Request for Proposal (RfP)

Technical Advisory Support for the Review and Update of Freetown City Council's Disaster Response Standard Operating Procedures (SOPs)

C40 Cities Climate Leadership UK
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C40 CITIES

Contents

1. C40 Cities Climate Leadership Group 2

2. Summary, purpose and background of the project 2

3. Proposal guidelines 8

4. RfP and project timeline 9

5. Proposal evaluation criteria 10

6. Project budget 10

7. C40 policies 11

8. Submissions 12

1. C40 Cities Climate Leadership Group

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 LinkedIn, X, BlueSky, Threads, Facebook, YouTube and Instagram.

2. Summary, Purpose and Background of the Project

2.1 Program background:

The Resilient Future Cities Program (RUF) is a technical assistance initiative designed to support cities in achieving strengthened climate resilience that addresses the impacts of urban flooding, droughts, and extreme heat, while protecting vulnerable communities and fostering sustainable urban development. RUF actions are delivered through three main workstreams:

A. Enabling action implementation

B. Delivering adaptation actions

C. Raising ambition and scaling delivery.

Freetown City Council (FCC) is undertaking a review and update of its Disaster Response Standard Operating Procedures (SOPs), supported by C40. The review is intended to strengthen the City's existing disaster preparedness and response arrangements, including activation, roles and responsibilities, coordination, communication, emergency response, resource mobilisation, reporting and recovery.

The FCC work plan sets out a ten-week process comprising eight implementation tasks: review of existing FCC disaster response SOPs, policies, plans and relevant disaster-risk management frameworks; institutional and stakeholder consultations; a gap assessment; community engagement; development and updating of procedures; stakeholder validation; finalisation; and dissemination/orientation.

2.1.1 Purpose of the consultancy

The purpose of this consultancy is to engage a senior Disaster Risk Reduction (DRR) specialist or qualified consulting team to lead and undertake the full review and update of Freetown City Council's Disaster Response SOPs, with support from FCC and C40. The consultant will bring demonstrated experience in

DRR and disaster response to conduct the desk review, consultations, gap assessment, development and updating of procedures, validation, finalisation, and support to dissemination and orientation.

This is a full review and update consultancy. The consultant will be responsible for the substantive review process and outputs. FCC will provide institutional access, documentation, stakeholder coordination and contextual support, while C40 will provide programme oversight, coordination and technical support as appropriate. FCC will retain institutional ownership of the final SOP.

2.1.2 RUF objectives:

A. Improved climate resilience and better protection for vulnerable populations from climate impacts through enhanced urban resilience capacity, planning, and management, increased adoption of nature-based solutions, and improved climate leadership.
B. Improved equitable and inclusive urban climate resilience governance and mainstream climate adaptation in financial and urban planning in cities
C. Increased equitable and inclusive high-impact adaptation actions, with a focus on nature-based solutions, protecting vulnerable communities, and addressing the diverse adaptation needs of communities
D. Strengthened city leadership for climate action and knowledge sharing to accelerate climate resilience regionally and globally

2.1.3 Objectives of the consultancy

The RUF program is seeking a consultant (individual or firm) to review and update the Freetown City Council's Standard Operating Procedure (SOP).

- Lead and undertake the complete ten-week review and update of the FCC Disaster Response SOP.
- Apply a clear, comprehensive and technically sound methodology to review FCC's disaster response arrangements.
- Assess gaps in preparedness, response, coordination, communication and reporting procedures and provide practical recommendations.
- Develop and update the Disaster Response SOP, incorporating applicable DRR good practice and Freetown's institutional context.
- Undertake quality assurance throughout the review and update process and revise outputs based on stakeholder feedback.
- Ensure that the revised SOP is practical, coherent, implementable and appropriate to FCC's institutional context.

Facilitate knowledge transfer to FCC officers and relevant stakeholders so the City retains ownership and capacity to implement the revised SOP.

2.2 Scope of work and the eight implementation tasks

No.	Task	Expected output	Timeline
1	Review existing FCC Disaster Response SOPs, policies, plans and relevant disaster-risk management frameworks.	Desk review and assessment completed.	Week 1-2
2	Conduct institutional and stakeholder consultations with relevant FCC departments and external response actors.	Consultation findings documented.	Week 2-4
3	Conduct a gap assessment of existing disaster preparedness, response, coordination, communication and reporting procedures.	Disaster response SOP gap assessment report.	Week 3-5
4	Conduct community engagement and consultation with communities and relevant local stakeholders on disaster preparedness and response arrangements.	Community engagement findings and recommendations incorporated into the SOP review.	Week 5-7
5	Develop/update procedures covering disaster activation, roles and responsibilities, coordination, communication, emergency response, resource mobilisation, reporting and recovery.	Draft revised Disaster Response SOP developed.	Week 7-8
6	Conduct a stakeholder validation and technical review workshop.	Stakeholder-validated draft SOP.	Week 8
7	Incorporate stakeholder and community feedback and finalise the SOP.	Final FCC Disaster Response SOP.	Week 8-9
8	Print, disseminate and orient relevant FCC personnel and stakeholders on the revised SOP.	SOP disseminated and key personnel oriented.	Week 10

2.5 Consultant and FCC responsibilities

The consultant will lead the full review and update process; plan and execute the agreed activities; prepare the assessment, consultation findings, gap assessment, draft and final SOP; lead agreed meetings and validation activities; undertake technical quality assurance; and provide knowledge transfer and orientation support.

FCC will provide institutional leadership and access; share existing SOPs, policies, plans and frameworks; provide stakeholder contacts and contextual inputs; review drafts and provide comments; support mobilisation and workshop logistics; endorse the final SOP; and lead printing, dissemination and orientation. C40 will provide programme oversight, coordination and technical support as appropriate.

2.6 Deliverables

No.	Deliverable	Description	Indicative timing
1	Desk review and assessment	Review of existing FCC SOPs, policies, plans and relevant DRR frameworks; completed assessment.	Week 1-2
2	Consultation findings	Institutional and stakeholder consultations with relevant FCC departments and external response actors; findings documented.	Week 2-4
3	Disaster response SOP gap assessment report	Assessment of preparedness, response, coordination, communication and reporting gaps, with recommendations.	Week 3-5
4	Draft revised Disaster Response SOP	Updated procedures covering activation, roles, coordination, communication, emergency response, resource mobilisation, reporting and recovery.	Week 5-7
5	Community engagement report	Community engagement findings, priorities and recommendations documented and reflected in the review.	Week 7-8
6	Stakeholder-validated draft SOP	Stakeholder validation and technical review workshop completed and feedback documented.	Week 8
7	Final FCC Disaster Response SOP	Stakeholder and community feedback incorporated and final SOP completed.	Week 8-9
8	Dissemination and orientation support	Technical support to dissemination and orientation of relevant FCC personnel and stakeholders.	Week 10

2.7 Required qualifications and experience

Advanced academic or professional qualification in Disaster Risk Reduction, Disaster Risk Management, Climate Change, Resilience, Environmental Management, Urban Planning, Geography or a closely related field.

Substantial professional experience in DRR/disaster risk management and disaster response.

Demonstrated experience supporting governments, cities, development partners or comparable institutions on DRR strategies, SOPs, disaster management systems, risk assessments or related work.

Broad knowledge of disaster preparedness, response coordination, communication, emergency management, recovery and institutional arrangements.

Experience providing senior-level technical advisory support rather than only undertaking stand-alone research or assessments.

Strong technical writing, facilitation, review and communication skills.

Experience in African urban contexts or comparable institutional settings is desirable.

3. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 11:59pm EST 2 November 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:

- The assumptions you are making about the project;
- Your proposed methodology
- How your proposal is responsive to the Evaluation Criteria
- Risks you have identified and appropriate mitigation measures;
- Budget;
- 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, communication strategy, key personnel, key roles and responsibilities, and escalation procedure for issues.
- Past experience (with examples)
- Company and team profile, outlining lead experts for each deliverable, activity and expected outputs indicated above.

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

AI usage and confidentiality

Any use of AI-supported tools must be clearly disclosed and justified in the methodology, with appropriate human oversight and verification of outputs. Any confidential information shared by C40 must not be uploaded to or shared with AI tools.

Supplier diversity

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

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

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

Contract

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

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

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

Subcontracting

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

4. RfP and project timeline

The RfP and assignment milestones are set out below.

RfP / project milestone	Due date / period
Request for Proposals sent	26 October 2026
Questions submitted to C40	28 October 2026
C40 responds to questions	30 October 2026
Deadline for receiving offers	2 November 2026
Clarification of offers	4 November 2026
Contract commencement	10 November 2026
Technical Advisory Support for the Review and Update of Freetown City Council's Disaster Response Standard Operating Procedures	10 weeks

Project phase	Due date/period
Project initiation phase	26 October–1 November 2026
Project planning/advisory mobilisation	26 October–8 November 2026
FCC-led implementation and technical advisory	2 November–27 December 2026
Orientation/dissemination support	28 December 2026–3 January 2027
Overall project period	26 October 2026–3 January 2027

5. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criterion	Weighting
Relevant DRR technical expertise and experience	35%
Quality and practicality of proposed full-review methodology and work plan	25%
Qualifications and comparable assignments of proposed individual	20%
Cost reasonableness in relation to the full level of effort and deliverables	15%
Contextual understanding and 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.

6. Project budget

Potential Suppliers should provide a clear financial quotation showing the professional fee basis, proposed level of effort, travel and other costs, and applicable taxes as shown in the sample below. Any in-country travel should be agreed and approved in advance.

No.	Budget component	Estimated cost (USD)
1	Technical review and consultancy support	
2	Stakeholder consultations and departmental engagements	
3	Data collection, documentation and technical assessment	
4	Stakeholder validation workshop	
5	Editing, formatting, printing and production of revised SOPs	
6	Orientation and dissemination of revised SOPs	
7	Administrative and logistical support	
8	Contingency/other technical costs	
9	Community engagement and consultation with communities and relevant local stakeholders	
	TOTAL (USD)	

All costs included in the financial proposal should cover the activities required to complete the assignment. C40 will not reimburse costs incurred in preparing a response to this RfP. Payment milestones and arrangements will be agreed in the contract and linked to accepted deliverables.

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 - here

8. Submissions

Each Potential Supplier must submit one copy of their proposal to the email addresses below by *[2] [November] 2026, 11:59 pm GMT*:

Potential Suppliers should submit one electronic copy of their proposal to the C40 contact below.

Submission detail	Information
C40 contact name	John Miracle Saccoh
	Jessica Kavonic
Position	Climate Resilience Advisor
	Head of Implementation, Africa
Official C40 email address	jmsaccoh@c40.org
	jkavonic@c40.org
Deadline	2nd November, 2026.

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 that 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 the C40 Complaints Procedure for 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.