Request for Proposal (RfP)

Needs Assessment and Digital Registration of Informal Waste Workers in Dar es Salaam, Tanzania

C40 Cities Climate Leadership Group, Inc.

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United States of America

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C40 CITIES

Contents

1. C40 Cities Climate Leadership Group Inc. 1
2. Summary, purpose and background of the project 1
3. Proposal guidelines 3
4. RfP and project timeline 5
5. Proposal evaluation criteria 6
6. Project budget 7
7. C40 policies 7
8. Submissions 7

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1. C40 Cities Climate Leadership Group Inc.

C40 is a network of nearly 100 mayors of the world's leading cities working to deliver the urgent action needed right now to confront the climate crisis and create a future where everyone, everywhere, can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to limit global heating in line with the Paris Agreement and build healthy, equitable and resilient communities. We work alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to support mayors to halve emissions by 2030 and help phase out fossil use while increasing urban climate resilience and equity.

The current co-chairs of C40 are Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyerr of Freetown, Sierra Leone; three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40's work is made possible by our two strategic funders: Bloomberg Philanthropies and Realdania.

To learn more about the work of C40 and our cities, please visit our website or follow us on X, Instagram, Facebook and LinkedIn.

2. Summary, purpose and background of the project

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

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

Integrating informal waste workers improves both job opportunities for informal workers and waste collection outcomes by fostering collaboration between city officials, community leaders, and informal

workers.

C40 Cities is working with the city of Dar es Salaam to advance in the process of integrating informal waste workers in the municipal waste management system with the aim of increasing waste collection and improving the lives of informal workers.

Project:

Dar es Salaam City Council is aiming to achieve a "Just Transition" that improves the livelihoods, health, and dignity of informal waste workers while reducing the municipal waste management costs and landfill reliance. The city envisions moving toward a zero-waste model utilizing decentralised, community-based solid waste management. Currently, the city collaborates with community-based organizations (e.g., Waokota Taka Bonyokwa, Juza Waste Pickers), private enterprises, and international partners like BORDA and IUCN, but lacks a formalised city-owned digital registry and reliable baseline data on worker vulnerabilities and waste quantification.

To achieve this, C40 Cities is seeking a consultant to **develop a digital registry and reliable baseline data on worker vulnerabilities and needs** to support the city of Dar es Salaam integration of informal waste workers within its waste management value chain. The digital registry proposed should not be a completely separate platform from existing available platforms but rather a city-owned system that consolidates, integrates, and scales the work already achieved by local innovators and partners. In addition, the consultant should work in close collaboration with the Stakeholder Working Group (SWG) that the city has already been engaging with.

Objectives:

The primary objective of this consultancy is to conduct a comprehensive needs assessment (health, safety, gender, infrastructure) and a targeted registration census of informal waste workers in Dar es Salaam. This foundational data will be critical for informing the city's upcoming training workshops, rolling out social protection pilots (health coverage), and integrating workers into the two new Material Recovery Facilities (MRFs) the city is funding.

The core objectives include:

- **Needs Assessment:** In collaboration with the existing Stakeholder Working Group (SWG), the consultant should:
    - Develop a needs assessment methodology
    - Identify key stakeholders involved, map out their roles
    - Develop a step-by-step action plan for delivering the needs assessment
    - Carry out the needs assessment in the target communities (3 neighbourhoods of Vingunguti, Bonyokwa, and Pugu Wards as selected by the City) with potential delivery methods that include surveys, interviews, focus groups, and workshops.
- **Digital Tool Configuration & Stakeholder Working Group (SWG) Integration:** Configure an existing, open-source or low-cost digital data collection platform (e.g., KoboToolbox, ODK) in coordination with the existing SWG, ensuring alignment with existing programs like BORDA's DAR SAFI Project.
- **Field Mapping and Targeted Registration:** Deploy field teams to conduct a comprehensive mapping and registration of informal waste workers in 3 selected neighbourhoods, capturing demographic data, health/safety vulnerabilities, and current recycling volumes.
- **Database Structuring & Handover:** Compile the collected data into a structured, accessible database that the Dar es Salaam City Council can independently maintain and use to register informal waste workers.
- **Baseline Report:** Compile a final report analyzing the census data and the needs assessment

to directly inform the city's broader scale-up strategy.

3. Proposal guidelines

Proposed Scope of Work

Activities:

1. **Conduct Needs Assessment:** Carry out the needs assessment in the 3 target communities selected by the City. The needs assessment will gather information regarding their:
    - Socio-economic profile (including the demographic characteristics of the populations concerned)
    - Role in the waste management value chain (including their role in the collection, sorting and processing of dry recyclable waste and organic waste)
    - Information needs
    - Recognition needs
    - Health Needs
    - Gender needs
    - Training needs
    - Equipment needs
    - Needs relating to organisational frameworks and governance models
    - Networking and partnership needs
    - Specific needs of particularly vulnerable groups, such as women, migrants and young people
2. **Methodology Design & Platform Configuration:** Develop the methodology for configuring an existing, open-source or low-cost digital data collection platform (e.g., KoboToolbox, ODK) in coordination with the existing SWG. The platform, to be created by the selected technical consultant, must be informed and validated through consultations with the SWG, as well as through training sessions with city officials, to ensure the system's ease of use and comprehensibility. The platform should enable:
    - Collecting field data on informal waste pickers.
    - Consolidating a structured, secure, and scalable database.
    - Generating strategic indicators for public management.
    - Implementing an interactive dashboard-style visualization system.
    - Integrating seamlessly with the municipality's digital and institutional infrastructure, either embedding into the existing platform or through a dedicated interoperable space, based on technical consultation with the municipal team.
3. **Pilot Registration:** Following the development of the tool and the platform, deploy field teams to conduct comprehensive mapping and a pilot implementation of the registry in three representative neighborhoods of the city.
4. **Registration Database:** Develop a database with usage guidelines and a training session for city officials so that the Dar es Salaam City Council can independently maintain and use it.
5. **Data Analysis & Needs Assessment Report:** Compile a report that includes needs assessment methodology, implementation strategy, data analysis and outcomes alignment strategy to directly inform the city's broader scale-up strategy.

Deliverables:

1. **Inception Report:** Compile the finalised project methodology for developing customized digital survey tools (configured on an existing platform), registration and needs assessment.
2. **Comprehensive Needs Assessment Report:** A detailed analysis identifying specific vulnerabilities and training needs, providing recommendations for the subsequent integration phases.
3. **Data Tools with Standard Operating Procedures report:** A clean, accessible database containing registered workers and baseline metrics, handed over to the city without requirements for ongoing software licenses. This includes a user manual with standard operating procedures for usage of developed tools. The platform must include three integrated layers:

    a. Data collection tool
        i. Digital platform for field data collection (accessible tools will be prioritized).
        ii. Configurable forms based on variables defined by the municipal team.
        iii. Offline functionality or functionality with limited connectivity.
        iv. Simple, accessible, and intuitive interface for field use.
    b. Database
        i. Design of a structured, secure, and scalable database.
        ii. Functionalities for editing, validating, and updating records.
        iii. Export in standard formats.
        iv. Compliance with current regulations regarding personal data protection.
    c. Monitoring and visualization system (dashboard): The consulting firm must develop an interactive dashboard geared toward public management.
4. **Training City Officials and Technology Transfer:**The consultant must ensure that the municipal team is capable of independently managing and maintaining the platform. To this end, it must provide training in:
    - Use of the field data collection tool.
    - Management and administration of large volumes of data.
    - Use and interpretation of the dashboard.
    - Updating and editing the system.
5. **Final report:** A final report that summarizes the alignment of completed deliverables that directly inform the city's broader scale-up strategy.

Proposal Requirements

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until ***20 November 2026, 5pm GMT***. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

The proposal should be limited to 8 pages, not including a cover page/letter and attachments. All applications must be submitted in both PDF and Microsoft Word formats with margins of at least one inch. Text type must be 11 point or larger. The proposal must be submitted in English.

The proposal must include adequate information about how it responds to the evaluation criteria, assumptions made about the project, risks you have identified, and appropriate mitigation measures. In

addition, your proposal also needs to show that the costs were calculated to enable evaluation of cost reasonableness. The proposal should be organised accordingly and should include (but is not limited to) the information below:

1. **1. Organisational Profile and Key Staff**
    a. Details of organisation and proposed project team - please include relevant previous experiences and expertise, limiting CVs to one page per person.
    b. Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40's Equity, Diversity and Inclusion Statement;
2. **2. Proposed Workplan and Timeline**
    a. Explanation of the proposed approach to the scope of work, breakdown of tasks and detailed timeline of execution.
3. **3. Project Management Plan**
    a. Explanation of how the service provider proposes to work with and involve the city of Dar es Salaam and C40 - key roles and responsibilities, reporting, change requests, escalation of issues, sign-off of work stages and acceptance criteria.
4. **4. Risk Management Approach**
    a. Description of any risks and assumptions made in planning the project, along with appropriate management and mitigation strategies. Details on how a risk assessment would be completed and what it would include.
5. **5. Budget**
    a. Detailed breakdown of costs in USD for each project task.

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

The use of AI-supported tools must be kept to an absolute minimum, and no output (text or visuals) should be produced by AI. Any AI-supported tools used must be clearly outlined and justified in the methodology section. Furthermore, the methodology must explicitly detail how results will be validated and verified using a combination of independent human oversight and cross-referencing with trusted databases/sources. Any data C40 shares is strictly confidential and cannot be shared with any AI tools.

Supplier diversity

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

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

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

Contract

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

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

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

Subcontracting

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

4. RfP and project timeline

RfP timeline	Due date
Request for Proposals sent	*30 October 2026*
Questions submitted to C40	*12 November 2026*
C40 responds to questions	*16 November 2026*
Deadline for receiving Offers	*20 November 2026, 5pm GMT*
Clarification of Offers	*23 November 2026 - 25 November 2026*
Evaluation of Proposal	*26 November 2026 - 30 November 2026*
Selection decision made	*01 December 2026*
All Potential Suppliers notified of outcome	*02 December 2026*

Project timeline	Due date
The project initiation phase must be completed by	*16 December 2026*
Project planning phase must be completed by	*06 January 2027*

Project implementation phase is expected to be completed by	*23 April 2027*
The project is due to run until	*30 April 2027*

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, including a robust project management approach	*30%*
Capability, experience, diversity and availability of the proposed team - including familiarity with the local context in Dar es Salaam, and understanding of inclusive waste management and city's sustainability and climate action.	*30%*
Cost-Benefit and Budget	*25%*
Timeline and Deadlines	*10%*
Alignment with C40 Goals and Values	*5%*

Robustness of the project delivery: The proposals will be evaluated based on the consultancy's demonstrated ability to deliver a user friendly digital survey tools (configured on an existing platform) with a clean, accessible database containing registered workers and baseline metrics, a comprehensive geospatial mapping framework, and a detailed analysis identifying specific vulnerabilities (health, gender) and training needs, providing recommendations for the subsequent integration phases. This includes prior experience in similar projects. Additionally, the proposal should outline a clear and structured methodology, highlighting how they plan to complete the development of the guideline and data architecture and collection methodology, and their approach for facilitating the validation of the draft guideline and database design through the SWG. The Service Provider should also demonstrate how they intend to comply with relevant data collection and privacy policies.

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

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

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

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

6. Project budget

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be demonstrated in team capacity dedicated to carrying out the tasks. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

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

7. C40 policies

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

- Non-Staff Code of Conduct Policy here
- Equity , Diversity and Inclusion Policy here

8. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email address below by 5pm GMT, 20 November 2026:

Yaseen Salie, Senior Manager ICA: South Africa (ysalie@c40.org), and

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

Anonymised responses to questions will be provided here (link) when the Q&A period closes.

Based on the submissions received, C40 reserves the right to promote the establishment of consortium relationships or request potential suppliers refine their submission after receipt.

Have a concern?

C40 is committed to the highest standards of ethical behaviour. As such, we are committed to being open and responsive to complaints and suggestions on how we can improve from outside the organisation. Please refer to C40 Complaints Procedure on how to reach us.

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP. Responses submitted will be accessible by all C40 staff and external evaluators (if any).

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.