Request for Proposal (RfP)

Addis Ababa Climate Action Plan Update

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1. Background

1.1 C40 Cities Climate Leadership Group Inc. ("C40")

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.

1.2 Cities Climate Transition Framework

A Climate Action Plan (CAP) is a strategic document (or series of plans and documents) that demonstrates how a city will deliver on its commitment to address climate change. It covers the core part of climate change strategies, namely, the need to reduce GHG emissions, adapt to the impacts of climate change and deliver wider, social, environmental and economic benefits for the city.

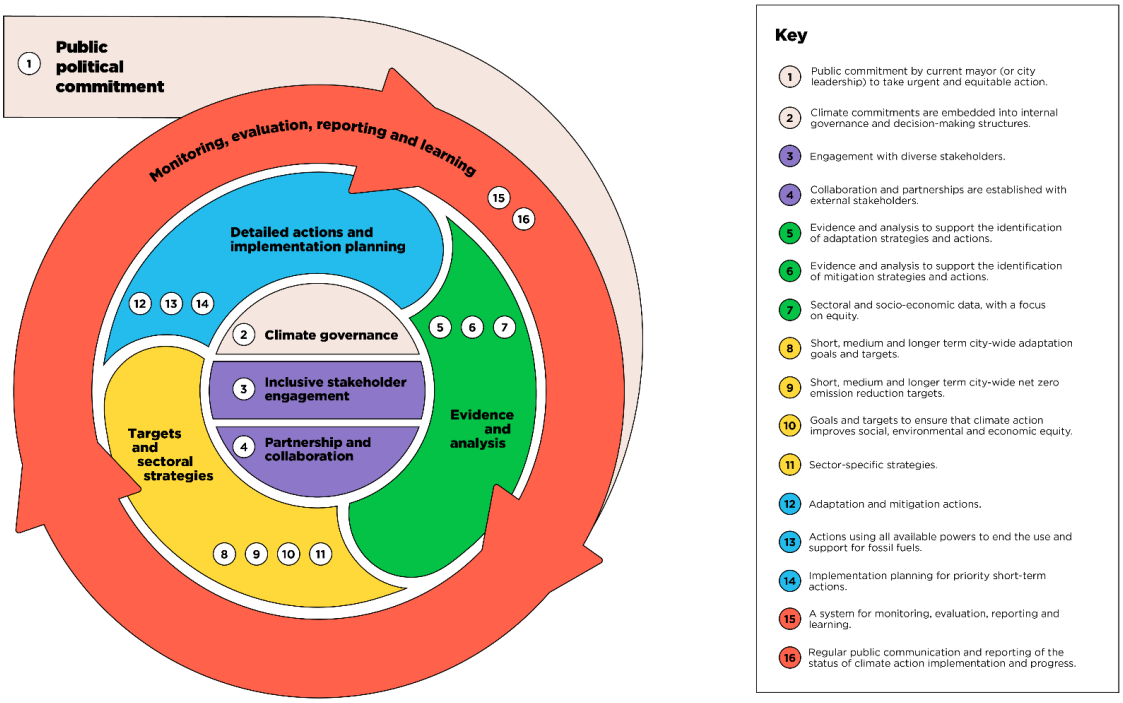
As part of the C40's Leadership Standards, cities must update their Climate Action Plan at a minimum every five years, to ensure that they are a live document that reflect the cities' priority short-term actions and achievements of recent impacts. This ensures that urban strategies continuously adapt to evolving climate science, local growth, and emerging environmental risks. This would require reviewing the original CAP, updating its evidence base and making any needed revisions to its targets or strategies based on its changing circumstances.

Building on the Climate Action Planning Framework, in 2023 C40 published a strengthened guidance and framework the Cities Climate Transition Framework (CCTF). The CCTF provides guidance for how cities can continue to strengthen climate action following the latest 'Integrity matters' recommendations from the UNSG to strengthen its ambition and transparency.

The CCTF aims to strengthen the Climate Action Plan across 6 core components:

- **Commitment, governance and mainstreaming**: Ensure that the CAP update is endorsed by the mayoral team and that the Climate Action Plan's emplacement in the city's wider governance structure is clearly defined, allowing for a mainstreamed approach to climate governance.
- **Monitoring, evaluation and reporting progress, with a focus on learning:** Progress made since the original plan against the targets should be analysed, and monitoring, reporting, evaluation and learning systems in the city should be strengthened. This should allow for consistent reporting and communication of progress made against the ambitions of the plan.
- **Inclusive engagement and communication:** Engagement with the plan's relevant stakeholders through coordinated communications, workshops and other engagements. This will include the plan's implementation partners for buy-in of the plan, alongside the communities in the city most impacted by climate change.
- **Evidence to inform goals, targets, strategies and actions:** Ensure that the evidence related to GHG mitigation, adaptation and equity are updated and reflect the latest available data and science.
- **City-wide goals, targets, supported by sectoral strategies:** Targets across GHG mitigation, adaptation and equity should be recommitted to or tightened following the evidence base update. Sector specific strategies across sectors should also be revisited and tightened if needed.
- **Evidence-based actions and implementation:** Ensure that all actions are clearly defined and have an implementation strategy. A new set of short-term implementation actions should be identified. It should also be ensured that no fossil fuel expansion is planned within the city.

The full 16 criteria set by the CCTF can be found in the diagram below and are further detailed in Annex D of this document.



It asks that in addition to ensuring that all of the data and strategies set by the original CAP are still valid, a number of new or strengthened focus areas are included within the plan. These are the following:

- Establishing strategies for reducing GHG emissions that result from the consumption of goods and services across two distinct sectors.
- Ensuring that the city uses all its available powers to phase out the use of fossil fuels
- Qualitative goals and quantitative targets are both included within its adaptation strategy
- Ensuring that an effective monitoring, evaluation, reporting and learning (MERL) framework is established and maintained through the Climate Action Plan, to assess and publicly communicate progress towards meeting goals and targets established.
- Climate Governance and Mainstreaming, to ensure solid foundations are set to develop and effectively deliver on the goals and targets, and monitor progress over time.

By following the CCTF's streamlined criteria, cities systematically mainstream climate resilience, reach net zero, prioritise social equity, and establish clear monitoring systems to turn high-level commitments into deliverable urban policy.

1.3 Addis Ababa's First Climate Action Plan

As part of its commitment to the C40 Cities' Deadline 2020 Programme initiated in 2017, the City of Addis Ababa developed its first comprehensive Climate Action Plan in 2021. This plan served as the strategic framework to align the city's development trajectory with the objectives of the Paris Agreement, establishing ambitious targets and actions across mitigation and adaptation

To drive Addis Ababa toward becoming an equitable, inclusive, climate-resilient, and carbon-neutral city by 2050, its Climate Action Plan (CAP) identifies 34 priority actions (14 mitigation and 20 adaptation actions) developed through extensive stakeholder consultations. Key baseline focuses of this initiative include decarbonizing transport, upgrading waste and wastewater treatment, transitioning to clean energy and efficient buildings, and strengthening urban adaptive capacity against flood, heat, and drought risks

- **Sustainable Transport & Mobility:** Accelerates the uptake of clean mobility technologies, expands public transit networks (BRT and LRT corridors), builds non-motorised transport (NMT) infrastructure for cycling and walking, and enforces strict vehicle emissions standards.
- **Waste & Wastewater Management:** Promotes the waste hierarchy, constructs composting facilities to divert 70% of organic waste from landfills by 2050, expands anaerobic wastewater treatment, and installs landfill gas capture infrastructure.
- **Energy & Built Environment:** Enhances energy efficiency across public and private infrastructure via ISO Green Building Standards for new permits, eliminates backup diesel generators while diversifying renewables, transitions 90% of households to electric/efficient cookstoves by 2050, and retrofits 100% of street lighting to LEDs by 2030.
- **Urban Resilience & Ecosystems:** Strengthens municipal and community adaptive capacity by requiring new building permits to account for climate risks, establishing vegetated green buffers in flood/landslide risk zones, mandating climate representation in the municipal Megaprojects Office, and re-afforesting urban watersheds

For its GHG mitigation, the city unconditionally committed to reducing greenhouse gas (GHG) emissions by 41% by 2030 and 76% by 2050 below a Business-As-Usual (BAU) baseline under its Ambitious Action Scenario , while aiming for a conditional target of up to an 86% reduction by 2050 under its Extended Action Scenario to align with carbon neutrality goals .

This planned update serves as an opportunity to ensure that the city's climate strategies are still valid amidst the city's changing governmental, data and climate contexts, while offering a new opportunity to re-engage with city stakeholders and the wider public. This required five-year cycle enables municipal leaders to measure the real-world impact of actions implemented since 2021, realign resources toward high-impact decarbonisation and resilience projects, and maintain the highest standards of climate ambition.

1.4 Political Context of upcoming CAP

Addis Ababa is hosting COP32 in November of 2027, which following a significant El Niño weather event, will see 10,000s of delegates from various backgrounds and countries to discuss climate change within Ethiopia. This presents a significant opportunity for Addis Ababa, as a host city, to clearly demonstrate its leadership on climate change issues to a world stage, mobilising itself as an African climate leader. Due to this unique opportunity, it is critical that Addis Ababa's Climate Action Plan is updated using the CCTF and published well before the start of the conference in November.

1.5 Parallel Workstreams informing the CAP Update

1.5.1 UCAP: Strengthening Urban Climate Resilience through Climate Risk Assessment and Community Action

A separate project commissioned by the British High Commission is focused on building resilience to climate hazards within Addis Ababa. It is being managed by a programme named UCAP. Through this project, the city will develop a city-wide Climate Change Risk Assessment and build relevant community-led strategies to better respond to climate disasters. This will involve a large amount of community engagement and work on socioeconomic data. The project is designed to feed into the climate action plan update, and the following deliverables are expected:

- **City-Wide Climate Change Risk Assessment (CCRA) Update:** Synthesized baseline dataset, city-wide CCRA report aligned with C40 Guidance, and a priority community hotspot map.
- **Community-Level Risk, Vulnerability, and Socio-Economic Assessments:** Participatory hazard mapping across selected high-risk priority communities, socioeconomic vulnerability diagnostics, and grassroots workshops.
- **Co-Developed Neighbourhood Emergency & Resilience Plans:** Actionable, neighbourhood-specific climate resilience and disaster response plans, recommendations for community-led early warning mechanisms, and inclusive co-design sessions involving women, youth, and the elderly.
- **Capacity Building and Local Social Safety Net Strengthening:** Development of Disaster Risk Reduction (DRR) training curricula, toolkits, and execution of technical training programs for local Community Care Coalitions (CCCs).
- **Institutionalisation, Policy Integration, and Scaling Strategy:** Policy integration recommendations report, standardised implementation pathways to embed CCCs as municipal DRR partners, an official *Addis Ababa Community Engagement Guide for Disaster Risk Resilience* for city-wide replication, a close-out workshop, and an African knowledge-sharing webinar.

The deliverables associated with this project are expected to fulfill several elements of the CCTF Update - namely those that are relevant to adaptation and equity-focused data and strategies. The full list of deliverables can be explored within this project's RfP.

As of October 2026, the consultants for this project have not yet been onboarded, however the project is expected to be completed before Summer of 2027. The bidder hired as part of the current RfP will need to coordinate with this parallel project and ensure that its deliverables are incorporated into the final updated CAP.

1.5.2 UCAP: Clean Energy Transition Baseline and Implementation Plan

Another project commissioned by the British High Commission is focused on establishing a city-wide clean energy baseline and implementation roadmap for Addis Ababa. Managed through the C40 UCAP CAI programme, this project supports the Addis Ababa City Environmental Protection Authority (AA-EPA) to transition away from fossil fuel backup generators and traditional biomass toward renewable energy and clean cooking solutions. It involves extensive field-level data collection across all 11 sub-cities, institutional policy integration, financial modelling, and capacity building.

The project deliverables include:

- **Inception Report & Data Collection Methodology**
- **City-Wide Energy Baseline Assessment Report** (covering biogas, clean cooking/e-mitads, solar PV/thermal adoption, local cookstove manufacturers, and emissions/socioeconomic impacts)
- **Clean Energy Implementation Master Plan Report & Policy Guidelines** (incorporating technology pathways, ESCO financial models, green municipal procurement rules, and an MR&E framework integrated into city budgets)
- **Clean Energy Transformational Project Profiles** (2–3 investment-ready project concepts with financial models and pitch decks for international donor matching at COP 32)
- **Capacity Building Training Materials, Workshop Execution, & Final Compiled Report**

The deliverables associated with this project are expected to fulfil the energy transition, mitigation, and municipal decarbonisation components needed for the city's climate goals.

1.5.3 AC4CA: Various Air Quality Projects

African Cities for Clean Air (AC4CA) is C40's only regional air quality program, developed to support African cities in taking meaningful action to improve air quality, protect public health, and mitigate climate impacts. AC4CA strengthens air quality management through five pillars: peer-to-peer learning, building technical capacity, supporting the development of effective policies, raising public awareness, and driving political engagement. The initiative hosted three technical workshops in Durban, Addis Ababa, and Lagos, with a fourth workshop held in June 2026 in Nairobi.

To inspire mayoral leadership across the continent, a Mayor's Forum was held in Kisumu, Kenya, in 2022, followed by a Mayoral reception in Nairobi in 2025.

The AC4CA Initiative offers two distinct areas of technical assistance for Addis Ababa:

- Energy Efficiency: Supporting the development of energy efficiency regulations. Ongoing since 2021, this assistance supported Addis Ababa's Building Energy Efficiency (BEE) Regulation—a flagship policy designed to cut building emissions (the city's second-largest source). It tackles biomass cooking and diesel backup power by mandating electric cooking in schools and establishing a "battery-first" backup policy. Key components included baseline studies, capacity building, and drafting an enforceable code requiring design software and Energy Performance Certificates.
- Air Quality Monitoring and health impact: Assisting with sensor deployment and data analysis to better understand the health impacts of air quality and influence future policy. Ongoing since 2025 under the technical assistance title *Air Quality, Health Exposure, and Impact Assessment for Addis Ababa City*, this project equips the city with tools and knowledge to address air quality challenges. Deliverables and key activities scheduled for completion by the end of 2026 include:
    - Baseline synthesis through a comprehensive literature review.
    - Sensor deployment (10 air quality sensors) accompanied by an analytics dashboard.
    - Health equity assessment evaluating pollution exposure and public health impacts.
    - Stakeholder capacity building and targeted policy briefs.

The deliverables associated with these technical assistance areas fulfill key mitigation, building efficiency, and air quality governance requirements for the city's overall climate objectives.

2. Objectives of request for proposal

C40 is seeking consultancy services to support the city with the development of a strengthened and updated Climate Action Plan for Addis Ababa, aligned with the Cities Climate Transition Framework. This update process will seek to update the existing 2021 CAP through the fulfilment of each of the 16 CCTF criteria. It will be a very collaborative exercise between the consultant and the city. The consultant working on this project should be able to leverage their knowledge of city processes and their technical knowledge of Climate Action Planning process in order to enable key stakeholders to set the strategic direction of the city's climate action.

This updated CAP will be formally adopted by the city government to set the direction of its climate actions over the next 5 years, while building up to its most ambitious commitments by 2050. Subject to discussions with the city government, the updated CAP will be potentially framed as a Fossil Fuel Exit Plan, with compelling messaging and evidence around the need to reduce dependence on fossil fuels in the city.

The consultant will be tasked with the responsibility of coordinating with the city and the teams responsible for delivering the UCAP and air quality projects, and delivering any further technical or engagement support needed to fulfil all 16 CCTF criteria.

The parallel projects will help advance the CAP work, however the consultant should be responsible in adapting or building on the parallel projects' deliverables to make them suitable for the CCTF criteria. The consultant will thus play a largely coordinating role but will be responsible to engage the city on certain technical deliverables.

The work packages for this project can be summed up through the following phases:

A: Gap analysis from Original Plan and CAP Update Process Kick-Off
B: MERL, Climate Governance and Mainstreaming
C: ICA Needs Assessment and Community Engagement
D: Sectoral Strategy Identification and Target Setting
E: Action Identification, prioritisation and definition
F: Drafting the Updated CAP Document
G: CAP Review and Finalisation

Each of the deliverables from these phases (described in further detail below) should be made with the participation and approval of Addis Ababa's city teams and stakeholders. The consultants will be responsible for the delivery of each of these packages and should leverage the learnings or outcomes from other workstreams wherever necessary.

The consultant would use the CCTF Review Workbook as a baselining tool to familiarise themselves with the CCTF criteria, map out their work plan and ultimately use it to show evidence of compliance with all criteria.

C40 will review and provide final technical approval to all deliverables during and at the finalisation stage of the process. The full list of deliverables can be found in the next section, with a full list of recommended activities and outputs to be found in annex B.

The assignment is for a total of 7 months and will kick off in January 2027 and needs to be completed by the end of August 2027.

3. Deliverables

3.1 Overview of Phases and Deliverables:

Phase	Aim	Activities	Deliverables
A	Gap analysis of Original Plan and CAP Update Kick-off	- Ensure alignment of the CAP update with political priorities. - Appraisal of the original CAP, along with existing climate-relevant city plans and policies - Read and review current and upcoming plans against CCTF criteria, while identifying areas of	- Gap analysis within CCTF review workbook completed - Work plan, validated and signed off with city - List of relevant stakeholders, departments, and individuals to

		improvement - Technical scoping, including how outcomes of parallel workstreams (covered by UCAP and air quality work) will be included within the revised CAP, within the CCTF Workbook scoping - Develop and validate workplan with city	engage
B	Climate action governance and MERL mainstreaming	- Assess together with the city team, the current operation of the MER structures and system in practice (within inputs from the review of the CAP from phase A) - Assess action implementation progress of the CAP, and corresponding stakeholder engagement - Including how key indicators have evolved in the CAP evidence base - Support the city to identify opportunities to improve CAP MERL mainstreaming - Governance and mainstreaming workshop engagement with city to set reporting responsibilities and structures across departments - Coordinate with the UCAP project leads to ensure their technical work contributes to sustained MERL reporting with city	-Governance and Monitoring, Evaluation, Reporting and Learning (MERL) **self-check** completed - Brief summary including proposal to adjust current structures and mainstreaming opportunities - Workshop to define and institutionalise governance of Climate Action Plan, as well as responsibilities over reporting structure
C	ICA Needs Assessment and Community Engagement	**-** Gather data for an updated equity needs assessment, following CCTF guidance - Identify communities and stakeholders most affected by climate change - Conduct a series of engagements (either workshops or a series of focused engagements) to ensure that the community voice is present within updated CAP	**-** Updated data for ICA Needs Assessment - Outcomes of community engagements integrated into CAP Update to demonstrate role of community co-creation
D	Sectoral Strategy Identification and Target Setting	- Familiarise with the mitigation sector strategies and targets based on the validated Pathways modelling from the next CAP, as this information will be used in phases D and E. This information will be provided by C40. Ensure that any deliverables from the UCAP project feed into the strategies. - Assist the city in identifying two urban consumption strategies and integrate these into the plan - Coordinate with the UCAP project leads to	**-** Identify two urban consumption sector strategies with the city, identify relevant indicators and actions **-** Evidence-based Sector Strategies (including urban consumption strategies) for all sectors are update as necessary and validated by the city team

		ensure that the adaptation strategies identified in the UCAP project build off the original CAP and are integrated within its update - any gaps should be adjusted by the bidder of this RfP - Engage city stakeholders to ensure awareness and co-ownership of the targets, scenarios & strategies.	
E	Action identification, prioritisation and definition	- Support the city to develop a list of priority mitigation and adaptation actions for short-, medium- and long-term time horizons, with particular emphasis on the short-term, based on the identified strategies and target. - Produce detailed implementation planning for the priority actions. Considering at a minimum: delivery mechanisms, timeframe, estimated impact, costs and funding, barriers and enabling actions, action owners, partners required, affected stakeholders, distribution of benefits, and action-level KPIs. Ensure that these indicators are integrated into the city's ongoing MERL system. - For mitigation actions, the above 2 steps should be completed using the Pathways to Action template provided by C40, which automatically integrates the validated scenario modelling from the previous CAP and sets out the implementation planning information needed. - Check that city policies and actions align with criteria 13 in the CCTF 'using all available powers to end use and support for fossil fuels' - Identify synergies between mitigation and adaptation actions and other co-benefits (e.g. health, job creation, affordability). - Ensure all actions respond to socio-economic inequities (as identified in the UCAP project).	**-** List of key priority actions for adaptation and equity along with related indicators validated by the city through rounds of engagements. - Pathways to Action template completed for mitigation actions, working with city teams to define actions - Consultation with city teams on the actions and strategies - A participatory process followed with city teams to ensure co-ownership and co-creation of actions, with reporting responsibilities identified
F	Drafting of the updated climate action plan (CAP) document	- Define and validate with Addis Ababa the structure and CAP document(s) components - Write the plan utilising the evidence and outputs developed from earlier stages of the process. Subject to agreement with the city government, the plan may be framed as a Fossil Fuel Exit Plan, and should include messaging and evidence about the need for action on fossil fuels tailored to the Addis Ababa context	- Structure of updated CAP validated by city - Finalised draft of updated CAP written up, utilising the evidence and outputs developed over the course of the exercise

		- Follow an iterative drafting process to ensure a high-quality final document with input across relevant teams and departments. - Propose the document(s) design and visual contents and support the review and validation process. - Stakeholder engagement to ensure final approval of plan among relevant implementing partners	- Integrate any essential deliverables not covered by this RfP into the Climate Action Plan
G	CAP review and finalisation	**-** Complete the CCTF review workbook for C40 review - Action and respond to all feedback provided by C40's CCTF Review process - Final climate action plan for Addis Ababa (including graphic design and layout)	- Complete CCTF review workbook for Addis Ababa - All C40 CCTF Review Feedback resolved - Obtain final CCTF approval from C40 and Addis Ababa - Final updated CAP published by city at COP32

3.2 Phases of Work

Phase A: Review of Original Plan and CAP Update Kick-off

Objectives:

- Review the original CAP and related documents for lessons learned and create workplan

Deliverables

- CCTF workbook completed
- Work plan, validated and signed off with city

Overview:

The work should begin by the consultant familiarising themselves with the CCTF criteria and Addis Ababa's Climate Action Planning context.

To do this, the consultancy should use the CCTF Review Workbook, which is designed as a starting point to assess the city's alignment status by each CCTF criteria, to help identify current gaps and opportunities for improvement; and develop a set of actions on how each of these would be fulfilled. This would require the consultant to review all relevant information that would be relevant to the update. It would involve working with the city to gather and analyse any relevant policies, strategies or documents published during or following the publishing of the original plan that can inform the process of undertaking the Climate Action Plan update. This would include any GHG mitigation items, such as updated GHG inventories and the related

Pathways Digest. This will also be a key opportunity to identify CAP-relevant outputs from separate workstreams and ensure that coordination is set between the consultant's team and any other relevant teams working on CAP deliverables.

The outputs from the CCTF Review Workbook should be the input to develop together with the city team, a workplan that would outline what actions the consultancy and city will take in order to fulfil the remaining CCTF criteria in order to finalise the CAP update by the July 2027 deadline. This would outline every engagement and technical exercise the consultants would plan to undertake. This workplan would need to be validated by the city.

Below is a summary of objectives, key activities, timeline, and outputs for this specific work:

Activities:

- **CCTF Review Workbook**: Assess and review Addis Ababa's original CAP, MERL, progress reports and relevant documents/policies against CCTF as well as key state and national policies that will affect them, against CCTF criteria using the CCTF review workbook
- **Workplan**: Create a workplan for the CAP Update and have it validated by the city

Phase B: Climate action governance, mainstreaming and monitoring

Objective:

- Assess current climate governance operation in practice and identify opportunities to improve.

Deliverables:

- Governance and Monitoring, Evaluation, Reporting and Learning (MERL) **self-check** completed
- Brief summary including proposal to adjust current structures and mainstreaming opportunities
- Stocktake of progress made against MERL KPIs since original CAP
- Workshop to define and institutionalise governance of Climate Action Plan, as well as responsibilities over reporting structure
- Validate of the above with high level political representatives

Overview:

Climate governance is an integral component of climate action planning and refers to the formal and informal rules, structures, processes, and systems which define and influence policy and action on climate change. A good climate governance system is important for the effective development, implementation and monitoring of a city's Climate Action Plan (CAP). Coordination with existing laws, regulations, policies, plans, initiatives, and institutions, together with identification of potential barriers, will help to identify complementary efforts and foster collaboration, opportunities for organisational coordination and integration should be maximised to ensure efficient and effective delivery.

Due to the nature of climate action cutting across the work of different departments and agencies, to ensure good climate governance, there is a need for mainstreaming the climate action plan throughout the city's governance systems and structures, across the sectors and

departments involved in delivering the climate actions within the plan. As such, governance processes are considered throughout the process of designing, delivering, and monitoring an ambitious climate action plan[1]. The plan's governance structure should be assessed, and barriers and opportunities related to climate governance should be identified. This would define the powers the city has over the CAP but also help establish a baseline understanding of the governance structures that could later feed into the city's Climate Budgeting work in future years. It would be crucial that the city is fully engaged within this part of the process.

As part of this phase, the consultant should also map out key stakeholders whose input is vital to assessing, validating, and implementing the updated Climate Action Plan (CAP).

Alongside the focus on governance mainstreaming, the consultant would also need to consider the previous CAP implementation progress on its various KPIs. This can be done through desk-based research, documentation review, as well as interviews with key stakeholders, based on a close interaction with the city's focal point. These reviews would result in a key set of lessons learned, and a set of recommendations on what focus areas to improve on.

This assessment of the CAP's implementation would feed into a focused conversation around strengthening MERL reporting processes. The city should reflect on the existing operation of the MERL system; discuss any challenges related to the governing and data infrastructure of the MERL system and identify opportunities to improve. The co-created and strengthened MERL plan should then be adopted by the city's various teams to ensure responsibility of the KPIs, and regular reporting of CAP implementation progress. The indicators for priority actions (identified in **Phase E**) support the final definition of the MERL system and the data infrastructure process.

Activities:

- **City Governance Assessment:** use the Governance and Monitoring, Evaluation, Reporting and Learning (MERL) **self-check** to assess current city governance system and city powers
- **Original CAP implementation Stocktake:** Stocktake of the MERL KPIs progress and related since original CAP
- **Stakeholder Engagement List** Identify which stakeholders to engage in order to inform CAP Update

Phase C: Inclusive Climate Action Needs Assessment and Stakeholder Engagement

Objective:

- Update equity data evidence base and seek out input from communities most affected by climate change and other local stakeholders, to inform decision making on climate action.

[1] *Please see the CCTF process diagram, presenting the "Governance" as a cross-cutting phase. Please review the other work packages to get a full understanding of every stage and the role the different teams will need to play. Earlier stages of the development process will also include insights about governance challenges and opportunities.*

Deliverables:

- Updated data for ICA Needs Assessment
- Outcomes of community engagements integrated into CAP update

Overview:

This focus on community and equitable outcomes should also include an updated Inclusive Climate Action (ICA) needs assessment. A city's needs assessment provides the evidence needed to design an equitable and inclusive climate action plan that serves everyone in the city. It puts climate action in a city's wider context, spanning everything the city's government works on, from health and wellbeing to education and skills, economic prosperity and engagement with civil society. It will gather existing data on the city context and future trends, disaggregated by population group and spatial distribution, to allow the city to make informed decisions on the suitability and effectiveness of potential climate actions, to design those actions in a way that delivers widespread and equitable benefits, and to align them with the city's wider priorities. It also informs decisions on who and how to engage. By updating this with the latest data available and leveraging this data for the CAP update, the actions delineated in the plan will be better targeted to improve inclusion and equity for priority groups and areas. Any significant changes should be identified within the Strategy-Setting phase of the work.

In addition to the updated needs assessment, the city will need to engage with key local stakeholders and communities affected by climate change or by the implementation of the climate actions. Guidance on how to proceed with this can be found on the C40 Knowledge Hub (stakeholder engagement, community engagement). This is to ensure that the climate action plan takes into account all voices within the city, particularly those most vulnerable to the impacts of climate change, and it will help to build more support for climate action This can build on the work delivered by the UCAP-led parallel work streams. This consultation may take the form of a workshop with key identified stakeholders, many of whom may have been previously consulted during the original climate action planning process, participatory processes, social dialogue with impacted workers and communities, and/or public consultations. The engagement process followed and how the outcomes of these consultations have been considered should be reflected within the updated Climate Action Plan.

Activities:

- **City's Needs Assessment** is updated using the latest available data
- **Inclusive stakeholder engagement** is pursued with identified stakeholders and lessons learned from these engagements are integrated within the updated Climate Action Plan, demonstrating how the plan responds to the needs of vulnerable communities.

Phase D: Sectoral strategy validation, identification and target setting

Objective:

- Sectoral strategies, including urban consumption, explored with and validated by city team

Deliverables:

- Evidence-based Sector Strategies (including urban consumption strategies) for key sectors (i.e. significant sources of emissions and climate risks) are established and validated by the city team

Overview:

The sectoral strategy confirmation and identification phase aims to facilitate identification of key goals, targets and actions for reducing emissions both in the short and long terms in line with the objectives of the international, national and state level commitments. Emission scenario modelling, the CCRA and ICA Needs Assessment form key elements of the baseline for strategy identification and target setting, which is expanded on with qualitative analysis of how these actions are implemented over time.

While the sectoral strategies have been set through the original Climate Action Plan, this deliverable should ensure that the original strategies are still valid following five years after the publication of the original plan. This would involve consultation with the core Addis Ababa teams, other sectoral departments and relevant stakeholders (as agreed with Addis Ababa and C40) to validate or modify strategies and sectoral targets which the city will implement to meet its stated objectives.

For the mitigation-oriented strategies, the original targets and strategies should be validated by the city in order to ensure their validity within the new plan. Guidance on how to approach this will be provided by C40.

For the adaptation component of this phase, the UCAP project plans on updating the adaptation evidence base (CCRA) and developing strategies for two neighbourhoods within the wider city. The consultant would have to coordinate with the personnel and leverage the deliverables of the UCAP resilience project in order to inform the adaptation strategy of the CCTF. The city-wide adaptation strategies and any other modifications of this would need to be validated by the city team.

As a new component of the Cities Climate Transition Framework, all cities are required to address emissions from urban consumption (scope 3) in a grounded and locally relevant approach. Addis Ababa must develop a vision/goal to improve urban systems and wellbeing while tackling emissions from urban consumption, ensuring that low carbon growth is achievable. A local approach can either be embedded in the overall climate action plan (high-level vision / target) or within specific sector strategies.

Cities should develop a minimum of two sector strategies for major consumption sectors such as food systems, embodied emissions in the built environment, or circularity and goods. A sector strategy should include:

- Action supporting the sector strategies using a range of powers (procurement, direct authority, programmes and partnerships, advocacy, and influence).
- Quantitative and/or qualitative evidence base to support the identification of strategies and inform indicators to set targets and measure progress over time.

The consultant should work closely with the city to help them identify the strategies which are aligned with the city priorities and help them define the data and strategies they will take on tackling this. All decisions must be signed off by the Addis Ababa city team. More information about these can be explored here. C40 can provide the consultant a regional specific document with urban consumption recommendations, positive narratives and examples. C40 are also available for follow up meetings as needed.

The bidder should validate all these strategies with the relevant city teams, and seek to ensure that all strategies meet the CCTF requirements within the finalised CAP.

Activities:

- **Sectoral Strategy Validation:** Ensure that every sectoral strategy's targets are validated and/or strengthened through consultation with the city team
- **Urban Consumption:** With consultation from the city, develop strategies to tackle urban consumptions in at least two thematic areas

Phase E: Action identification, prioritisation, definition and implementation planning

Objective:

- Priority short-term actions are identified and validated by city

Deliverables:

- List of key priority actions for mitigation, adaptation and equity along with related indicators validated by city
- City team validates short term delivery actions and reporting responsibilities are identified

Overview:

Following the initial establishment of the short, medium and long-term mitigation, adaptation and equity actions in the original CAP, building on the updated mitigation evidence base and adaptation evidence base (provided by a parallel project), the consultant should work with the city, and all relevant stakeholders (identified in **Phase B**) as necessary in a participatory process, to help support the city to develop a list of priority short-term mitigation and adaptation actions. These priority short-term actions should contain details on exactly how they will be implemented, and what partners should be engaged to enable these.

All actions should aim to improve equity and include, as a minimum: action title and description, indicative timeframe, delivery mechanism, action owners, partners, anticipated impact and benefits, MERL indicators, the affected stakeholders, and cost and funding status.

During this stakeholder consultation, the owners of MERL indicators (as identified in Phase **B**) should commit to consistent reporting to relevant institutions (such as C40, CDP, and others).

For mitigation actions, the Pathways to Action template provided by C40 should be used for the above exercises. This will help ensure that all the necessary MERL, implementation and impact information is collected for mitigation actions, and that they are cross-referenced with the Pathways scenario modelling (ie CAP mitigation strategies from Phase **D**). It will also produce useful tables and recommendations for the action development.

While establishing these actions, it is important to note that cities are using all available powers to tackle the use of fossil fuels and enable the transition to a green economy. More information on this criterion can be found here.

Activities:

- **Actions agreed:** Following any changes to the evidence base and targets, work with the city to determine a set of new actions in-line with any adjustments to the mitigation, adaptation and equity targets.
- **Develop short-term priority actions:** Working with the city to identify key short-term priority actions and establish implementation plans for these, covering ownership, reporting responsibilities, relevant stakeholders and funding opportunities
- **Fossil Fuel Component:** Ensure that all actions meet CCTF Criterion 13 (see Annex D)

Phase F: Drafting of the updated climate action plan (CAP) document

Objective:

- Draft the updated Climate Action Plan

Deliverables:

- Structure of updated CAP validated by city
- Finalised draft of updated CAP written up, utilising the evidence and outputs developed over the course of the exercise

Overview:

The purpose of this task is to determine the most appropriate structure of the city's climate action plan document(s) in line with the vision and priorities of Addis Ababa and to write the plan utilising the evidence and outputs developed from earlier stages of the process. This stage would also involve integrating other relevant outputs from the parallel work streams on adaptation, equity and air quality.

It would then be recommended to seek out the validation of all stakeholders engaged in the process to ensure that they agree with the structure and approach to the CAP Update.

Activities:

- **Structure of CAP Update:** Determine with the city the structure of the city's climate action plan document(s) in line with the city's vision and priorities
- **Write the plan:** Write the plan utilising the evidence and outputs developed from earlier stages of the process, ensuring that the deliverables of other parallel delivery projects are incorporated.

Phase G: CAP review and finalisation

Objective:

- Final CAP reviewed and signed off

Deliverables:

- Complete CCTF review workbook for Addis Ababa
- Obtain final CCTF approval from C40 and Addis Ababa
- Final Updated CAP

Overview:

As noted above, C40 will undertake a formal final review of the draft final CAPs to ensure alignment with the C40 Cities Climate Transitions Framework. This task involves finalising the CCTF review workbook with relevant content from the final CAP, signposting how it meets each of the essential criteria of the CCTF. In addition, the CAP documents will also be reviewed and approved by the city's team before finalisation.

Activities:

- **Final CCTF Workbook:** Complete CCTF review workbooks for Addis Ababa
- **C40 CAP Review:** Obtain final CCTF approval from C40 and Addis Ababa

4 Project specification

4.1 Programme Management

C40 will oversee and manage the project, including overall technical review, project monitoring, and facilitation of discussions with Addis Ababa. All documents/deliverables will be submitted to the C40 team for review before submission to Addis Ababa for approvals. Payment will align to the schedule of deliverables and subject to satisfactory submission of deliverables based on review and approval by C40 and the Addis Ababa teams.

The successful bidder is expected to engage the on-ground teams, with at least 1 senior staff in the city, to work in close coordination with Addis Ababa. At C40, the project will be anchored in the C40 Africa Regional team and all deliverables and requests will need to be approved by the C40 Africa Regional Director. C40 staff will provide overall guidance in terms of C40 resources & tools to be used and will be involved in technical review of each deliverable.

All written and analytical outputs to be delivered in draft first with at least 10 days review time for C40. Additionally, overall progress review meetings will be organised every 2 weeks with C40, on a monthly basis with Addis Ababa.

4.2 Language

All outputs should be provided in English and Amharic. This includes stakeholder consultation and workshop / meeting materials and the final CAPs.

4.3 Documentation

All documentation should use C40 templates (unless otherwise specified) and be provided in an editable and portable document format, compatible with computer software used by C40 and C40 Cities. Editing, formatting and presentation of electronic files should be of a consistent, professional and publishable standard. All documentation to be shared with cities or other external partners should only feature C40's name and logo and relevant Addis Ababa City logos; successful bidders may not use their own name(s) or logo(s) except with prior written permission by C40. All project deliverables, reports and documentation, content and intellectual property will be owned by C40.

5. Proposal

5.1 Submission details

Submissions should include:

a. **Work Plan and cost breakdown:**
   - A work plan outlining how the above requirements will be delivered on time (the proposed duration of the project is 7 months) and to the expected standard, and how the bidder proposes to work with, and involve, Addis Ababa and C40.
   - A full, detailed, cost breakdown for each of the deliverables, **inclusive of taxes** and hours allocated to tasks per project team member and daily rates of project team.

b. **Timeline:**
   - The proposed duration of the project is 7 months with kick off in January 2027 and completion by the end of July 2027.

c. **Team Composition:**
   - The firm/consortium will require an on-ground team in Addis Ababa, with at least 1 senior staff for coordination and should be fluent in Amharic.
   - Details of the organisation and proposed project team - please include relevant experience and expertise and limit CVs to two pages per person; clearly indicate the project lead, the role of each team member and whether the person will be stationed in city offices.
   - Provide clear examples of relevant work on Climate Action Planning, Climate Action Strategy, Preparation of GHG inventories, Climate change risk assessments and other related work that has been undertaken/ completed in Addis Ababa and/or the surrounding region
   - At least two recent references with phone and email contact details.
   - Confirmation of adherence to C40's terms and conditions.
   - Any additional deliverables and/ or information relevant to this tender.

5.2 Time schedule for bids

A tender in response to this request for proposal should be submitted no later than **3 December 2026** to **Mr. Anthony Okoth**, Regional Director for Africa at C40, aokoth@c40.org, **Mr. Njenga Muchekehu**, Deputy Regional Director for Africa, nmuchekehu@c40.org, **Mr. Rodolphe Quinn**, Senior Technical Manager for GHG emissions, rquinn@c40.org.

The tender evaluation will take place between 3 December and 10 December 2026 and the bidder may be invited for a virtual meeting during this period.

5.3 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 as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

5.4 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 Service Provider Agreement.

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.

5.5 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/individuals being contracted.

6. RfP and Project Proposed Timelines

6.1 RfP Timeline:

RFP Timeline	Due Date
Request for Proposals sent out	November 5 2026
Questions submitted to C40	November 19 2026
C40 responds to questions	November 24 2026
Deadline for receiving Offers	December 3 2026
Evaluation of Proposals	December 10 2026
Successful suppliers notified of outcome	December 15 2026
Contract sent for countersignature	December 21 2026

Project Commencement	January 4 2027

6.2 Proposed Project Timeline:

Phase	RFP Timeline	Due Date
A	CCTF Workbook based on original CAP and relevant documents completed	January 22
A	Work Plan validated and signed off by city	February 5
B	MERL self-check	February 19
B	CAP Implementation Stocktake	March 5
B	Workshop to institutionalise governance of CAP	March 16
C	ICA Needs Assessment	March 31
C	Inclusive Stakeholder Engagement	April 16
D	Urban Consumption sector strategies signed off with city	April 28
D	Evidence-based sectoral strategies signed off by city	May 14
E	City team validates short term delivery actions	June 4
F	Structure of CAP update validated by city	June 15
F	Finalised draft of updated CAP written up (deliverables from this project and parallel projects integrated)	June 30
F	Final stakeholder engagement workshop	July 9
G	Complete CCTF Review Workbook for Addis Ababa	July 16
G	All C40 CCTF Review feedback resolved	July 23
G	Obtain final CCTF approval from C40 and Addis Ababa	July 30

7. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria and weighting:

Evaluation Criteria	**Weighting (%)**
Project delivery approach proposed, including project management approach - ability to deliver outputs to time and quality	40

Expertise and experience of the bidder across relevant topics and local geography. Including existing work and methods that we can draw on for this work	30
Value for money	20
Equity and ethical alignment considerations: C40 is looking to appoint an organisation or individuals that share our values and is grounded in the context of the local community. Consideration will focus on: ● location of organisations (preference will be given to locally based organisations), ● organisations with women and youth ownership	10

8. Project Budget

Costs should be stated as one-time or recurring costs. The maximum budget available for all project deliverables is $60,000 USD. 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 per project team member and deliverables with project budget breakdown of deliverables and hours allocated to tasks per daily rates of project team.

Cost for workshops should include (where appropriate) the cost for catering, venue hire, equipment such as projectors, and all other logistical costs for meetings and workshops. All costs and the budget are to be prepared in USD.

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 and formal approval of key phase deliverables by C40 and the Addis Ababa City Administration, invoiced no more frequently than once per month.

9. 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

10. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email ids below by December 3 2026, 11:59 hrs EAT to aokoth@c40.org, nmuchekehu@c40.org, rquinn@c40.org.

All questions related to this RFP by potential bidders should be directed by email to aokoth@c40.org, nmuchekehu@c40.org, rquinn@c40.org.

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

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by bidders in preparing a response to this RFP.

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 bidder as a result of this procurement process, nor to accept the lowest price or any tender.

11. Annexes

Annex A: C40 CV template

CURRICULUM VITAE (CV) TEMPLATE FOR PROPOSED PROFESSIONAL STAFF

1 Proposed Position [only one candidate shall be nominated for each position]:

2 Name of Firm [Insert name of firm proposing the staff]:

3 Name of Staff [Insert full name]:

4 Date of Birth:

5 Nationality:

6 **Education [Indicate college/university and other specialised education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:**

7 **Membership of Professional Associations:**

8 **Other Training [Indicate significant training since degrees under 5 - Education was obtained]:**

9 **Countries of Work Experience: [List countries where staff has worked in the last ten years]:**

10 **Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:**

11 **Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:**

From [Year] to [Year]:
Employer:
Positions held:

12 **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to fulfil the requirements specified in this tender]

Name of assignment or project:
Year:
Location:
Client:
Main project features:
Positions held:
Activities performed:

Annex B: Key Activities and Outputs

A: Review of Original Plan and CAP update kick-off

Key Activities	● Review in detail C40's Cities Climate Transition Framework (CCTF) and baseline the city's current status using the C40 CCTF Review Workbook. ● Review existing municipal climate literature, policies, master plans, and recent GHG emissions/energy data (including findings from the 2021 CAP and the AC4CA air quality and building efficiency work) against CCTF criteria to identify evidence gaps. ● Identify technical hand-off points and coordinate data sharing with parallel workstream leads (the UCAP Climate Change Risk Assessment project and the UCAP CAI Clean Energy Transition project). ● Conduct a municipal stakeholder mapping exercise to identify priority bureaus, sectoral agencies, external partners, and community leadership to engage throughout the update process.

	• Facilitate a formal inception/kick-off meeting with the C40 team and Addis Ababa leadership to present gap analysis findings, agree on the project governance structure, and confirm the delivery trajectory. • Develop a comprehensive, realistic project workplan detailing activity schedules, review windows, engagement touchpoints, and deliverable sign-offs through July 2027.
Output	• Completed initial CCTF Review Workbook benchmarking 2021 CAP performance, documenting evidence baselines, and outlining technical methods to bridge identified gaps. • Stakeholder Engagement Plan including a prioritised directory of municipal departments, parallel project focal points, and community representatives. • Detailed Project Workplan and Timeline, approved and signed off by the Addis Ababa City Administration and C40.

B: Climate Action Governance and MERL Mainstreaming

Activity	• Conduct a climate governance and institutional capacity assessment using C40's Governance and Monitoring, Evaluation, Reporting, and Learning (MERL) Self-Assessment tools. • Review city powers, statutory mandates, and regulatory integration opportunities across key municipal bodies • Perform a quantitative and qualitative stocktake of progress made against original 2021 CAP Key Performance Indicators (KPIs). • Plan and deliver a cross-departmental Climate Governance & Mainstreaming Workshop with municipal leadership to define departmental reporting ownership, data-collection protocols, and update cadences for future GHG inventories and CCRAs. **Note**: C40 developed a series of resources to support these tasks. The C40 Governance Self-Assessment Resources aim to support cities in assessing their governance systems and identifying opportunities and barriers for developing and implementing their climate action plans. See 'How to strengthen climate governance for an effective climate action plan', in the CAP guide.

Output	● Completed Governance and MERL Self-Check Assessment Report. ● 2021 CAP Implementation Stocktake Report evaluating delivery progress, indicator evolution, and lessons learned. ● Climate Action Governance & Mainstreaming Framework Document, establishing departmental roles, inter-agency coordination mechanisms, and political sign-off procedures. ● Workshop Materials and Proceedings (invitation packs, agenda, presentations, minutes, and participant registries) validating the strengthened municipal MERL reporting infrastructure.

C: Inclusive Climate Action (ICA) Needs Assessment and Community Engagement

Activity	● Update the city's baseline equity and socioeconomic data profile following C40's Inclusive Climate Action (ICA) guidance, utilizing disaggregated demographic, spatial, and socioeconomic data. ● Coordinate with the parallel UCAP resilience project team to integrate findings from their community-level risk, vulnerability, and frontline hotspot mapping. ● Map and profile frontline communities and groups disproportionately vulnerable to climate impacts (e.g., informal settlement residents, women, youth, outdoor workers, and the elderly). ● Design and execute a structured programme of inclusive community and stakeholder consultations (e.g., participatory workshops, focus group discussions, or grassroots sessions) in accessible local venues and languages. ● Identify key equity challenges, accessibility barriers, and opportunities where climate action can generate equitable co-benefits (e.g., local green job creation, reduced energy poverty, public health improvements, and enhanced social safety nets). ● Synthesise stakeholder inputs into actionable policy recommendations to inform the sectoral strategies (Phase D) and action prioritisation (Phase E).
Output	● Updated Inclusive Climate Action (ICA) Needs Assessment Report documenting city-wide socioeconomic baselines, spatial inequities, and vulnerability indicators. ● Community Engagement Summary Report detailing workshop proceedings, attendance disaggregated by group/gender, key community priorities, and qualitative testimonies. ● Equity Integration Framework showing concrete pathways for how frontline community priorities are embedded into the updated CAP's targets and short-term delivery actions.

	Identified Strategies, Actions and Targets to be reviewed and approved by C40.

D: Sectoral Strategy Validation, Identification, and Target Setting

Activity	● Review and validate sectoral mitigation strategies and 2030/2050 targets against updated C40 Pathways scenario modelling and the findings of the UCAP CAI Clean Energy Transition baseline. ● Review and integrate city-wide adaptation goals and quantitative targets resulting from the parallel UCAP Climate Change Risk Assessment (CCRA) and neighbourhood resilience deliverables. ● Conduct focused technical working sessions with sectoral departments (Energy, Transport, Waste/Wastewater, Urban Planning & Buildings) to re-evaluate sectoral assumptions and address delivery bottlenecks. ● Work collaboratively with the city team to identify, scope, and formulate evidence-based strategies for **at least two priority urban consumption sectors** (e.g., food systems, low-carbon building materials, circular economy/waste). ● Define specific qualitative goals, quantitative targets, and tracking metrics for all sector strategies to ensure full compliance with CCTF criteria.
Output	The consultant is required to undertake the following activities for Addis Ababa: ● Technical Sectoral Strategies Synthesis Report detailing validated short-, medium-, and long-term targets across transport, buildings, energy, waste, and water systems. ● Two Dedicated Urban Consumption Strategy Roadmaps, complete with evidence baselines, target indicators, and identified municipal intervention levers. ● Sector Strategy Consultation Deck & Workshop Minutes documenting technical consensus and formal municipal validation. Identified Strategies, Actions and Targets to be reviewed and approved by C40.

E: Action identification, prioritisation, and definition

Activity	● Facilitate a participatory action-planning process with relevant municipal bureaus to identify and prioritise high-impact short-term (1–5 years), medium-term, and long-term actions for mitigation, adaptation, and equity. ● For mitigation actions, populate and complete C40's *Pathways to Action* template, directly linking proposed actions to the recalibrated Pathways scenario targets. ● For adaptation and equity actions, integrate the priority interventions, community-level resilience measures and mechanisms delivered by the parallel UCAP project. ● Conduct a policy review to ensure all proposed municipal actions comply with CCTF Criterion 13 by utilizing all available city powers to accelerate the phase-out of fossil fuel reliance and infrastructure. ● Detailed implementation specifications for each priority action, identifying lead implementing bureaus, partner entities, delivery timeframes, cost estimates, funding pathways, regulatory enablers, and action-level MERL indicators.
Output	● Completed C40 *Pathways to Action* Workbook for all mitigation priority actions. ● Prioritised Implementation Matrices for adaptation and inclusive climate actions, detailing delivery mechanisms, departmental owners, resource needs, and co-benefits. ● High-Level Action Prioritisation & Alignment Brief demonstrating full compliance with CCTF Criterion 13 (fossil fuel exit). ● Departmental Action Sign-Off Dossier confirming formal ownership of actions and reporting responsibilities across municipal teams.

F: Drafting of the updated climate action plan (CAP) document

Activity	● Agree upon and validate the structure, chapter architecture, and narrative design of the updated CAP with the Addis Ababa City Administration and C40. ● Draft the comprehensive CAP document, synthesizing findings from Phases A–E and embedding finalised outputs from the parallel UCAP, Clean Energy, and AC4CA air quality workstreams. ● Tailor the core narrative to align with high-level mayoral priorities, the road to COP32, and - subject to city leadership agreement - framing as a pioneering African municipal Fossil Fuel Exit Plan. ● Propose the visual layout, infographic concepts, maps, and technical appendices in line with C40 brand guidelines and city visual identity standards.

	● Conduct an iterative drafting and review process with city departments and C40 technical teams, culminating in a multi-stakeholder validation workshop.
Output	● Finalised and Validated CAP Document Outline and Table of Contents. ● Complete First Draft of the Updated Addis Ababa Climate Action Plan Document (in English) submitted for formal C40 and city review. ● Stakeholder Validation Workshop Materials and Feedback Summary Matrix documenting how stakeholder inputs were addressed in the draft. ● Revised Draft CAP Document incorporating municipal and C40 technical review comments. First draft of the climate action plans to be reviewed and approved by C40.

G: CAP review and finalisation

Activity	● Complete the final C40 CCTF Review Workbook, mapping every section and target of the updated CAP directly against the 16 CCTF compliance criteria. ● Submit the completed CCTF Workbook and revised CAP draft to C40's formal technical review panel. ● Systematically address, log, and resolve all written feedback provided through the C40 and Addis Ababa City Administration review processes. ● Finalise document desktop publishing (DTP), typography, data visualization, and print-ready graphic design in English. ● Prepare translated Amharic versions of key outward-facing components (e.g., Executive Summary and high-level Action Roadmap) for municipal launch and community dissemination ● Support the city and C40 leadership in securing final formal CCTF compliance approval and mayoral adoption ahead of COP32.
Output	● Fully Completed and Verified CCTF Review Workbook demonstrating compliance with all 16 criteria. ● Consolidated Review Response Matrix tracking the resolution of all C40 and municipal comments.

	• Final Publication-Ready Updated Addis Ababa Climate Action Plan (English and Amharic, print and web-optimised PDF, and source design files). • Formal C40 CCTF Compliance Sign-off Certificate / Letter of Approval.

Annex C: Documents, tools and resources

Review of Original Plan and CAP Update Kick-off	CCTF CCTF Workbook Addis Ababa 2020-2050 CAP
Climate action governance and MERL mainstreaming	CAP Guide article: good climate governance MERL Guidance: How to set up an MERL System C40 city CAP Monitoring, Evaluation and Reporting (MER) Guidance C40 city CAP MER Example Annex C40 city CAP MER Indicators Matrix and User Guide Workshop modules: summary and introduction; workshop facilitation
Climate Change Risk Assessment (CCRA) and adaptation goals and targets	Article in CAP Guide: **How to conduct a CCRA** Climate Change Risk Assessment Guidance and C40 CCRA Screening sheet (available upon request) Infrastructure Interdependencies + Climate Risks Report CCRA data checklist (available upon request) Rapid CCRA (module and template, available upon request) C40 MER Adaptation Framework CAP Guide article: Identifying adaptation strategies **For further reference check the following CAP Guide article**: How to set up monitoring, evaluation and reporting for your city´s climate action plan.
C: GHG Emission Inventories update and Target Rebaselining	GPC standard city Inventory Reporting and Information System (CIRIS) reporting tool and user guide (*) Liaise with C40 team for a data collection template to inform pathways model **For further reference check the following CAP Guide articles: GHG emission inventories; identifying mitigation strategies.**

ICA Needs Assessment and Community Engagement	Inclusive Community Engagement Playbook How to engage stakeholders for powerful and inclusive climate action: Inclusive climate action planning, conducting a city´s needs assessment
Sectoral Strategy Identification and Target Setting	Mitigation Strategies Equity and inclusivity: How to embed equity and inclusivity in climate action planning. Articles explaining why and how your city can tackle consumption-based emissions, along with tools, resources and leading examples. Action prioritisation and detailing: How to prioritise action for your Climate Action Plan. How cities can drive the transition from fossil fuels to clean energy. How to shift your city's investments from fossil fuels to climate solutions. How cities can restrict carbon-intensive advertising,
Action identification, prioritisation and definition	Article in CAP Guide: Action prioritisation, selection & definition
Drafting of the updated climate action plan (CAP) document	CAP Guide article: How to write and launch a CAP CCTF Workbook CAP review workbook (available upon request)

Annex D: Cities Climate Transition Framework criteria checklist

Criteria	**Why is this criteria important for cities?**
1. Public commitment by the current mayor and/or city leadership to achieve net zero emissions and strengthen climate resilience consistent with the highest ambition of the Paris Agreement (1.5˚C)	Setting a positive vision to deliver climate action in line with the objectives of the Paris Agreement is important to build buy-in and support across government branches, business and civil society, for ambitious climate action in the short and long term and to successfully deliver transformational change.

2. Climate commitments and considerations are embedded into internal governance and decision-making structures, processes and functions, ensuring that climate impact is considered and included as part of other city priorities	Acting on climate change is not just the responsibility of the climate/ environment department. Cities need to mainstream climate commitments and considerations into their internal governance processes and functions to ensure all departments leverage their existing mandates and harness available expertise, resources, skills and budget to accelerate the delivery of the city's climate commitments.
3. Engagement with diverse stakeholders to inform climate action planning as well as advocate and build public support for climate action.	The inclusion of a diverse range of stakeholders - such as communities (including those who are vulnerable, historically marginalised or disadvantaged), workers, unions, businesses, civil society and community/climate groups, among others - throughout the climate action planning and implementation process allows for affected and affecting parties to have a voice, and for a diverse range of perspectives and insights to inform the development and delivery of appropriate climate actions. This helps build broad support, buy-in and/or co-ownership of transformational climate actions.
4. Collaboration and partnerships are established with external stakeholders to advocate for, prioritise and implement climate action across the wider city community.	Many of the most impactful climate actions are beyond cities' formal powers, therefore it is important that cities use all of their available soft powers and influence, via incentives, advocacy, collaboration and partnerships to build multi-level, cross-sectoral policy and action, giving city-level action a broader scope. External stakeholders include, but are not limited to: other levels of government, financial institutions, public authorities, business, community organisations and the general public. Empowering stakeholders to advocate, take action and get involved in climate action through the establishment of partnerships and/or sharing ownership for implementing climate actions can accelerate progress to net zero emissions and climate resilience.

5. Evidence and analysis to support the identification of adaptation goals, targets, strategies and actions that collectively support the city build climate resilience and reduce vulnerability to the impacts of climate change.	Effective and impactful adaptation requires a robust assessment and a holistic understanding of climate risk across all city systems. Adaptation goals and targets not based on robust evidence risk ineffective action, maladaptation, and costly malinvestment. In addition, cities face a potential loss of opportunity to capitalise on the benefits that well-defined adaptation actions can bring to a city. Scientific data and information, city specific context, and city powers mapping should inform the development of the evidence base. This evidence enables a holistic understanding of risk, and supports the development of appropriate adaptation goals, targets, strategies and actions to address the priority climate risks.
6. Evidence and analysis to support the identification of mitigation strategies and actions to achieve city-wide net zero and to contribute to net zero globally by reducing emissions from urban consumption.	It is essential to develop greenhouse gas (GHG) emission reduction goals, targets, sectoral strategies and actions based on a robust evidence base, or risk 'GHG emissions and air pollution lock-in', costly malinvestment, ineffective actions, and missed opportunity to capitalise on the benefits of mitigation action. To achieve net zero emissions, the city must consider all emission sources and sector pathways, addressing emissions occurring in the city as well as those created elsewhere from urban consumption (to serve consumer demand in the city); this will help to equitably address the city's relative global climate impact and responsibility in the global context.
7. Evidence that sectoral and socio-economic data, with a focus on equity, have informed decision making on targets, strategies and actions.	Climate action should be tailored to the social, environmental and economic contexts of the city. Socio-economic data and information should inform the development of inclusive and appropriate adaptation, mitigation and equity goals, targets, strategies and actions.

8. Short, medium and long term city-wide adaptation goals and targets to build resilience and reduce vulnerability, informed by the evidence base and latest climate science.	A city-wide adaptation vision supported by goals and targets set the adaptation trajectory, building and strengthening the city's overall resilience to the impacts of climate change. Detailed adaptation goals and targets that break down the city's adaptation ambitions by hazard, sector or city system can guide the development of focused adaptation actions to reduce vulnerability to the impacts of climate change in specific areas, assets or populations.
9. Short, medium and long term city-wide net zero emission reduction targets, and visions and/or targets for urban consumption to contribute to net zero globally, informed by the evidence base and latest climate science.	Ambitious city-wide targets have a galvanising effect on climate action among city stakeholders. By setting a credible science-based pathway to net zero emissions, the city can create business opportunities, catalyse demand in sustainable markets and create green jobs while improving city services and wellbeing outcomes.
10. Short, medium and long term goals and targets to ensure that climate action improves social, environmental and economic equity.	Setting short, medium and long term goals and targets ensures that climate action can focus on improving social, environmental and economic equity. This will help to embed climate action within city priorities, leveraging resources from across local government institutions, delivering actions to maximise and share benefits equitably, and avoiding disproportionate burden on underserved communities.
11. Sector-specific strategies that together achieve the city-wide adaptation, net zero GHG emissions, urban consumption, and equity goals and targets.	Sector strategies connect the individual policies or actions in the city's climate action plan with sectoral targets and strategic objectives that can galvanise action by different actors within and across sectors. Updating sector strategies to align them with the city's climate action plan is an important mainstreaming mechanism to detail the drivers and barriers specific to mitigation, adaptation and equity goals and set clear outcomes and benefits the city is striving for.

12. Adaptation and mitigation actions that are directly linked to the evidence base, goals and targets, and demonstrate use of all possible city powers, partnerships and influence.	Developing a set of actions that use all city's powers and leverage the city's influence by incorporating partnerships and coordination with other levels of government, businesses and the wider community builds broad support and streamlines implementation. The IPCC notes that demand-side action has the potential to drive 40-70% reduction in GHG emissions by 2050 and points to cities' key role in delivering action to avoid, improve and shift high carbon lifestyle choices, reshaping production systems beyond the city boundary to reduce emissions from urban consumption and improving city services and health and wellbeing of residents. Detailed actions with identified owners enable implementation and help cities deliver their vision, goals and targets, and stay accountable to their residents.
13. Actions using all available powers to end the use and support for fossil fuels.	The use of fossil fuels is deadly for cities, causing loss of life, pre-term births, asthma and other health conditions. A rapid, equitable phase-out of coal and fossil gas in favour of renewable, zero-carbon technologies could create millions of jobs, boost resilience, expand energy access and improve affordability. It can also help cities avoid the huge healthcare and economic costs associated with fossil fuels. This is a prerequisite for avoiding climate breakdown. The IPCC states that: 'the achievement of long-term temperature goals in line with the Paris Agreement requires the rapid penetration of renewable energy and a timely phasing out of fossil fuels. This also means a halt on new fossil fuel supply infrastructure, including for fossil gas (known as natural gas and LNG exports).

14. Implementation planning for priority short-term actions.	Implementation planning identifies the steps, considerations and processes that are needed to deliver a just transition to a climate resilient net zero emissions city. Prioritising and detailing actions with the greatest impact and benefits for short term implementation planning provides the necessary level of detailed information needed to finance and implement projects and programmes. It can also inform strategic advocacy to bring stakeholders together to update and reform policies or build alliances and partnerships for transformational change.
15. A system for monitoring, evaluation, reporting and learning (MERL) which includes a set of indicators to assess progress towards meeting goals, targets and implementation of actions.	An effective MERL system reports real progress against the city's climate action plan, with a view to continuous improvement, accountability and transparency, acknowledging the diverse range of actors and influences that affect the delivery of urban climate action. Understanding progress, successes and challenges in the delivery of a city's climate actions will help to enable the city to capitalise on the successes of its implementation and make informed decisions on actions that need adjustment, support, extra finance, collaboration etc. The MERL system also enables transparent communication of progress and challenges to becoming a net zero emissions and climate resilient city, building awareness and engagement on climate change in the city communities.
16. Regular public communication and reporting of the status of climate action implementation and progress towards the city climate goals and targets based on the MERL system.	Public reporting on progress to the city's goals and targets creates accountability and transparency of implementation and increases awareness of climate change and trust in city government. Reporting consistent, regular and robust information and data from MERL will also help the city make sense of disruptive events such as pandemics and extreme weather. This will allow sharing of progress even when major disruptions impact delivery, allowing the city to credibly assess performance against baselines and targets over time. Clear and transparent reporting will be increasingly important given growing external stakeholder interest in urban climate action, availability of climate finance for cities, public concerns around new reforms, the

	increasing need for accountability, as well as to continue to build the case for climate action.