Request for Proposal (RfP)

COP32 Engagement Consultant, Ethiopia

C40 Cities Climate Leadership Group, Inc.

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10 August 2026

GLOBAL COVENANT of MAYORS for CLIMATE & ENERGY

C40 CITIES

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1. C40 Cities Climate Leadership & Global Covenant of Mayors for Climate and Energy

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

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

GCoM is the largest global alliance for city climate leadership, uniting a global coalition of over 14,000 cities and local governments and 100+ supporting partners. The cities and partners of GCoM share a long-term vision of supporting voluntary action to combat climate change and towards a resilient and low-emission society. GCoM serves cities and local governments by mobilizing and supporting ambitious, measurable, planned climate and energy action in their communities by working with city/regional networks, national governments, and other partners to achieve our vision. Led today by UN Special Envoy for Climate Ambition and Solutions Michael R. Bloomberg and European Commission Executive Vice-President Teresa Ribera, the coalition comprises cities across 6 continents and 150 countries, representing over 1 billion people or more than 13 percent of the global population.

To learn more about GCoM, please visit our website, or follow us on X, Instagram, Facebook, and LinkedIn.

C40 Cities and the Global Covenant of Mayors for Climate & Energy (GCoM) are working in strategic alignment to deliver a shared set of goals that accelerate city climate action at scale. Since 2023, this collaboration has been jointly delivered, drawing on both organisations' complementary strengths: C40 driving ambition and city

delivery and GCoM broadening and deepening support across a wider set of cities while convening key partners.

For 2026-2028, the partnership will advance joint priorities across key areas of work, including:

- **Technology & Data -** Delivering a next-generation city climate reporting and decision-support platform, strengthening data quality and interoperability and piloting responsible AI applications to help cities plan, track and accelerate action.
- **Multilevel Partnerships -** Strengthening coalition governance and national-level engagement to support mayors and subnational leaders to implement transformative climate policies in high-impact geographies, and to amplify their leadership.
- **Climate Finance -** Strengthening cities' capacity to develop bankable climate projects and connect to capital, including through CFO engagement, technical assistance, strategic partnerships and convenings that help unlock investment for implementation.
- **Communications -** Investing in a stronger global network of city communications leaders while amplifying mayors' leadership to secure public support for climate action.

2. Summary, purpose and background of the project

Department:

The COP32 Engagement Consultant will work with the Multi-Level Partnerships (MLP) team. MLP is a collaborative cross-organisational team sitting between C40 and GCoM. It supports the advancement of multi-level partnerships between national and subnational governments to deliver climate action. The team focuses on:

- **Diplomatic engagement** to rally political support to a vision of climate policy-making and financing that is fully inclusive of cities needs and contributions
- **In-country implementation work** to support pioneering countries engaged in multi-level partnerships with their subnational governments to deliver specific climate projects.

Purpose of the RfP:

Engagement in the COP process is an integral part of the MLP diplomatic workstream where we seek to mainstream multi-level partnerships and integrate subnationals into the proceedings of COP - with the ultimate objective of shaping and influencing COP to serve cities and subnationals better.

This consultant would support both the diplomatic workstream's activity and specifically deliverables for our engagement with the COP32 Presidency (Ethiopian government). This contract would run for an initial two and a half-month period, with the possibility of further work to cover COP32.

This consultant would be responsible for delivering a strategy of engagement with the Ethiopian COP32 Presidency, and supporting the Presidency's subnational agenda, during the COP32 process and events in Addis Ababa, Ethiopia.

The main activities expected to be delivered by the consultant are (further detailed in section 3):

- **Activity 1:** Map common objectives between the COP32 Presidency, C40 / GCoM and wider subnational stakeholder community (local and regional government networks, UN agencies, and other non-governmental partners) to develop a joint strategy for subnational diplomatic and advocacy agenda (December 2026).
- **Activity 2:** Support planning and delivery for a high level event and bilateral engagements in Addis Ababa in January 2027 (December 2026-January 2027).
- **Activity 3:** Support COP32 subnational diplomatic and advocacy agenda, and any follow-up activity from January (February 2027-May 2027).

Consultants are also expected to attend regular project management calls with C40 and GCoM point of contact and Multilevel Partnerships team.

3. Project scope and bidder qualifications

The selected consultant(s) will deliver the following activities:

1. Map common objectives between the COP32 Presidency, C40 / GCoM and wider subnational stakeholder community (local and regional government networks, UN agencies, and other non-governmental partners) to develop a joint strategy for subnational diplomatic and advocacy agenda (December 2026).
    A. Meet with C40 / GCoM, wider subnational community and COP32 Presidency to discuss objectives.
    B. Develop a joint strategy that is agreed by both parties and any other key stakeholders.

2. Support planning for a high level event and bilateral engagements in Addis Ababa in January 2027 (December 2026-January 2027).
    A. Work with the C40 and GCoM diplomacy teams and the COP32 team to schedule and organise an impactful engagement programme and high level event - including key negotiating groups (eg. AGN), subnational partners, and the federal government to align on priorities.
    B. Contribute and/or lead on the development of briefings for spokespeople, leadership and partners.
    C. Begin to scope, support or deliver any COP32 priority initiatives related to subnational diplomacy and advocacy goals.

3. Support COP32 subnational diplomatic and advocacy agenda, and any follow-up activity from January (February 2027-May 2027).
    A. Specific deliverables dependent on shared strategy for delivery and outcomes from January.

Bidder qualifications

Location: The selected consultant(s) must be based in Ethiopia.

Project management and additional competencies (of individual or team proposed):

- Excellent skills in coordinating multi-stakeholder groups and driving consensus in fast-moving global partnerships.

- Strong critical thinking abilities to analyse evolving situations, identify opportunities for influence within pre-agreed topics, and propose creative, impactful advocacy activities.
- Independent and efficient management of time, workloads, projects, and events.
- Good writing and communication skills, particularly in drafting impactful briefs for high-level audiences.
- (*Desirable*) Experience organising high-level events and engagements.

Experience

- Team or individual has 7-12 years of policy experience at the international, national, or local level.
- Good knowledge of COP negotiations, global stakeholder landscape and the UNFCCC ecosystem, including hands-on experience with at least one NGO constituency (e.g., LGMA, ENGO, BINGO).
- Proven engagement with Ethiopian climate governance and diplomacy stakeholders, including the national government and relevant public institutions and partners.
- Proven experience in advocacy, diplomacy, and managing politically complex partnerships and negotiations.
- *(Desirable)* Experience with subnational city or regional networks.

4. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST Tuesday 1 September 2026. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40 and GCoM, clear costs and detail on experience in this area.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria;
- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff;
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.

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

You may also consider asking for any other additional information relevant to your project. For example:

- Examples of past work;
- Resume covering relevant expertise;
- References from other similar clients.

Supplier diversity

C40 and GCoM are 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.

5. RfP and project timeline

RfP timeline	Due date
Request for Proposals sent	*2 November 2026*
Questions submitted to C40	*11 November 2026*
C40 responds to questions	*13 November 2026*
Deadline for receiving Offers	*23 November 2026*
Clarification of Offers	*23 November 2026 - 25 November 2026*

Evaluation of Proposal	*26 November 2026 - 27 November 2026*
Presentation of Proposal	*30th November 2026*
Selection decision made	*2 December 2026*
All Potential Suppliers notified of outcome	*3 December 2026*

Project timeline	**Due date**
Activity 1 must be completed by	*31 December 2026*
Activity 2 must be completed by	*31 January 2027*
Activity 3 must be completed by	*31 May 2027*
All remaining activities must be completed by	*31 May 2027*
The project is due to run until	*31 May 2027*

6. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criteria	**Weighting**
1. Capability, experience, and availability of the proposed supplier Measured by: ● Ability to prove technical expertise, previous experience, project management capabilities, cultural fit qualities according to section three “bidder qualifications” ● Ability to prove availability of the team according to section five “project timelines” ● These can be documented in a resume (CV). References from other clients related to the work are welcomed, but not mandatory.	30%
2. Robustness of the project delivery proposal, ability to meet the requirements listed and understanding of the assignment Measured by: ● Ability to meet requirements in section two “purpose“ and section three “project scope”. ● Description of how project activities will be met.	30%
3. Local and regional experience Measured by: ● Ability to prove local and regional experience according to the request from section three “project scope and bidder qualifications”. This can	25%

be documented in a resume (CV). ● References from other clients related to the work are welcomed, but not mandatory.	
4. Value for money ● Economy: minimizing the cost of resources used/spending less ● Efficiency: the relationship between the output from goods/services and the resources to produce them ● Effectiveness: the relationship between the intended and actual results ● Equity: the extent to which services reach the intended recipients fairly Measured by: ● Description of the costs and expected hours dedicated to each of the activities.	15%

Following the evaluation of written submissions, C40 reserves the right to invite a shortlist of the highest-ranked bidders for an interview or technical presentation to further validate their proposals. If conducted, the results of these sessions will be incorporated into the final technical score as outlined in the evaluation criteria. There will likely be interviews held in the week beginning 14th September 2026.

7. Project budget

Payment will be made according to meeting project milestones as approved by the C40 point of contact. Estimated expenses are to be included in the budget. All travel is to be pre-approved by the C40 point of contract prior to incurring the cost.

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time costs for each activity. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

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
- C40 Non-Staff Travel and Expenses Policy here

8. Submissions

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

- a.dearman@globalcovenantofmayors.org Amelia Dearman, Head of Intergovernmental Relations & Policy, Multilevel Partnerships.

- ashah@globalcovenantofmayors.org Asif Shah, Deputy Director for Strategic Advocacy and Engagement, Multilevel Partnerships.

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.