost one third (29%) of Freetown's total emissions in 2018.

In view of the above as per the Climate Action Strategy launched by the Mayor of Freetown City Council and Co-Chair of C40 Cities (2022), The City Council has developed a waste management strategy. The purpose is to address sustainability and financing by modelling the city into eight waste management blocks (Sanitation bye law) with sixteen waste collection points. The aim is to improve effective and efficient management of the waste along the value chain from collection (segregated at source) and transported to decentralized transfer stations (6 no.). Within the blocks waste is managed in such a way to reduce volume, recover materials through recycling and value addition including carbonization of the dried organic waste and converting into clean cooking briquettes. This business model is envisaged to be managed through a Public Private Partnership where private sector companies will be engaged through the National Procurement process to have Freetown City Council contract them to implement the waste management per the policy by January 2025.

It is in this context that the City of Freetown has joined the global initiative launched by the C40 in 2023, "Transforming waste management in African and Indian cities to reduce and avoid methane emissions."

2.2 The Transforming Cities Waste Management Programme

Organic waste (food waste and other biodegradable waste) comprises between 30% and 60% of the total municipal solid waste generated in African cities, and this organic waste is responsible for up to 20% of city greenhouse gas emissions, primarily as methane from landfills and dumpsites. In terms of city powers and transformational potential, action to reduce organic waste disposal represents an immense opportunity to reduce methane emissions and deliver significant local benefits on public health, sanitation, and job creation.

According to the latest [International Panel for Climate Change \(IPCC\) Report](#), addressing methane emissions is the single fastest and most effective way to address current global warming. African cities have a unique opportunity to contribute to this global mission by implementing sustainable waste management systems. C40 is working with cities to dramatically reduce current and future emissions by strategically engaging political leadership. To deliver the most impactful waste management priorities captured in their respective Climate Action Plans, while also building technical, institutional, and operational capacity in the supported cities.

The Transforming Cities Waste Management Programme looks into supporting cities to transform city waste management whilst reducing methane emissions. The Programme provides the City of Freetown with the preliminary tools needed to establish sustainable waste management systems and the foundational requirements to get to the pathway toward zero waste. Cities are high-impact change agents and improving waste management is a key opportunity for cities to reduce methane emissions, and a key priority for mayors, as shown in the [Pathway Towards Zero Waste](#).

C40 Cities will support the City of Freetown in closing collection gaps, improving residual waste disposal solutions, phasing out organics from disposal, and creating and upskilling jobs. In this regard, C40 in collaboration with the City will establish an organic waste composting facility that will serve as pilot for the City to upscale the organic waste diversion initiative.

2.3 Context

Freetown City Council (FCC) had an estimated population of 1.2 million (2015 census) and has now grown to a population of about 1.8 million inhabitants. The settlement pattern of the City is distributed across informal and formal settlements, where informal settlement is characterized by a lack of planning to have access routes within the settlement, high density settlement in the areas, mainly low-lying near the sea, and, in some cases, recovered land by filling with materials from waste and soil. On the other hand, the formal settlement patterns exist on both low-lying, near the sea, and uplands on the hills. Freetown is characteristically unique with the undulating hills over the entire city presenting hard to reach settlement zones both in the informal and formal settlement areas. These hard-to-reach locations complicate the provision of effective sanitation and other services access. Waste collection and transportation to the disposal sites at Kingtom and Kissy Bomeh dumpsites is highly impacted by the settlement pattern and the topography of the City. An estimated 40% of the settlement lies in the hard-to-reach zones whereas the other 60% have direct access to sanitation services. The City manages the municipal waste collected through 6 transfer stations. Currently, waste is collected at just under 40% efficiency. The Sanitation Byelaw seeks to address this by managing waste collection within the planned 8 blocks in the City.

Freetown City Council wastewater treatment plant generates over 20m³/month of organic sludge from dewatering process which is managed through sludge ageing bay where the sludge is piled to

compost naturally under the elements of weather. The quality of compost resulting from this natural ageing process does not result in high quality compost which lack carbon/Nitrogen balance in addition to high concentrations of potassium and low concentrations of micronutrients. Co-digestion with municipal organic waste as conceptualized in the Freetown Integrated Urban Aerobic Waste Treatment (FIU-AWT) project could increase the quality by filling the nutrient gaps in the compost.

This project will complement other planned projects by the Freetown City Council for waste management at the transfer stations and the wastewater treatment plant. One planned project to consider is the treatment of organic waste from 5 markets being funded by the Global Methane Hub. Biodigesters will be employed in this anaerobic process. The byproducts from this treatment process i.e. the digestate could further be a suitable ingredient for the composting process of the prospective organic waste compost facility and other similar ones.

2.4 The Project

2.4.1. Purpose

Following consultations with Freetown City officials and key stakeholders in the sector, C40 is supporting the city of Freetown in the establishment of an organic waste treatment facility at the Kingtom Wastewater Treatment Plant to accelerate the city's plans to divert organic waste from final disposal, improve sanitation, create capacity building opportunities, creating good green jobs and reducing methane emissions.

The development of this facility will need to be informed by an assessment of the potential organic waste feedstock; considering the proximal bulk organic waste generators and the wastewater sludge being produced at the adjacent wastewater treatment facility. Subsequently, a project design will be undertaken to determine operational capacity, treatment process and feedstock compatibility.

This project design will be supported by a long-term Implementation Plan to assess the co-location of organic waste treatment systems at the six Municipal Waste Transfer Stations to provide the city with a long-term infrastructure development plan to significantly increase its organic diversion treatment capacity in the near, mid and long term.

Finally, construction work will be executed at the wastewater treatment plant location followed by the delivery of a capacity building programme for the facility.

The Freetown City Council is committed to:

- Procure an entity that will operate and manage the prospective compost facility in the immediate term, so that operationalization of the facility is executed harmoniously.
- Provide to the successful bidder feasibility studies and impact assessments conducted for the Kingtom wastewater treatment premises.
- Coordinate with the successful bidder when the construction phase has started to engage with the facility operation stakeholders for managing and operating the prospective compost facility.
- Procure improvement of the existing drainage system. Flooding occurs during heavy rainfall.
- Procure expansion of the sewer system. There is an on-site sanitation system that includes a septic tank.

- Avail **existing structures/Buildings insurance** for the Kingtom Wastewater Treatment premises.

Site Safety and Security

The Project Site is enclosed by an existing permanent perimeter fence. The City shall facilitate access to the Site and will arrange for routine security support through the implementation period.

The Supplier shall remain responsible for the safety and security of its personnel, equipment, materials, and temporary works while undertaking the Works. This includes providing any additional temporary fencing, hoarding, access controls, lighting, signage, or other site security measures that the Supplier considers necessary to safely execute the Works and protect its assets.

The Supplier shall implement and maintain appropriate health, safety, and environmental management measures throughout the duration of the Contract in accordance with applicable laws, regulations, and good international industry practice.

The allocation of routine site security by the City does not relieve the Supplier of its responsibility to protect its personnel, equipment, and works or to comply with all contractual health and safety obligations.

2.4.2 Description

2.4.2.1 Inception (Deliverable 1)

A project inception is to be conducted with the City and C4O, culminating in the following:

- Inception Meeting to strategize on the execution of this project (deliverable 1.1).
- Work Planning (deliverable 1.2) to consult widely in the development of the inception report.
- Submission of the Inception Report (deliverable 1.3) that contains a detailed project plan outlining overall approach, process, Key Performance Indicators (KPIs), outcomes, deliverables, methodology, resources to be deployed, timeframes, budget as well as the road map outlining how the process of executing this project will unfold.

2.4.2.2 Organic Waste Feedstock Assessment (Deliverable 2)

Assessing the source, quantity and quality of organic waste available to feed into the prospective compost facility at the Kingtom Wastewater Treatment Facility is the crucial first step towards ensuring sustainable supply for optimal functioning of the facility.

Bulk waste generators such as markets, eateries, hotels, institutions, commercial hubs and service facilities will be of special interest. This is because the organic waste from these sources is generally cleaner and more homogenous than other sources. This municipal organic waste will supplement (or be supplemented by, depending on availability) the wastewater sludge available at the Kingtom sludge edging bay.

In this regard, the consulting entity is required to:

- Determine the appropriate source, quality, quantity available and generation patterns of organic waste feedstock from bulk generators in the city that are compatible with the

capacity projections of the facility to be commissioned at the Kingdom Wastewater Treatment Plant.

- Determine the quantity of organic waste feedstock required based on the treatment capacity of the prospective compost facility.
- Determine the quality of organic waste feedstock needed for composting with co-digestion of wastewater sludge available at the Kingdom Wastewater Treatment Plant. Advise on the prospective feedstock producing food safe compost.
- Submit an Organic Waste Feedstock Assessment Report.

2.4.2.3 Project Design (Deliverable 3)

The Project Design shall be informed by available information provided by the City, site investigations undertaken during the inception phase, engineering assessments, and preliminary findings from the Organic Waste Feedstock Assessment where available. The Feedstock Assessment (Deliverable 2) and Project Design (Deliverable 3) shall proceed in parallel following approval of the Inception Report.

The proposed design shall assume a maximum capital expenditure (CAPEX) of USD 150,000 for construction, equipment and commissioning of the composting facility. The overall contract budget, including technical studies, engineering, construction, capacity building and project management, shall not exceed USD 250,000.

Based on the preliminary engineering and operational assessment undertaken for the City, the proposed composting facility is expected to have the potential to produce approximately 25 tonnes of finished compost per month under normal operating conditions. This estimate is intended solely as planning guidance for bidders and should not be interpreted as a guaranteed production target or contractual performance requirement. Bidders are expected to review the available technical information, validate the underlying assumptions, and describe any alternative production estimates or operational approaches proposed in their submissions.

The design will need to be approved by the FCC and C40 before proceeding to construction. The design should include the following:

1. A detailed **professional facility plan** including **engineering design** for the construction of a treatment facility that is compatible with existing plans, develop where necessary and approved by relevant authorities. The design should include:
 - o Compost windrows base designed to drain leachate into the mixing tank for further treatment.
2. A detailed organic waste composting process plan.
 - o Outlining the step-by-step procedures and best practices for turning organic waste (like food scraps, yard trimmings, and agricultural residues) into compost.
3. A detailed schedule for the facility construction of an organic waste composting with co-digestion of wastewater sludge.
4. A collection and transportation plan for the organic waste feedstock
5. Feedstock procurement plan.
 - o How to source enough organic waste based on the organic waste feedstock assessment, to keep the composting process going. Consider the City's mandate and appointed waste service provider in the project area.

6. A breakdown of the **operational, financial, and economic implications** of the project to the City; include the following components:
 - o Funds available from the City.
 - o Possible income to the facility manager from the sale of organic compost and any other revenue stream.
 - o Review the City's business model for this project considering that the entity appointed by the City to manage the compost facility will bear the cost of organic waste feedstock received for treatment. This will be employed through a voucher system incorporated into the City's revenue digital system. Recommend a feasible business model for the City to adopt so that there are minimal cost implications to the City and the entity managing the facility is financially stable.
7. An organic product off-taking plan; consult the City on the current practice of trade in organic compost.
8. A detailed description of stakeholder roles and responsibilities, including incorporation of final year university students to provide workforce and engagement of private entities, women groups and community groups. Review the City's business model applicable to the operation and management of the prospective compost facility.
9. Standard Operating Procedures for optimal functioning of the facility.
10. Detailed operations and maintenance plan.
11. Detailed regulatory compliance plan including procurement of relevant licenses and permits.
12. Detailed risk management and mitigation plan.
13. Detailed monitoring and evaluation plan.
14. Environmental and Social Impact Assessment
15. Acquire relevant licenses and permits required for the establishment of the organic waste compost facility.

Bidders should describe the anticipated compost production volumes based on their proposed process design. Previous studies undertaken for the City indicate an expected production of approximately 25 tonnes/month, although bidders may propose alternative estimates where technically justified.

Ultimately, the consulting entity shall submit a Project Design Report that details all the content of the work.

Bidders are required to note that if this **Project Design** is **not approved** by the **City** and **C40, Construction (Deliverable 5)** and **Capacity Building (Deliverable 6)** Deliverables will be dropped from this scope of works with **no penalty** to **C40**.

Approval of the Project Design by C40 and the City shall constitute authorization to commence construction activities.

2.4.2.4 Organic Waste Diversion Infrastructural Strategy (Deliverable 4)

Organic waste stream constitutes about 62% of the municipal waste generated in the City. The City envisions that waste concentrated at the transfer stations will be sorted by the operators. Moreover, partners (GOAL SL and World Hope International) are developing models to run the stations. Their focus is sorting of the recyclables from the organic waste. Their purpose as per the City's Waste

Strategy is to recycle the plastics and metal cans in readiness to feed as raw materials for other private players in the recycling business. To recycle the plastics, the model is to use heat produced by anaerobic organic waste treatment to enhance the recycling process.

This will consume only 20% of the organic municipal waste generated in the City. The remaining 80% of the waste stream that goes through the transfer stations is planned to feed into organic waste composting facilities potentially co-located at the transfer stations when possible.

It is in this regard that the City plans to establish an organic waste composting facility at the Kingom Wastewater treatment plant and scale-up the organic waste diversion initiative to the six municipal waste transfer stations. In this regard, the consulting entity is required to develop a high-level strategy for the establishment of other organic waste composting facilities in the six municipal waste transfer stations. This will suffice as a high-level roadmap to divert organic waste from final disposal. The Strategy should capture and not limited to:

- An implementation timeline towards 2030 and beyond that considers uptake of available municipal organic waste and wastewater sludge (if available after the commissioning of the designed facility) into the six municipal waste transfer stations.
- Recommendation on the feedstock for prospective composting including both the municipal solid organic waste and wastewater sludge; considering the projected launch of segregation of waste at source to be streamlined as per the City's Waste Strategy.
- A collection and transportation plan for the organic waste feedstock for each site and a feedstock procurement plan.
- The projected facilities should aim to fulfil Freetown's second Waste Goal in the Climate Action Plan that states: Develop and Implement Systems for Recovery and Beneficiation of Valuable Materials in the Waste Stream (Including Organics). The specific targets with 2018 as the baseline are as follows:
 - Composting of food waste by 40% in 2030.
 - Support initiatives that generate energy from organic waste at low scale by 10% in 2025, 40% in 2030.

Ultimately the consulting entity shall submit an Organic Waste Diversion Infrastructural Strategy Report.

2.4.2.5 Construction of the Organic Waste Treatment Facility (Deliverable 5)

Once the Project Design is approved by the City and C40, the Supplier will be required to establish an organic waste compost facility at the Kingom Wastewater Treatment Plant. In this regard, the consulting entity is required to:

- Construct, commission, test and hand over the facility in accordance with the approved Project Design and Organic Waste Diversion Infrastructure Strategy. (deliverable 5.1).
- Provide tools and equipment for the compost windrow management. This includes turning, temperature measurement, watering, transportation and movement from one location to another.
- The Supplier shall provide a minimum warranty period of twelve (12) months from the date of the Certificate of Acceptance, or the manufacturer's standard warranty where longer, covering defects in materials, workmanship, and supplied equipment. During the warranty period, the Supplier shall repair or replace defective components at no additional cost to the

City, except where damage results from misuse, negligence, or operation contrary to the Supplier's operating instructions (deliverable 5.2).

- The Supplier shall be responsible for the operation, maintenance, repair, and replacement of any defective equipment supplied under this Contract from the commencement of commissioning until the completion of the commissioning period and formal handover of the Facility to the City. During this period, the Supplier shall ensure that all equipment is operating in accordance with the specified performance requirements and shall promptly rectify any defects attributable to design, workmanship, installation, or supplied equipment.
- Upon successful completion of commissioning, submission of all required documentation, delivery of operator training, and issuance of the Certificate of Acceptance by the City, responsibility for routine operation and maintenance of the Facility shall transfer to the City, except for any obligations remaining under the equipment warranties and defects liability provisions of the Contract.
- Coordinate with the City and execute a hand-over ceremony. The purpose is for the City to take up total ownership of the facility. This will entail coordinating the signing of the 'Goods Transfer Agreement' between the City and C40 (deliverable 5.3).
- The contractor shall provide a minimum 12-month manufacturer's warranty on all equipment supplied starting from the contract end date.
- Submit a construction, tooling and equipment as well as hand-over completion report with photographic evidence.

2.4.2.6 Capacity Building Programme (Deliverable 6)

The consulting entity will be required to develop a programme for capacity building of the prospective workforce for the organic compost facility at the Klngtom wastewater treatment site. Training shall be delivered during commissioning and prior to final hand-over to ensure participants receive practical instruction using the completed facility.. The City will nominate workforce that need to be empowered to optimally operate and maintain the facility.

In this regard, the consulting entity is required to:

- Develop a Training of Trainers curriculum (deliverable 6.1).
- Develop a Training of Trainers guide (deliverable 6.1).
- Execute the training programme for the workforce to be deployed at the prospective organic waste compost facility at Kingtom (deliverable 6.2). The details of the training are as highlighted:
 - 10 trainees as nominated by the City.
 - Provide training kits to each trainee.
 - Provide food and beverages appropriate for the duration of training.
 - Provide transport arrangements to facilitate attendance of the training sessions.
 - The training content empowers the trainees to:
 - o Sort waste.
 - o Identify quality organic waste feedstock.
 - o Optimally operate and maintain the prospective organic waste compost facility.
 - o Execute all plans developed in the project design component of this works.
 - o Manage data and information with requisite knowledge translation.

Ultimately the consulting entity is required to submit a capacity building report (deliverable 6.3) that includes the curriculum, guide and recommendations of the outcome from the executed training.

2.4.2.7 Project close-out (Deliverable 7)

- Project close-out report (deliverable 7.1) that captures the entire process from inception to completion, including to detail the Organic Waste Feedstock Assessment, Project Design, Organic Waste Diversion Infrastructural Strategy, Construction Work, Capacity Building Programme and overall recommendations to the City. This report should suffice as a roadmap for the City to divert organic waste from the landfills.
- The Report should be professionally well designed with a consistent visual identity. It should include a presentation, an executive summary and a comprehensive report on the activities and outcomes of the tasks completed. Technical reports are to be submitted (in PowerPoint, word format, pdf and other associated files e.g. spreadsheets; 3 pieces of designed hard copies full report; and 5 pieces of designed hard copies executive summary report).
- Project close-out meeting (deliverable 7.2) with the C40 and City project team.

2.4.3 Project Monitoring and Evaluation

- Fortnight progress meeting with the project team including the service provider, the City and C40.
- Submission of report for the project deliverables.

3. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **6:00pm Freetown Time, [September 4], 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;
- Proposed insurance cover that will safeguard all resources in the execution of this project including the workforce as highlighted below.
 - **Public liability insurance:** [10x the fee to the nearest million - rounding up] any one occurrence and in no event less than £5,000,000 - **{NB. This insurance covers death, personal injury and damage to other property.}**
 - **Works Insurance (Contractor's All Risks):** Joint names insurance by the Contractor: Full reinstatement value of the Works +20% for professional fees.
 - **Non negligence insurance (where applicable):** £[10 x to the fee to the nearest million - rounding up]
 - **Contractor's professional indemnity insurance:** £[10x the fee to the nearest million - rounding up] any one claim. **{NB This covers design responsibility for the Works.}**

- Any additional insurances required to be maintained under the local law in the place of performance.

- Information about your fee;
- Bidders shall submit a Gantt chart showing the proposed sequencing of activities, key milestones, dependencies and critical path;
- 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;
- Provide project experience listing with traceable reference letter(s) **on similar works undertaken from the past 3 years**– note this will use as part of the quality eligibility screening.

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

Bidders are required to review the [Compost project documents](#) in preparation for appropriate proposals. It is **mandatory** that bidders attend a site visit scheduled on **21 August 2026 at 10:00am** at the **Kingtom Wastewater Treatment Plant** to familiarize themselves with the conditions at the project site. Verify availability of utilities such as power supply, water supply and sewerage connectivity that will be required for the construction and operationalization of the prospective organic waste treatment facility. In this regard, you **must** register your site visit attendance by **19 August 2026** by sending an email to: transformingwaste_africa@c40.org

Bidders are encouraged to provide additional information relevant to the project. You may include the items as highlighted below.

- Resumes of proposed key personnel;
- Information about the organization's commitment to equity, diversity and inclusion and ethical alignment with C40;
- Company history;
- Executive background;
- Information on company size;
- Organizational charts;
- Motivation about collaborating with C40 and supporting the delivery of the Strategy development;
- Description of Corporate Social Responsibility (CSR) or internal guidelines that show the commitment to a healthy and inclusive working environment.

4. 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.

5. Contract

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

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide [a separate negotiation document](#) for review setting out clearly your rationale for the change.

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

5.1 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.

6. RfP and project timeline

RfP timeline	Due date
Request for Proposals issued	7 August 2026
Registration for mandatory site visit	19 August 2026
Mandatory site visit	21 August 2026
Deadline for questions	28 August 2026
C40 response to questions	2 September 2026
Deadline for proposals	4 September 2026, 18h <i>Freetown Time</i>

Clarification of proposals	7-9 September 2026
Evaluation of proposals	18–24 September 2026
Presentations / Interviews (if required)	25 September 2026
Selection decision	26 September 2026
Contract negotiations and signature	30 September - 9 October 2026
Notification to bidders	10 October 2026
Project mobilisation / Kick-off	12 October 2026

<i>Project Timeline / Deliverables</i>	<i>Due Date</i>
<i>Deliverable 1 – Project Inception</i>	
<i>Project Initiation Meeting (1.1)</i>	<i>12 October 2026</i>
<i>Draft Inception Report (1.3)</i>	<i>23 October 2026</i>
<i>Comments on Draft Inception Report</i>	<i>30 October 2026</i>
<i>Project Planning Phase completed (1.2)</i>	<i>4 November 2026</i>
<i>Final Inception Report submitted (1.3)</i>	<i>6 November 2026</i>
<i>Workstream A – Deliverable 2: Organic Waste Feedstock Assessment (Parallel)</i>	
<i>Organic Waste Feedstock Assessment completed</i>	<i>11 December 2026</i>
<i>Draft Organic Waste Feedstock Assessment Report</i>	<i>11 December 2026</i>
<i>Comments on Draft Feedstock Assessment Report</i>	<i>18 December 2026</i>

<i>Final Organic Waste Feedstock Assessment Report</i>	<i>23 December 2026</i>
<i>Draft Organic Waste Diversion Infrastructure Strategy Report (4)</i>	<i>8 January 2027</i>
<i>Comments on Draft Infrastructure Strategy</i>	<i>15 January 2027</i>
<i>Final Organic Waste Diversion Infrastructure Strategy Report</i>	<i>22 January 2027</i>
<i>Workstream B – Deliverables 3–5: Design, Infrastructure Strategy and Construction (Parallel)</i>	
<i>Draft Project Design Report (3)</i>	<i>4 December 2026</i>
<i>Comments on Draft Project Design Report</i>	<i>11 December 2026</i>
<i>Final Project Design Report (Approval to proceed with construction)</i>	<i>18 December 2026</i>
<i>Construction, equipping, commissioning and hand-over of the composting facility (5)</i>	<i>21 December 2026 – 12 March 2027</i>
<i>Draft Construction, Equipping and Hand-over Report</i>	<i>15 March 2027</i>
<i>Comments on Draft Construction Report</i>	<i>19 March 2027</i>
<i>Final Construction, Equipping and Hand-over Report</i>	<i>22 March 2027</i>
<i>Deliverable 6 – Capacity Building (Runs in Parallel with Construction and Commissioning)</i>	
<i>Draft Training Curriculum and Guide (6.1)</i>	<i>12 February 2027</i>
<i>Comments on Draft Training Curriculum</i>	<i>19 February 2027</i>

<i>Final Training Curriculum and Guide</i>	<i>24 February 2027</i>
<i>Training Delivery (6.2)</i>	<i>15–17 March 2027</i>
<i>Draft Capacity Building Report (6.3)</i>	<i>22 March 2027</i>
<i>Comments on Draft Capacity Building Report</i>	<i>25 March 2027</i>
<i>Final Capacity Building Report</i>	<i>27 March 2027</i>
<i>Deliverable 7 – Project Closure</i>	
<i>Draft Final Report (7.1)</i>	<i>23 March 2027</i>
<i>Comments on Draft Final Report</i>	<i>26 March 2027</i>
<i>Final Report (7.1)</i>	<i>30 March 2027</i>
<i>Project Close-out Meeting (7.2)</i>	<i>31 March 2027</i>

Please note that these dates are subject to change.

7. Proposal evaluation criteria

Evaluation criteria	%
- Technical expertise and experience of the bidder across relevant key areas; including integrated solid waste management, organic waste composting, strategy formulation, organic waste treatment, infrastructure development, data management, economics and finance, public policy, engineering, governance, capacity building, delivering trainings and climate change as well as familiarity with the local environment in Sierra Leone, especially Freetown. - Demonstrated past and existing similar works to this project.	40
Robustness of the project delivery proposal: The project delivery approach proposed including project management approach to deliver quality outputs on time.	30

Evaluation criteria	%
Value for money: • Economy: Assessment of the cost efficiency and budget consciousness of the quote - Consideration of whether the quote costs align with the expected outcomes and deliverables. • Efficiency: Examination of proposed project management approach, resource allocation, and timelines. • Effectiveness: Assessment of appropriateness and viability of chosen methods and tools to achieve the objectives.	15
Equity and ethical alignment considerations: The successful candidate should demonstrate commitment to being ethical, equitable, diverse and inclusive. This should be depicted not only in the team member constitution but also in the manner of executing past works.	10
Alignment with C40's goals on greenhouse gas emissions reductions.: Commitment to contribute towards the 1.5 degrees Paris Agreement goal; Demonstrated in the core business of the entity; institutionalised principles; evidence of aligned past projects; Proposed aligned approach.	5

8. Minimum evaluation criteria

To be considered for evaluation, all interested bidders must meet the following minimum mandatory requirements at the time of submission. Failure to provide complete and valid documentation for any of the stipulated criteria will result in immediate disqualification from the tender process.

- Attendance at the mandatory site visit.
- Suppliers must submit reference letter(s) or recommendation letter(s) from the past 3 years as part of their proposal.
- Valid legal registration of company and tax compliance in Sierra Leone documentation.
- Demonstrated experience in at least two completed relevant projects in waste management, including at least one completed organic waste treatment or composting project.
- Demonstrated experience working in Sub-Saharan Africa or comparable socioeconomic contexts.
- Submission of CVs for minimum required key personnel, including:
 - Waste/Composting Specialist
 - Civil or Environmental Engineer
 - Capacity Building Specialist.
- Evidence of financial capacity (audited financials or bank letter).
- Demonstrated ability to obtain professional liability and construction insurance or written commitment to obtain prior to contract signature.
- Submission of a technical proposal including methodology, timeline, and risk mitigation strategy.

- Signed acknowledgement of the C40 Standard Works Contract (and documented exceptions).
- Commitment to deliver to C40, if awarded the contract; a Performance Bond and/or a Parent Company Guarantee in favour of C40 for an amount equivalent to 10% of the Contract Sum. Such Performance Bond and Parent Company Guarantee shall be executed as a deed by the Contractor and the Performance Bond shall be executed by a reputable surety previously approved in writing by C40.

9. 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 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.

The proposed budget should include compost facility hand-over ceremony expense, training facilitation expenses such as training material, conferencing, catering (minimum of one lunch and two coffee provisions), transportation for daily attendance (a minimum of USD 10 daily) as well as any other relevant training needs (the City has offered a training venue). Any other foreseen costs such as subsistence and unforeseen costs should be covered in the proposed budget as contingency or as appropriate. Essentially, all expenses due to the execution of the project should be provided for in the proposed budget. Pricing should be listed for each item.

All equipment that needs to be procured and budgeted for the implementation of the project will be transferred to the City at no additional cost post project completion. The consultant's equipment shall remain in their property and custody if their cost is not budgeted to the project.

The consulting entity should provide the necessary workforce required to undertake this project. This consulting project team will work in close collaboration with the City officials assigned to the initiative.

9.1. Payment Terms

The total project cost should not exceed **USD 250,000**. The table below highlights the basis of payments.

Payment Milestone	Payment
Upon contract signature and C40's satisfactory approval of the Final Inception Report (Deliverable 1) .	10%
Upon C40's satisfactory approval of the Final Project Design Report (Deliverable 3) .	10%

Upon C40's satisfactory approval of the Final Organic Waste Feedstock Assessment Report (Deliverable 2) .	10%
Upon C40's satisfactory approval of the Final Organic Waste Diversion Infrastructure Strategy Report (Deliverable 4) , authorizing commencement of construction.	15%
Upon satisfactory commencement of construction, including contractor mobilization, site establishment, and initiation of civil works.	10%
Upon satisfactory completion of approximately 50% of construction works and installation of major equipment , as verified by C40 and the City.	15%
Upon satisfactory completion of construction, commissioning, testing, hand-over of the composting facility, and C40's acceptance of the Final Construction, Equipping and Hand-over Report (Deliverable 5) .	20%
Upon C40's satisfactory acceptance of the Final Capacity Building Report (Deliverable 6) , Final Project Report (Deliverable 7) , professionally designed Executive Summary (English), final presentation, and successful completion of the Project Close-out Meeting.	5%
Total	95%

As stated in the Contract Template, C40 will retain 5% of the Contract Sum as security for the proper completion of the Works and the rectification of any defects. The Rectification / Maintenance Period will run for six months from the date of issue of the Handover Certificate. During this period, the Contractor remains responsible for remedying any defects in the Works. The retained 5% will be released at the end of the Rectification / Maintenance Period, subject to confirmation that all notified defects have been satisfactorily rectified.

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

6 pm Freetown Time, 4 September 2026:

transformingwaste_africa@c40.org

Anonymised responses to questions will be provided [here](#) when the Question and Answer (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.

12. 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.