



REQUEST FOR PROPOSAL (RfP)

Developing Cool/Green

Roof Policy Roadmap for Amravati City focusing on clean energy transition

C40 Cities Climate Leadership Group, Inc.

120 Park Avenue, 23rd Floor

New York, NY 10017

United States of America

27th November 2024

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



C40 is a network of nearly 100 mayors of the world's leading cities, who are 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 help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

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 [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

2. Summary, Purpose and Background of the Project

2.1 Project summary

India's increasing energy demand is set to [contribute 25% to the global demand by 2040](#), a challenge amplified by the fact that most buildings for this period in India are yet to be constructed. Coupled with the projected urbanisation set to add another 270 million people to India's urban population by 2040, leading to impacts on emissions and building energy demand. There is an urgent need to develop data driven and evidence based frameworks of energy transition focused on the building sector for cities, that are supported by governance mechanisms involving the sub-national governments that lead to implementable projects on ground. This will support a quick and efficient transition of the existing building sector but also shape the growth of the sector in India and manage the associated emissions ensuring equity, health and economic opportunities. The proposed project is positioned to not only shape the trajectory of the building sector of cities in Maharashtra but also influence the trajectory of other cities and states in India through peer-peer exchange and set examples/be the voice for global south.

C40's prior support on structuring the Mumbai's Paris Agreement aligned climate action plan (MCAP) and the outcomes of the engagement with 43 cities and

Maharashtra state was able to develop a templatized roadmap for transition of the energy and building sector in cities.

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Based on the commitment of 43 cities and the state, a templatised city [decarbonization](#) roadmap, a data driven and comprehensive plan was developed in coordination with the Environment and Climate Change Department of Maharashtra. Assessment of city specific data was used to develop a case for 6 cities (Amravati, Chandrapur, Navi Mumbai, Nashik, Panvel and Thane) to follow the net zero path identifying key strategies and actions that could in specific support cities to transition their energy and building sector.

The proposed project is a seamless continuation, by building on the earlier efforts and is aiming to provide detailed implementation support to four cities (Mumbai, Panvel, Nashik and Amravati) and provide light touch support to the remaining three cities (Navi Mumbai, Thane, Chandrapur) through facilitating partner support and peer to peer exchange while bringing together relevant stakeholders in the energy transition value chain for building consensus and alignment.

2.2 Purpose

The purpose of this Request for Proposal is to solicit proposals for consultancy services from firms/ consortiums (this assignment is not for individuals) to support the development of Cool/Green roof policy roadmap for Amravati City. Cool/Green roof is a simple and cost effective measure for temperature control of buildings in urban areas. As the world addresses the pressing challenges of climate change, the Amravati Municipal Corporation (AMC) recognizes the critical importance of adopting the cool roofing guidelines and strategies for a resilient urban growth, ensuring equitable and healthy cities, and stimulating economic opportunities.

Amravati is a rapidly growing urban area, where greenhouse gas emissions are [projected to double by 2050](#) under a business-as-usual scenario. Vidarbha is highly susceptible to heatwaves and is experiencing increased extreme heat events. With rising temperatures and limited access to air conditioning and cooling technologies, especially among economically weaker communities, heat-related illnesses pose a significant threat. Cool/green roofs offer a promising approach to mitigate these challenges with a potential of reducing temperatures by [1.4°C to as much as 4.7°C](#), reduce energy consumption from [15% to 35.7%](#), and mitigate urban heat island effects. Implementing cool/green roof strategies in Amravati is crucial to address the growing impact of climate change and ensure the well-being of its residents.

In line with the India Cooling Action Plan, there are a few state and city level initiatives for the wider application of cool roofs. For instance, Telangana's Cool Roof Policy 2023 aims to [install 300 square kms](#) of cool roofs in the state by 2028. It is expected to [save 600 million Units \(GWh\)](#) of electricity per year. Several green building rating systems in India recommend cool/green roof strategies for energy saving. However, at this point cool/green roofing is not part of building bye-laws in the majority of the Indian cities. As learnt from the global examples, mandatory codes, policies, incentives, tax credits, and other similar initiatives have a higher impact for the adoption of cool/green roof measures. Amravati would benefit greatly from adopting the cool/green roof policy roadmap, and updating the existing frameworks to include cool roof related interventions and maximizing ground implementation through short and long term strategies.



The project is phased into the following deliverables:

Deliverable A: Baseline assessment

The baseline assessment will involve assessing building typologies, analyzing their energy consumptions, GHG emissions, climate conditions and vulnerability in Amravati. This will further include analysing the impact of cool/green roof technology on energy demand, air quality and urban heat island effect. A comprehensive evaluation of the heat prone and energy consumption along with impact on vulnerable communities (potentially through satellite imagery) to identify the hotspots in the cities that need urgent attention. A review of the existing landscape should be done to understand the effectiveness of cool/green roof application in Amravati and to understand the existing policies, codes and practices being carried out in Amravati. Additionally, this stage should also assess the potential environmental, economic, and social benefits of a citywide cool/green roof mandate. This also includes various best practices from around the world and suggests the lessons Indian cities can learn from these global examples.

Deliverable B: Developing Cool/Green roof policy roadmap for Amravati City

This involves developing a comprehensive citywide cool/green roof policy roadmap that outlines clear objectives, targets, and timelines. This should establish cool/green roof mandates for different building types, including residential, commercial, and institutional, and provide detailed tangible interventions for implementation in new construction and major renovations. Additionally, the deliverable includes developing specifications and requirements for cool/green roof implementation, including materials, installation techniques, and maintenance. A technical and financial viability assessment of the proposed actions will also be conducted.

The cool/green roof policy should consist of critical policy recommendations or enabling mechanisms to be introduced in short, medium and long term as well as additional projects, activities and initiatives needed for city governments to achieve the policy objectives. In the process of developing the cool/green roof policy, it will also be important to consider the costs and maturity of the technical solutions considered. Some might be readily available, while others will require a longer time horizon to be effectively implemented. Thus, the policy roadmap should include key recommendations (along with a phasing/prioritisation plan and identification of anchor/ support institutions) to existing policy & practices which will enable the acceleration of adoption of cool/green roof practices in Amravati city. This deliverable should also explore potential financing frameworks and identify incentives for various stakeholders to accelerate the uptake of cool/green roofs in Amravati.

Deliverable C: Implementation and Alignment Considerations

To ensure successful adoption of cool/green roofs, this deliverable should focus on aligning them with existing regulations and practices. This includes integrating cool/green roof requirements into building codes, tendering documents, and procurement processes. Furthermore, it should outline governance mechanisms for implementing the city-wide program. This includes defining clear roles and responsibilities for relevant stakeholders and fostering inter-agency collaboration. This should include collaboration with relevant stakeholders, including government officials, architects, builders, and industry experts, to ensure that the developed templates are practical, feasible, and aligned with local context.

Additionally, the policy roadmap may also be used as a communicative tool for outreach and awareness building. It should emphasise on the importance of workforce development and training programs to equip the city with the necessary expertise for cool/green roof application. This comprehensive approach aims to accelerate knowledge transfer, remove market barriers, encourage product development for cool/green roofs, educate stakeholders, and develop incentive programs to drive widespread adoption.

The cool/green roof policy roadmap should provide a template for Monitoring, Evaluation, and Verification of the proposed interventions, which can be used to track, prioritise and evaluate efforts towards achieving the end-goal. Finally, deliverable C must also identify 2 key pilot projects in Amravati that can be implemented by the Amravati Municipal Corporation (AMC) along with other key stakeholders going forward.

This work will be anchored by the Amravati Municipal Corporations (AMC). The process of developing the cool/green roof policy needs to be participatory and involve engagement with relevant stakeholders from various levels. This will include close engagement within the various departments in the Municipal Administration like Electrical Department, Town Planning Department, Environment Department, and Urban Development Authority and DISCOMs.



Besides the approaches defined above we would welcome suggestions from bidders around other methods to gain stakeholders' buy-in and support for the work. The assignment will kick off in January 2025 and needs to be completed in 8 months. The bidders should suggest their initial proposal for the scope of work, timeline and key deliverables based on the Project Scope of Work described as following. This response will constitute the standard for what C40 can expect to find in the detailed project plan in terms of resources, breadth of scope and timeline.

2.3 Work packages

The consultant will initiate the dialogue on project objectives, scope, timeline, and align with the stakeholders. The proposed representative/person from the consultancy firm will coordinate project activities on ground, liaise between stakeholders, monitor progress, manage documentation, and address challenges throughout the project's duration. This scope of work provides a general framework and can be further refined based on specific project requirements and constraints.

Deliverable A: Baseline assessment

Activities	• Prepare a detailed work plan clearly identifying key deliverables and associated timelines • Conduct a stakeholder mapping to establish a list of key stakeholders and partners that would be vital for the study and further implementation. Map key stakeholders based on their level of influence, interest and involvement with the city wide Cool/green roof policy. • Organise a project kick-off meeting with all the key stakeholders in the city. • Conduct a technical baseline assessment by collecting data from all the relevant stakeholders and secondary sources to establish:
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	○ profile of different buildings types like residential, commercial, educational, municipal etc., built up area, roof area ○ energy consumption statistics across different building types, cooling demand, emissions inventory, building upon the city decarbonisation roadmap ○ develop a detailed methodology for estimating cool/green roof potential for Amravati city ○ analyse the data to determine cool/green roof potential for different building categories like residential, commercial, educational etc. ● Conduct a comprehensive landscape analysis of the existing governance structures, policies, building bye-laws, regulatory frameworks and tendering/procurement practices to support the adoption of cool/green roofs in the private and public sector buildings in Amravati. ○ Analyse existing policies and programmes/schemes at the national, state and city level in the energy and cooling sector to establish alignment, identify barriers to implementation (technological, political, social, legal, institutional, financial and economic) and potential convergences. ○ Case study analysis of successful cool/green roof implementations in similar urban environments. Identify lessons learned and best practices for Amravati. ● Conduct a walk through survey of representative building types (approx 20.) and interact with key experts in the industry to gather additional information on gaps/challenges/readiness for adoption of cool/green roofs in Amravati ● Conduct stakeholder consultations throughout the process to validate the findings of the Baseline Assessment report with all relevant stakeholders.
Outputs	● Project Work Plan for Amravati ● 1 Project Kick-off Meeting with key stakeholders in Amravati ● Data collection templates, Maps and Spatial data ● Identification of vulnerable areas/heat prone areas in the city with spatial analysis ● Baseline Assessment Report of Amravati (in English) and summary (in Marathi) ● Summary of Final Baseline Assessment Report in PPT format

	1 Stakeholder Consultation meeting to discuss draft baseline assessment report findings)	C4O CITIES
Indicative timeline	Month 0 - Month 3	

Deliverable B: Developing Cool/Green roof policy for Amravati City

Activities	- Develop a Cool/Green Roof policy roadmap for Amravati City based on outcomes of Deliverable A including near term, medium term and long-term interventions (taking into account city powers) to enable the implementation of present action areas. The drafting of interventions should be an iterative process, such that the interventions also align with the outcomes of the stakeholder engagements and comprehensively covers the following aspects (but may not be limited to it):- Policy Development Clear Objectives: Define specific objectives for the cool/green roof policy, such as reducing urban heat island effect, reducing energy demand and improving energy efficiency. Quantifiable Targets: Establish measurable targets for cool/green roof coverage in different building types and timeframes. Timelines: Set clear timelines for policy implementation, including timelines for code updates, incentive programs, and public awareness campaigns. Mandates for Different Building Types Residential Buildings: Mandate cool/green roofs for new residential construction and major renovations, with potential exemptions for certain building types or sizes. Commercial Buildings: Require cool/green roofs for all new commercial construction and major renovations, with incentives for early adoption. Institutional Buildings: Mandate cool/green roofs for all new institutional buildings, such as schools, hospitals, and government offices. Policy For Cool/Green Roof Implementation
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- **New Construction:** Develop Policy for incorporating cool/green roof features into the design and construction of new buildings.
- **Major Renovations:** Outline requirements for retrofitting existing buildings with cool/green roofs, including assessment of structural integrity and feasibility.
- **Roof Types:** Provide guidance on suitable roof types for cool/green roof installations, considering factors such as slope, orientation, and load-bearing capacity.
- **Material Selection:** Specify recommended materials for cool and green roofs, including reflective coatings, vegetation types, and drainage systems.
- **Installation Techniques:** Provide detailed instructions on proper installation techniques, including waterproofing, drainage, and vegetation planting.
- **Technical Specifications**
 - **Cool Roof Coatings:** Identify/Define performance standards for reflective coatings used on cool roofs, including solar reflectance and thermal emittance.
 - **Green Roof Systems:** Specify requirements for green roof systems, including soil depth, vegetation selection, and irrigation methods.
 - **Minimum compliance thresholds:** Define thresholds to ensure the cool/green roofs cover a significant extent of the roof area.
 - **Maintenance:** Develop guidelines for routine maintenance of cool/green roofs, including cleaning, inspection, and repair.
 - **Safety Standards:** Ensure that cool/green roof installations comply with relevant safety regulations and standards.
- **Impact Assessment**
 - analyse the impact of cool/green roofs on energy consumption, air

quality, urban heat island effect, biodiversity and flood risk, including co-benefit analysis.

- conduct a comprehensive evaluation of the urban heat island impact across different areas & communities (through satellite imagery/spatial analysis) to identify the hotspots in Amravati that need urgent attention.
- Assess the potential environmental, economic, and social benefits of a citywide cool/green roof mandate, along with identifying co-benefits particularly addressing just transition aspects.
- Developing **recommendations for policies and incentives** to promote adoption of cool/green roofs in private & public buildings in Amravati. While cool roofs might be more accessible, their potential dominance could limit green roof adoption. The policy design should Incorporate mechanisms and incentive structures that strongly supports wider adoption of green roofs.
 - **Prioritization and Phasing:** Develop a prioritization plan for implementing policy recommendations based on their impact, feasibility, and cost-effectiveness. A phasing approach for different building types/sectors could be considered, starting with quick-wins with Municipal buildings (leading by example) then moving to large commercial buildings, then residential, then smaller buildings.
 - **Incentive framework:** Identify financial incentives and support programs to encourage the implementation of cool/green roofs by different stakeholders
- Outline **governance mechanisms** for policy implementation, including roles and responsibilities of relevant stakeholders.
 - **Anchor Institutions:** Identify key institutions or organizations that can support the implementation of policy recommendations.

	Roles and Responsibilities: Define clear roles and responsibilities for each stakeholder in implementing the cool/green roof Policy Inter-Agency Coordination: Establish mechanisms for effective coordination and collaboration among different government agencies involved in building regulation, planning, and environmental protection. - Conduct a questionnaire survey to gather additional information on market readiness for adoption of cool/green roofs in Amravati. - The Cool/Green Roof Policy needs to be developed through a series of stakeholder consultations, focussed group discussions with all the concerned state and city stakeholders and C40.	C40 CITIES
Outputs	- Market readiness survey findings 1 Stakeholder Consultation meeting to discuss draft Cool/Green Roof Policy Roadmap report findings for Amravati and Minutes of Meetings - Final Designed Cool/Green Roof Policy Roadmap Report (English) for Amravati - Summary of Designed Cool/Green Roof Policy Roadmap Report in PPT format	
Indicative timeline	Month 3 - Month 6	

Deliverable C: Implementation and Alignment Considerations

Activities	Identify Alignment Opportunities: Identify areas where building bye-laws, tendering & procurement documents can be aligned with the Cool/Green Roof Policy recommendations. Develop Standardized Templates: Create standardized templates/guidelines for building codes, tendering documents, and procurement specifications that incorporate Cool/Green Roof Policy recommendations and requirements.
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	○ Stakeholder Consultation: Engage with government officials, architects, builders, and industry experts to gather input and ensure the templates are practical and feasible. ● Identify outreach programmes and awareness building tools for implementing cool roofs, along with support workforce development and training programs for cool/green roof application ○ Public Awareness Campaigns: Assist AMC in planning and designing public awareness campaigns and community outreach programmes to educate citizens about the benefits of cool/green roofs. ○ Media Outreach: Identify various media channels to disseminate information about cool/green roofs and their benefits. ○ Identify workforce development and training opportunities for architects, builders, contractors, municipal officials and other professionals involved in the construction and maintenance of cool/green roofs. ● Create a framework for Monitoring, Evaluation, and Verification of Cool/Green Roof Policy Roadmap ○ Develop Evaluation Criteria: Define criteria for evaluating the effectiveness of the Cool/Green Roof Policy in achieving its objectives. ○ Develop Monitoring Plan: Create a detailed monitoring plan outlining data collection methods, frequency, and responsibilities. ○ Reporting Mechanism: Develop reporting templates and Policy for regular reporting on progress and achievements. ● Identify and detail out 2 key pilot projects that Amravati Municipal Corporation (AMC) can undertake with clear rationale, budget, ROI, emissions saved and equity considerations in consultation with stakeholders that can be implemented in near term.
Output	● 1 Stakeholder Consultation meeting to discuss draft designed templates for building codes, tendering documents, and procurement specifications; Monitoring, Evaluation, and Verification framework; and identified pilot projects and Minutes of Meetings

	- Designed Standard Templates for building codes, tendering documents, and procurement specifications (English and Marathi) - Designed plan and template for Monitoring, Evaluation, and Verification - Project profiles for identified pilot projects (in word and PPT format)	C4O CITIES
Indicative timeline	Month 6 - Month 8	

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **20th December 2024**. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C4O, clear costs and details of experience in this area.

The proposal should give C4O 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 C4O staff;
- Proposed working partnership with C4O, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.

Submissions should include the following documents.

- A work plan outlining how the above requirements will be delivered on time and to the expected standard, and how the bidder proposes to work with, and involve key stakeholders and C4O.
- A full, detailed, cost breakdown for each of the work packages, inclusive of taxes and hours allocated to tasks per project team member and daily rates of project team needs to be included in the submission. All the tasks considered should include cost for any activities that the bidding

organisation considers would be of value including costs for any additional project management.



Additional information on:

- Examples of relevant past work
- 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 Maharashtra.
- At least two recent references with phone and email contact details.
- Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40
- Company history,
- Executive background

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

a. Programme Management

- C40 will oversee and manage the project, however the representative/person will facilitate the points of contacts and work closely with the Amravati Municipal Corporation (AMC). All documents/deliverables will be submitted to the C40 team for review before submission to any of the government organisations and external stakeholders for approvals. Payment will align to the work packages and subject to satisfactory submission of deliverables based on review and approval by C40 and Maharashtra state's relevant departments.
- The successful bidder will be expected to engage one representative/person as part of the on-ground staff in Mumbai/Amravati/Nagpur to work in close coordination with the Amravati Municipal Corporation (AMC).
- At C40, the project will be anchored at the C40 South and West Asia Regions team and all deliverables and requests will need to be approved by the C40 Regional Director, South and West Asia. C40 staff including the Buildings and Energy team 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 and monthly with State level coordinators. The consultant will be expected to oversee all project-management related matters (e.g. minutes taking, agenda, etc.) of this project.

- **The documents submitted must be in English and should include proposed costs, any relevant CVs, clients, experience, and detailed work plan in accordance with the ‘Section 2.3: Scope of work’ of this document.**
- If the agency submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the agencies being contracted. Except Consortium (which is clearly stated in the submitted proposal), the selected consultant needs to take C40's prior approval for sub-contracting and/or addition of partners to the consortium post signing the contract with C40.
- Contract terms and conditions will be on C40's standard Service Provider Agreement (see section 3.h Contract) and will be negotiated upon the selection of the winning bidder for this RfP. All contractual terms and conditions will be subject to review by the C40 legal department and will include scope, budget, schedule and other necessary items pertaining to the project.
- The consultant is expected to foster close and constructive working relationships with the project management team, who will act as the main focal point within C40. All deliverables must be approved by C40.



b. Language

All the deliverables/outputs including stakeholder consultation reports, should be provided in English. However, Marathi being the local language, summary/abstract/compendium of all the deliverables/outputs should be translated in Marathi for effective outreach among cities and stakeholders. The executive summary of the final Cool/green roof Policy, all communication/knowledge sharing material and standardised templates will also need to be delivered in both English and Marathi. The bidders should consider appropriate translation cost in their proposal while preferring local translators. The representative/person should be fluent in speaking both English and Marathi languages for effective coordination.

c. 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 Maharashtra state coordinator's logo (to be decided later); 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.



d. Bidder Qualification

- The bidders shall showcase with satisfactory proofs of relevant experience of not less than five years in the Energy and Buildings sector.
- The bidder shall provide concrete examples of relevant deliverables especially in the Indian context. Provide clear examples of relevant work on strategic planning/implementation in the energy and building sector and other related work that has been undertaken/completed in India/South Asia.
- The bidders shall showcase its presence in Maharashtra especially Amravati/Mumbai will be an added benefit.
- The bidder shall possess relevant knowledge, understanding of regional context of energy and buildings, governance and working procedures of government agencies in India.
- Confirmation of adherence to C40's terms and conditions.
- Please note, individuals are not eligible to apply for this Request for Proposal. Eligible organisations may apply in a consortium clearly stating the individual's role and deliverables responsible for along with other required details in the proposal. In this case the lead partner should be responsible for all the deliverables in case of non-compliance by other partners.

e. Team Composition:

- The firm/consortium will be required to designate one representative/person on-ground in Mumbai/Amravati/Nagpur for coordination and should be fluent in Marathi. The representative/person should be familiar with Decarbonisation Roadmap Development (earlier engagements with key stakeholders) and the overall energy and building sector with master's degree in relevant streams and 5-7 years of relevant experience.
- The Bidder's team of sectoral experts based out of India with relevant academic background and experience not less than ten years will support all the deliverables and coordination with the on-ground representative/person.
- It is desirable to have experts in the field of GIS on board to explore mapping exercises.

f. Other terms



- C40 Cities Climate Leadership Group reserves the right to change or cancel the above requirements at any time, without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action.
- All costs mentioned in connection with the submission of this RFP must be in USD (US\$).

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 terms of 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.

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 Contract](#).

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide a separate document for review setting out clearly your rationale for the change.

If C40 are 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:

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **20th December 2024**. Any proposals received after this date and time will not be accepted. The pre-bid queries can be shared in the [document link here](#) by 9th December.

RFP Timeline	Due Date
Request for Proposals sent out	27th November 2024
RFP Questions to be submitted	9 th December 2024
C40 response to questions	13 th December 2024
Submission deadline	20 th December 2024
Selected bidders notified of outcome	5th January 2025

Project term:

The duration of the project is **8 months** starting from January 2025. **The bidder needs to propose a work plan with respect to the timelines mentioned at section '4. RfP and Project Timeline', with an aim to conclude by August 2025, aligning with the schedule of deliverables as prescribed in the section 2.3: Work Packages - Scope of Work. The bidders should be available for major events/webinar (maximum 2) for sharing knowledge organised by C40 as a part of the overall project till December 2025.**

5. Proposal Evaluation Criteria

The purpose of this Request for Proposal is to solicit proposals from various firms (organisations/agencies/consortium), conduct a fair evaluation based on criteria

listed herein, and select the candidate(s) who is best able to satisfactorily deliver project scope described in section 2.

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C4O will evaluate all proposals based on the following criteria:

Evaluation Criteria	Weighting
<i>Robustness of the project delivery proposal and ability to meet the requirements listed</i>	20%
<i>Capability, experience, and availability of the proposed team</i>	30%
<i>References from other clients including not-for-profit clients</i>	15%
<i>Alignment with C4O's goals on greenhouse gas emission reduction</i>	15%
<i>Cost Reasonableness measured by:</i> <i>Economy: minimising the cost of resources used / spending less</i> <i>Efficiency: the relationship between the output from goods / services and the resources to produce them</i> <i>Effectiveness: the relationship between the intended and actual results</i> <i>Equity: the extent to which services reach the intended recipients fairly</i>	20%

6. Project Budget

A maximum budget of **USD 28,000 (US\$)** is available, including all the applicable taxes. Bids must not exceed this value.

Payment schedule:

Payment will be made according to meeting project milestones as approved by the C4O point of contact.

Serial number	Activity	Payment tranche
1	Advance for resource mobilisation upon signing the agreement	10%

2	Upon successful submission and acceptance by C40 of all the deliverables listed under 'Deliverable A'	30%
3	Upon successful submission and acceptance by C40 of all the deliverables listed under 'Deliverable B'	30%
4	Upon successful submission and acceptance by C40 of all the deliverables listed under 'Deliverable C'	30%



All proposals must include proposed costs to complete the tasks described in the project scope, including all taxes. Costs should be stated in USD 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.

7. 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](#)

8. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by **December 20th 2024 at 6 pm IST:**

1. Shruti Narayan, Regional Director, South and West Asia, C40, snarayan@c40.org,
2. Nikhil Kulkarni, Senior Manager - Climate Implementation, C40, nkulkarni@c40.org
3. Bandish Patel, Technical Adviser, Energy and Building Sector, C40, bpatel@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 Potential Suppliers in preparing a response for 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 Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.