Request for Proposal (RfP)

Neurodiversity Training

C40 Cities Climate Leadership UK

44 Featherstone Street,

London, EC1Y 8RN

United Kingdom

November 2026

C40 CITIES

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1. C40 Cities Climate Leadership

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

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

2. Summary, purpose and background of the project

As part of our Equity, Diversity and Inclusion training, C40 Cities is seeking proposals from experienced training providers to design and deliver a learning & development programme focused on raising awareness of neurodiversity across the organisation and equipping line managers with the tools to support neurodivergent staff. This training will be delivered virtually across a diverse group of staff located in various regions across the world, spanning various grades and levels.

As C40 has a wide global footprint, cultural understanding and sensitivity will also be essential to building an effective training. The supplier and training should reflect and promote C40's commitment to accessibility, equity, diversity and inclusion.

The training programme should address the following key focus areas:

- **Neurodiversity Awareness & Inclusion**: Building foundational awareness and understanding of neurodiversity across all staff, promoting a psychologically safe, inclusive and supportive work

environment. Provide practical mechanisms for C40, line managers and teams to support neurodivergent colleagues and recognising there is no one size fits all approach.
- **Line Manager Support & Conversations**: Training line managers on how to conduct empathetic, supportive conversations and effectively assist reportees with disclosed or undisclosed neurodivergence.
- **Asynchronous Learning for Onboarding**: Providing a self-paced asynchronous module that new joiners can access upon joining C40 without requiring live session participation.

The provider will be expected to offer a tailored interactive live session, dynamic online learning modules, or a combination of both, with flexible session options to accommodate global time zones (if a live session).

The learning & development training offer will be structured into two main components:

- General awareness training for all staff to foster an inclusive work culture.
- Specialised, small-group sessions for line managers to build practical management skills and support strategies.

C40 has 475 staff and 170 line managers. This training will be rolled out to all staff when launched and then subsequently made available for new hires when they join.

Region	**Staff breakdown per region**
Africa	66
Asia	62
Europe	237
Latin America	64
North America	46

C40 has an Equity, Diversity and Inclusion (ED&I) strategy and action plan that is monitored by an internal Diversity, Inclusion and Anti-Racism Board consisting of Managing Directors as well as regional and working group representative staff across the organisation. At C40, we have a Staff Consultation Forum (SCF) which consists of two staff members from each of our six regions who are consulted ahead of internal policy and process rollouts and changes. Additionally, C40 has a union in the UK called Unite. Furthermore, there are staff led working groups on focus areas such as LGBTQIA+, Enable for disabled staff and allies and Equity, Diversity & Inclusion. As part of our ED&I action plan, we recently launched all staff townhalls as an opportunity for staff to raise their ideas and suggestions on what further C40 can expand upon.

In rolling out this training, we suggest the consultant engage with members of the Staff Consultation Forum and Enable working group to gain further insight from staff.

3. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 pm GMT, 7th December 2026. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

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

- Background and expertise around neurodiversity;
- 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.
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40;
- References from similar organisations from the last 2-3 years regarding the success of trainings previously implemented

You must include adequate information about how your costs were calculated such as breakdown of hourly rates and number of hours per team member to enable evaluation of cost reasonableness.

Supplier diversity

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

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

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

Contract

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

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

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

Subcontracting

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

4. RfP and project timeline

RfP timeline	Due date
Request for Proposals sent	*23rd November 2026*
Questions submitted to C40	*Rolling until 2nd December 2026*
C40 responds to questions	*Rolling until 6th December 2026*
Deadline for receiving Offers	7th December 2026
Clarification of Offers	*7th December 2026 - 11th December 2026*
Evaluation of Proposal	*14th December 2026 - 17th December 2026*
Shortlisting for Presentation	*17 December 2026*
Presentation of Proposal	*February 2027*
Selection decision made	*12 March 2027*
All Potential Suppliers notified of outcome	*12 March 2027*

Project timeline	Due date
The project initiation phase must be completed by	*31 March 2027*
Project planning phase must be completed by	*30 April 2027 planning of online or workshop training to be completed*
Project implementation phase is expected to be completed by	*31 May 2027 online or workshop trainings to be completed*
The project is due to run until	*31 July 2027 depending on additional trainings*

	needed if live workshops

The training is expected to be carried out in April or May, noting that this timeframe is subject to change.

5. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criteria	**Weighting**
Capability, experience, and availability of the proposed team *Ability to address the requirements of the RFP* *Background in diverse environments, including neurodiversity and cultural diversity*	*40%*
References from other clients including global not-for-profit clients	*10%*
Alignment with C40's goals on greenhouse gas emission reduction and equity, diversity and inclusion	*20%*
Cost Reasonableness measured by: • *Economy: minimising 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*	*30%*

Following the evaluation of written submissions, C40 will invite a shortlist of the highest-ranked bidders for an interview to further validate their proposals. The results of these sessions will be incorporated into the final technical score as outlined in the evaluation criteria.

6. Project budget

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. All costs incurred in connection with the submission of this RfP are non-refundable by C40. C40's budget ranges from $5,000 to $10,000 USD depending on the training format of online modules or workshops.

7. C40 policies

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

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

8. Submissions

Each Potential Supplier must submit **one copy of their proposal in a single document** to the email addresses below by 7th December 2026:

Lisa Kim, Head of Organisational Development, lkim@c40.org and Natacha Woodcock, People Manager (Special Projects), nwoodcock@c40.org

Anonymised responses to questions will be provided here 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.