Request for Proposal (RfP)

Taking Action on Heat Risk in Accra

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor, New York, NY 10017
United States of America

November 2026

C40 CITIES

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1. About 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.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is co-chaired by Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyer of Freetown, Sierra Leone. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day

management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and Realdania.

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

2. Purpose and Background of the Project

In Accra, extreme heat poses a significant public health risk, particularly for low-income communities. Average daily temperatures in the city have risen significantly over the past decade and heatwaves are becoming more frequent and intense. Low income communities and informal settlements, such as Agbogbloshie, Chorkor, Old Fadama, Jamestown and others, experience higher temperatures due to dense housing, lack of green spaces, and limited access to cooling resources. As a result, heat-related illnesses, including dehydration and heatstroke, are on the rise, especially among vulnerable groups like the elderly and outdoor workers.

The Accra Metropolitan Assembly recognizes the urgent need for climate action to reduce the impacts of heat. But to do this the city needs climate data to accurately inform the city where heat is affecting the city most, who is being most affected and where targeted interventions would work best.

Accra is part of the The Resilient Urban Futures (RUF) Programme. The RUF programme is funded by the Danish Ministry of Foreign Affairs and implemented by C40 Cities in 20 cities in 2 regions, Africa and Southeast Asia. RUF aims to strengthen climate adaptation and resilience to address the impacts of urban flooding, droughts, and extreme heat, while protecting vulnerable communities and fostering sustainable development. RUF actions are delivered through three main workstreams:

- Workstream 1 – Enabling Action Implementation: This workstream addresses the fundamental structural barriers to adaptation by integrating climate data, financing, land use, and local governance processes into urban planning tools.
- Workstream 2 – Delivering Adaptation Actions: This workstream provides targeted technical assistance to accelerate the on-the-ground deployment of priority adaptation actions, including sustainable urban water management, heat mitigation, and the development of Nature-based Solutions (NbS).
- Workstream 3 – Raising Ambition & Scaling Delivery: This workstream aims to build strong public and political momentum for resilience through peer-to-peer learning activities via dedicated networks, accelerator programmes, youth engagement, and global and regional communication campaigns

RUF Objectives

Improved climate resilience and better protection for vulnerable populations from climate impacts through enhanced urban resilience capacity, planning, and management, increased adoption of nature-based solutions, and improved climate leadership.

RUF Target Outcomes

- ❖ Improved equitable and inclusive urban climate resilience governance and mainstream climate adaptation in financial and urban planning in cities
- ❖ Increased equitable and inclusive high-impact adaptation actions, with a focus on nature-based solutions, protecting vulnerable communities, and addressing the diverse adaptation needs of communities
- ❖ Strengthened city leadership for climate action and knowledge sharing to accelerate climate resilience regionally and globally

Alignment with other programmes in C40 and Accra

This project directly aligns with one of the goals of Accra's Climate Action Plan, which focuses on using evidence-based tools to build climate resilience and protect vulnerable populations. Additionally, it supports global commitments, including the Sustainable Development Goals (SDGs), particularly SDG 11 (Sustainable Cities and Communities) and SDG 13 (Climate Action).

Safeguarding
This project entails working with vulnerable and equity-seeking groups. The consultant is expected to comply with C40's Safeguarding requirements throughout the project implementation.

Outcomes and Objectives
C40 anticipates the following outcomes:

1. Accra anchors its decision-making, policies, programmes, and plans on a climate risk evidence base that accounts for the needs and nuances pertaining to the most climate-vulnerable population groups; and

2. Accra transforms its climate governance by utilising intersectionalities and mainstreaming vulnerability with climate adaptation interventions.

3. Key deliverables

This project has three parts.

Work Package 1: The development of a heat assessment and vulnerability analysis and mapping.

Work Package 2: The development of a governance strategy to advance heat and health goals in Accra.

Work Package 3: The implementation of a pilot project aimed at protecting outdoor workers in Accra.

The consultant is expected to deliver the following to complete the work packages.

Deliverable 1: Inception Report

Scope: The consultant must provide a detailed articulation of their understanding of the RfP requirements and a comprehensive methodology for achieving the project work – for work packages 1, 2, and 3 – which will be used for accountability and assessment throughout the project. The consultant is expected to run an inception meeting virtually including the Accra City Advisor, C40 staff, and other relevant project stakeholders which will be defined prior to the meeting.

Output: Detailed work plan and ways of working with the project team.

Work Package 1: The development of a heat assessment and vulnerability analysis and mapping.

Deliverable 2: Heat Vulnerability Assessment Report

Scope: The consultant must develop a heat vulnerability assessment which establishes an evidence-based understanding of Accra's heat risk by analyzing historical temperature and heatwave trends alongside satellite-derived land surface temperature data to map urban heat islands across wards, while layering in future climate projections to gauge intensification by 2030/2050. The consultant must conduct interviews and coordinate with relevant Accra departments in order to produce the following outputs.

Outputs:
Two versions of this report will reflect the progressing assessment throughout the project.

- **2.1: Heat Risk Assessment:** The consultant will develop an evidence-based understanding of Accra's heat risk by analyzing historical temperature and heatwave trends alongside satellite-derived land surface temperature data to map urban heat islands across wards, while layering in future climate projections to gauge intensification by 2030/2050. At a minimum the consultant should:
    - (1) Compile and analyze temperature trends (max/min, heat index, Wet Bulb Globe Temperature where feasible), humidity, and heatwave frequency/duration/intensity over the past 10–20 years using Gmet data, satellite-derived Land Surface Temperature (LST), and any available local weather station networks. The consultant can also use the C40 Heat Insights Tool to obtain current LST and Air Temperature data, as an additional resource or to compare their results again.
    - (2) Use remote sensing (e.g., Landsat, Sentinel) to map surface temperature variation across wards/zones, correlating with land use/land cover (built-up density, green cover, water bodies, impervious surfaces, albedo).
    - (3) Provide future temperature and heat wave trends and a map of downscaled climate projections for heat (e.g., under different warming scenarios such as RCP 4.5 and RCP 8.5) to aid understanding on how heat exposure across the city may change by 2030/2050.

- **2.2: Heat Vulnerability Assessment:** The consultant should conduct a vulnerability assessment that both *spatially* identifies high-risk urban sectors/ system as well as populations — including outdoor workers, the elderly, children, pregnant women, people with comorbidities, and slum and homeless communities — and identifies *how* these high-risk urban sectors/ system as well as populations are affected by the impacts of heat. This should be done while evaluating housing quality, access to shade and water, and health infrastructure capacity to handle heat-related illness surges. Direct consultations with frontline workers and vulnerable communities should be undertaken to validate the findings on the ground. At a minimum, the consultant should:
    - (1) Identify and spatially map urban sectors or systems as well as any populations/ communities identified as high risk.
    - (2) Provide a detailed assessment of how heat currently impacts each of the urban sectors or systems as well as any populations/ communities identified as high risk and how these impacts could shift in the future based on climate projections for heat in the city. Direct consultations with frontline workers and vulnerable communities should be undertaken to validate the findings on the ground.
    - (3) Where data is available, provide an assessment of housing quality (roofing material, ventilation), access to shade and green/blue spaces, drinking water access, electricity reliability (for cooling), and density of impervious surfaces by Submetro.
    - (4) Where data is available, map existing health infrastructure (PHCs, hospitals) capacity to handle heat-related illness surges, historical heat-related morbidity/mortality data (if available).

Please note the output of Deliverable 2 should align with the requirements of Components B and C of the C40 Climate Change Risk Assessment Guideline (2025). This is to ensure that the following is covered:

- A detailed description of the current and historical trends of heat in Accra including detail on the probability, frequency, intensity and spatial scale (mapping) of heatwaves in the city.
- A detailed description of the anticipated future trends of heat in Accra including anticipated detail of the future probability, frequency, intensity and spatial scale (mapping) of heatwaves in the city by 2050. A minimum of two scenarios (e.g. RCP 4.5 and RCP 8.5) should be used for these projections.
- Identification of, and a detailed assessment of the current impact of heat on vulnerable populations and communities as well as on urban systems/ sectors.
- Identification of, and a detailed assessment of the anticipated future impacts of heat on vulnerable populations and communities as well as on urban systems/ sectors

Work Package 2: The development of a governance strategy to advance heat and health goals in Accra.

Scope: The consultant is expected to help the city strengthen its governance by establishing a specific, functioning inter-departmental governance mechanism for heat-health coordination within AMA — not a general recommendation, but a named structure with defined membership, triggers, and reporting lines. C40 expects the consultant to identify and convene key stakeholders across the value chain — national, state, and city governments, relevant parastatal bodies, private sector, academia, and civil society — on a common platform to build consensus on the SOP.

The consultant must produce a detailed report and provide capacity-building training sessions (at minimum, two sessions) to the relevant stakeholders and dissemination of the proposed governance mechanism.

Deliverable 3: Heat Governance Report

Deliverable 3 should be divided into 3 components, delivered sequentially with overlap where indicated as follows.

- **3.1 Scope**: Baseline Governance Assessment: The consultant should conduct a detailed review of existing climate plans and heat protocols in the city to identify gaps and also include a mapping of existing departmental roles and coordination mechanisms (e.g. AMA, health, disaster management, labor).

  Outputs:

  - Conduct an on-ground baseline assessment of existing SOPs, response systems, and infrastructure for heat-health emergencies, disaggregated by pre-, during-, and post-dry season phases.
  - Identify institutional gaps in coordination, preparedness, and response across public health, disaster management, and urban planning departments.
  - Audit critical infrastructure — Disaster Management Centres, PHCs, UHCs, relief shelters, and cooling/shade infrastructure — for current serviceability and readiness, including a qualitative review of reported heat-related cases.
  - Produce a baseline report that prioritises SOP/protocol themes for Component 2, ranked by public-health risk and institutional feasibility.

- **3.2 Scope**: Evidence-based Standard Operating Procedures (SOPs) and Protocols (Pre-, During-, Post- Dry Season: Create clear, data-driven, step-by-step instructions and guidelines for city departments to address heat-related issues, ensuring a coordinated, effective city-wide response that considers vulnerable groups.

  Outputs:

  - Design SOPs and protocols for the pre-, during-, and post-dry season phases, informed by the baseline findings and available climate and public-health data.
  - Develop a dedicated Monitoring & Evaluation (M&E) framework with indicators to track SOP implementation and public-health impact (e.g., heat-related morbidity/mortality trends, service utilisation, response-time indicators).

- Submit a mid-point progress report to C40 Cities documenting key developments and initial SOP drafts.

- **3.3 Scope**: Governance Structure Matrix: Establish a clear, accountable, data-driven governance mechanism that assigns every heat-health action to a named AMA department and role, so that city departments and linked agencies deliver a coordinated, effective, city-wide response that prioritises vulnerable groups.

  Outputs:

  - Institutional mapping
    - Propose a specific, functioning inter-departmental governance mechanism for heat-health coordination within AMA — not a general recommendation, but a named structure with defined membership, triggers, and reporting lines — accompanied by a targeted capacity-building programme for the officials who will run it.
    - Produce a mandate matrix covering every AMA department/unit and linked agency with a role in heat-health response, at minimum: the Public Health Directorate, Waste Management Department, Environmental Health Unit, Physical/Urban Planning Department, Social Welfare Department, the AMA/NADMO disaster management office, Ghana Health Service district offices, and Ghana Meteorological Agency (GMet).
    - For each entity, document: legal/administrative mandate, current heat-related activities (if any), staffing assigned, existing budget line (if any), and specific gaps relative to the SOPs designed under Component 2.

  - Coordination structure
    - Design a named Heat-Health Coordination Committee (HHCC): proposed chair, full membership list by role/title, secretariat function and host department, meeting cadence (standing quarterly meetings, plus mandatory activation meetings during declared heat-alert periods), and a written Terms of Reference.
    - Define the escalation pathway from the HHCC to the Metropolitan Chief Executive's office and to NADMO, including the specific GMet heat-advisory thresholds that trigger each level of activation.
    - Develop a RACI matrix (Responsible / Accountable / Consulted / Informed) that maps every SOP action from Component 2 to a specific department and role, separately for the pre-, during-, and post heat season phases.
    - Define the inter-agency data and reporting protocol: which facility/department reports heat-related morbidity and mortality data, to whom, on what template, and at what frequency (daily during an active heat alert; weekly otherwise).

Deliverable 4: Capacity Building Training Report

Scope: This deliverable is focused on engaging AMA officials and coordination-committee members specifically and strengthening their awareness of the governance mechanisms developed in Work Package 2. Please note this is distinct from the frontline-worker training under Work Package 3.

Outputs:

- Design a training curriculum covering: an orientation to the SOPs and RACI roles; use of the surveillance/reporting template; inter-agency communication protocols; and a table-top simulation exercise that stress-tests the escalation pathway before the pilot phase begins.
- Deliver a minimum of two training sessions, reaching officials from relevant departments with attendance tracked by department.
- Administer a pre- and post-training assessment to measure comprehension of roles and triggers, and report the results.

Work Package 3: Heat-Protection Intervention Pilot Project for Outdoor Workers

Scope: The consultant is expected to recommend a prioritised option for piloting an intervention to address the risks faced by outdoor workers in the face of extreme heat. The consultant—once AMA has approved the intervention—is responsible for the design, procurement, implementation and monitoring and evaluation of the pilot. To support this work package, the consultant must allocate a minimum of **USD 20,000** from their total contract budget directly to the procurement and operational implementation of the selected SOP pilot intervention.

AMA retains full decision-making authority over which pilot outdoor-worker protection measure is adopted and whether to scale the pilot afterward.

The pilot proceeds through six stages, each with a defined consultant role:

1. Situation and options analysis (consultant-led). The consultant segments Accra's outdoor-worker population (e.g., street vendors, traffic/parking wardens, sanitation and waste-collection workers, construction workers, market porters/kayayei, taxi and trotro drivers); conducts a rapid heat-exposure risk assessment per segment (working hours, sun exposure, hydration access, existing protections), drawing on the Deliverables 2.1 and 2.2 – including, baseline case data; reviews the evidence base for outdoor-worker heat interventions (e.g., shaded rest points, hydration/ORS stations, cooling garments, adjusted work-rest scheduling, buddy-system surveillance, heat-illness first-aid training); and scores candidate interventions against cost, feasibility within AMA operations, expected health impact, scalability, and time-to-implement. The consultant submits a written options paper to AMA and C40 recommending a prioritised intervention (or combination).
    a. **Deliverable 5: Options paper**
2. Decision (Accra-led). AMA/Accra reviews the options paper and formally decides which protection measure(s) to adopt for the pilot. The consultant's role at this stage is limited to presenting evidence and facilitating the decision meeting; the decision itself rests with AMA.

3. Pilot design (consultant-led, AMA validates). Once AMA has selected the intervention, the consultant designs the pilot protocol: target sites, number and profile of beneficiary workers, pilot duration (aligned to the early dry-season window), supervision requirements, a procurement list and budget, and success indicators (e.g., reported heat-illness incidents, uptake/utilisation rate, worker-reported satisfaction, absenteeism change).

4. Procurement (consultant-led). The consultant carries out procurement of the commodities/equipment required for the selected intervention — vendor identification, comparative quotations, specification sign-off, quality checks, and delivery/logistics coordination — within the budget ceiling agreed with AMA/C40 and following C40's procurement approval procedures. It should be noted that a minimum amount of 20,000 USD (twenty thousand U.S. dollars) must be allocated/ set aside for the implementation of the selected SOP pilot intervention.

5. Implementation (joint). The consultant trains site supervisors/frontline focal points on use of the intervention and on basic heat-illness recognition and first aid, and coordinates distribution/installation and launch logistics. AMA departments with oversight of the relevant worker groups (e.g., Waste Management, vendor-licensing units) provide personnel access and day-to-day supervision once rollout begins.

6. Monitoring, evaluation and lessons learned (consultant-led). The consultant tracks the indicators defined in Activity 3 throughout the pilot window, collects worker feedback, and produces a pilot evaluation report with recommendations on cost, effectiveness, and institutional handover options — for AMA/Accra to decide on any scale-up.

    a. **Deliverable 6: Pilot evaluation report**

Deliverable 7: Final report

Output: The final output will be a comprehensive report detailing the SOPs and protocols, the process undertaken, pilot learnings, and recommendations for institutionalisation and scale-up.

4. Proposal guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 11:59 PM GMT on Tuesday, 24 November, 2026. Any proposals received after this date and time will not be accepted.

All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area. The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- Your company profile, describing the nature of your work and field of expertise;
- Track record, listing clients with similar services as those required by C40, indicating description of contract scope, contract duration, contract value, contact references/list of referees (name, email address and phone number);
- How your proposal is responsive to the Evaluation Criteria

- Methodology describing how the project will be executed, including proposed activities and tasks and sequencing
- 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.
- Relevant reference letters or recommendation letters from the past three (3) years.
- Relevant project examples on intersectionality of outdoor workers; climate resilience; extreme heat; qualitative and spatial analyses; and/or participatory method designs

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

The Bidder shall also submit the following Returnable Forms:

1. Complete and duly signed the Proposal Submission Form

2. Complete and duly signed of each personnel for Commitment Letter

3. Provide a list of key personnel who would be working and their resumes in the standard C40 CV Template

4. Joint Venture or Consortium Form, if it applies.

Please note that proposals are to be written in English, saved in PDF format and not exceeding ten (10) pages of text for the technical proposal. Please take note that failure to comply with the maximum number of pages for the technical proposal may unfortunately result in the proposal not being considered. The financial proposal and the returnable forms are excluded from this 10-page limit. Reference materials should be summarised as much as possible and may be placed in annexes.

The Consultant is expected to ensure that outputs are practical, implementation-oriented, and proportionate to the assignment scope. Proposed approaches should demonstrate an understanding of Accra's institutional and operational context, and should prioritize practical applicability over overly theoretical analysis. Bids may be submitted by individual firms, joint ventures, consortiums, or associations of consultants. Where a proposal is submitted by multiple entities, the proposal should clearly identify the lead firm, team structure, roles and responsibilities, and arrangements for coordination and delivery of the assignment.

The use of AI-supported tools must be kept to an absolute minimum, and no output (text or visuals) should be produced by AI. Any AI-supported tools used must be clearly outlined and justified in the methodology section. Furthermore, the methodology must explicitly detail how results will be validated and verified using a combination of independent human oversight and

cross-referencing with trusted databases/sources. Any data C40 shares is strictly confidential and cannot be shared with any AI tools.

Supplier diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within. We strongly encourage suppliers (individuals and corporations) that are diverse in size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us. Feel welcome to refer to C40's Equity, Diversity and Inclusion Statement. Supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help deliver the goals of the Paris Agreement and build healthy, equitable and resilient communities.

Contract

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

These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity. If C40 is unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier.

Subcontracting

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

5. RfP and project timeline

Proposals will be accepted until 11:59 PM GMT on Tuesday, 24 November, 2026. Any proposals received after this date and time will not be accepted.

RfP Timeline

RfP step	Due date
RFP questions to be submitted to C40	Through Tuesday, 10 November
C40 response to questions	Friday, 13 November
Submission deadline	Tuesday, 24 November, 11:59 PM GMT

All bidders notified of outcome	Friday, 4 December

Several activities are expected to be undertaken in parallel and through iterative coordination with Accra and C40. The Consultant is expected to propose a practical and efficient work plan that allows:

- overlapping technical and stakeholder engagement activities,
- iterative validation and implementation discussions,
- and timely delivery of outputs within the assignment period.

Project Timeline

The proposed duration of the project is 9 months starting from **December 2026**. The bidder needs to propose a work plan that concludes by **September 2027**. Below are some suggested time frames for key project milestones.

- **Inception meeting**
  - December 2026
- **Work Package 1: The development of a heat assessment and vulnerability analysis and mapping**
  - January through February 2027
- **Work Package 2: The development of a governance strategy to advance heat and health goals in Accra.**
  - April through July 2027
- **Work Package 3: Heat-Protection Intervention Pilot Project for Outdoor Workers**
  - February through July 2027
- **Project close out**
  - August through September 2027

6. Team composition

The consultant shall have a team with the following expertise:

- Experience with climate governance, adaptation, and resilience
- Experience working with vulnerable communities, especially outdoor workers, and experience with designing and conducting participatory dialogues and tools
- Experience with proficiency in ArcGIS, QGIS, or GIS-based or spatial platforms, with strong spatial analytical skills, database management, automation, multi-format handling, and cartographic design skills
- Experience working in the Ghanaian urban context

7. Reporting and coordination

The Consultant will report to C40 Cities and work in close coordination with:

1. Accra Metropolitan Assembly/Accra, including (but not limited to) the following departments:
    - Public/Environmental Health Directorate
    - Waste Management Department
    - Physical/Urban Planning Department
    - Social Welfare Department
    - AMA/NADMO Disaster Management Office
    - Ghana Health Service Metropolitan offices
    - Ghana Meteorological Agency (GMet)
    - Environmental Protection Authority
    - The Greater Accra Regional Coordinating Council (GARCC)
2. Programme stakeholders, including C40's partners, sectoral groups, non-government organisations, civil society groups, and community leaders and representatives.

All interim deliverables and change requests will need to be approved by the City Advisor. As part of the project management, weekly or biweekly project meetings will be required (as agreed upon).

8. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criteria	Weighting
Robustness of the project delivery proposal and ability to meet the requirements listed (The overall strength of the methodological approach)	30%
Capability, experience, and availability of the proposed team, and knowledge of the local context (The qualifications, technical expertise, and availability of the proposed team, including their client references and deep understanding of Accra's specific local challenges).	40%
Cost Reasonableness measured by: 3. Economy: minimising the cost of resources used / spending less 4. Efficiency: the relationship between the output from goods / services and the resources to produce them 5. Effectiveness: the relationship between the intended and actual results 6. Equity: the extent to which services reach the intended recipients fairly	20%
Alignment with C40's goals on greenhouse gas emission reduction, Commitment to equity and diversity (Strategic fit with C40's climate change goals, alongside an explicit organizational commitment to equity, social inclusion, and diversity).	10%

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.

9. Project budget

The budget must not exceed USD 75,000.

This total ceiling includes all project activities. A minimum of USD 20,000 must be ring-fenced within this total budget for the procurement and operational implementation of the selected SOP pilot intervention.

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.

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes, transportation, meals, tools and materials and other logistical requirements, etc., as the budget above represents the total amount available. 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.

Proposals should include a budget breakdown of the tasks and deliverables. Cost for activities should include the cost for catering and venue hire. All budgets are to be prepared in USD.

10. 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 - if applicable - here

11. Submissions

Each Potential Supplier must submit one copy of their proposal to the email addresses below by Tuesday, 24 November, 2026 11:59 GMT.

Evans Asamoah Adjei, Resilience Advisor, Accra easamoah@c40.org

The C40 Urban Heat Team heat@c40.org

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.

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.