

REQUEST FOR PROPOSAL (RfP)
**‘Equity & Inclusion in Municipal Climate Finance – A Tool for
Cities’**

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

10th July 2019

1. C40 Cities Climate Leadership Group



The C40 Cities Climate Leadership Group connects more than 90 of the world's greatest cities, representing 650+ million people and one quarter of the global economy. Created and led by cities, C40 is focused on tackling climate change and driving urban action that reduces greenhouse gas emissions and climate risks, while increasing the health, wellbeing and economic opportunities of urban citizens.

The current chair of the C40 is Mayor of Paris Anne Hidalgo; three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40 is governed by a Steering Committee made up of C40 member city mayors, elected by their peers to represent the geographic diversity of the network. Currently, the C40 Steering Committee includes the mayors of Amman, Boston, Copenhagen, Durban, Hong Kong, Jakarta, London, Milan, Los Angeles, Mexico City, Tokyo, Paris and Seoul.

C40's work is made possible by our three strategic funders: Bloomberg Philanthropies, Children's Investment Fund Foundation (CIFF), and Realdania.

C40 positions cities as a leading force for climate action around the world. We define and amplify their call to national governments for greater support and autonomy in creating a sustainable future. Working across multiple sectors and initiative areas, C40 convenes networks of cities providing a suite of services in support of their efforts, including: direct technical assistance; facilitating of peer-to-peer exchange; and research, knowledge management and communications.

As a climate organisation of the world's greatest cities, C40 supports its members to move on to a low carbon development pathway, adapt to climate change, curb GHG emissions, and engage in partnerships among themselves and with global organisations, national governments, the private sector and civil society.

C40 Cities Climate Leadership Group, Inc. is a U.S. not-for-profit 501(c)(3) registered organisation, working with the world's megacities to tackle climate change. With offices in London and New York, and people working across the globe, C40 has about 150 staff members. Around a half are UK based, around a quarter are US based, the remainder cover roughly another 15 countries. C40 is continuing to expand with plans to register entities in other countries this year. C40 Inc. in the U.S. would remain as the party entering into contracts and handling most financial transactions for all its global affiliates.

2. Summary and Background of the Project

Finance and inclusivity are not aspects of climate action planning and implementation that are always considered in an integrated way. However, both should be carefully considered throughout the process of infrastructure development from initial goal to the realisation of the project, and throughout its lifespan. The use of a regressive tax to fund climate projects is just one example of a financing mechanism that can undermine social equity co-benefits. C40 is currently accepting proposals to develop a resource to help cities and practitioners identify and address equity aspects of financing tools for sustainable infrastructure in cities.

Ultimately, this resource will help cities consider business model/financing tools through an equity lens. Through outlining the considerations to be made by practitioners, and presenting examples, this resource will support city officials (and other stakeholders) in developing their own comprehensive process for accessing financing options from the equity perspective.

The project is a collaboration between C40's Inclusive Climate Action programme and the Financing Sustainable Cities Initiative (FSCI), funded by Citi Foundation (the project will be overseen by the Financing Sustainable Cities Initiative). The final outcome of this project will be used by the FSCI team at events and workshops but will also be made available across C40 for staff and cities.

About the Financing Sustainable Cities Initiative:

The Financing Sustainable Cities Initiative (FSCI), funded by the Citi Foundation, helps cities accelerate and scale-up investments in sustainable urban solutions through the development of innovative business models. By identifying the ingredients of successful sustainable urban projects around the world, this ground-breaking partnership is helping city governments and investors develop business models that enable all stakeholders to bridge quickly from innovative ideas to their implementation. It is not just about finding more money; investors and city decision-makers need new ways of seeing eye-to-eye on what makes urban investment a sustainable and financially viable solution.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **30th July 2019**. Any proposals received after this date and time will not be accepted and will be returned to the sender. All proposals should include clear timetables, how they would work with C40, clear costs and detail on experience in this area.

Proposals should be concise and clearly laid out. The proposal should clearly indicate the required input from C40 staff, timeline of implementation, and any required background work or set up. Furthermore, the submission should show how the respondent intends that the project governance and management should work. This should, as a minimum, cover proposed working

partnership with C40, key roles and responsibilities, reporting, change requests, escalation of issues, sign-off of work stages, and acceptance criteria.

Respondents are also required to set out any risks and assumptions made in planning this work. Where risks are identified appropriate management and mitigation strategies should also be outlined.

If the organisation 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 organisations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RfP. All contractual terms and conditions will be subject to review by C40 legal department and will include scope, budget, schedule and other necessary items pertaining to the project. With respect to the content of the project, bidders should include details on the following elements:

- Format of resource: the initial plan is for the resource to take the format of a slide deck, with technical information and activities. However C40 welcomes alternative format ideas for discussion.
- Examples of tools or case studies that could feature
- Examples of how the resource will engage users, e.g. interactive activities, content on creating a follow-up plan, questions for the reader/audience etc.

4. Project Purpose and Description

Climate change is unfair—it was created by the privileged few but will hit the many hardest and strongest. In addition, climate action is not always equitable and does not share its benefits fairly. Our response to climate change needs to be just and inclusive: if addressing climate change does not meet the needs of city residents, mayors will lose the support to act.

Cities around the world are working to more systematically deliver climate action that is inclusive and community-led, however there are few resources available to support integrating these considerations into financial planning and business models for sustainable cities. Financial viability and equity can co-exist in the climate finance space, but more guidance is needed on assessing financing tools through an equity lens.

5. Project Scope

Scope of Work

The primary and sole deliverable of this contract is a text-based resource (e.g. pdf slides) that can be used as a guide/tool to educate on and create processes around assessing municipal climate finance tools through an equity lens. The exact format will be determined when discussing proposals with bidders, prior to the drafting of a formal contract.

The resource will include, but is not limited to:

- Overview of the topic:
 - General background
 - Background on FSCI & C40 work on finance and inclusivity (to be contributed by C40)
 - The need for social safeguarding consideration when formalising business models for sustainable infrastructure projects in cities
- Examples and case studies
- Guidance on how to take this knowledge and apply to a city specific context
- Activity/action planning template for workshop participants

Term

16th August – 27th November 2019

Fees

To be proposed through bidder submissions.

Payment Schedule

Project payment can be via monthly installations or on completion of the project. Please note that C40 does not pay more than once per month.

C40 Staff Point of Contact

Anelise Rosa

Project Manager – Financing Sustainable Cities Initiative

arosac40.org

6. RfP and Project Timeline

RfP Timeline:

All proposals in response for this RfP are due no later than 11:59pm EST 30 July 2019.

Evaluation of proposals will be conducted from 30th July – 9th August 2019. During this time C40 will set up calls to discuss proposals from shortlisted bidders.

The selection decision for the winning bidder will be made no later than 9th August 2019.

Notifications to bidders who were not selected will be completed by 16th August 2019.

Activity	Date
Request for Proposals sent out	10 th July 2019
Written responses submitted to C40	30 th July 2019
Evaluation of written response	30 th July – 9 th August 2019
Calls on shortlisted applicants	30 th July – 9 th August 2019
Selection decision made	9 th August 2019
All bidders notified of outcome	16 th August 2019

Project Timeline:

The project initiation and planning phase must be completed by 6th September 2019.

The project is due to run until 27th November 2019, including a phase of partner reviews conducted by C40. Bids with a timeline extending beyond this date will still be considered so long as the timeline is consistent with the content proposed.

7. Project Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs or monthly recurring costs.

C40 estimates this project to take approximately 20 days of work.

8. Bidder Qualifications

Desireable components of a bid include:

- Demonstrated understanding of the context in mega cities across the world, especially in relation to finance, climate change and social equity
- References from other similar clients
- Timeframe for your tasks and completion of the project
- Project management methodology
- Communications strategy for how you will work with C40
- Examples of similar previous work

9. Proposal Evaluation Criteria

C40 will evaluate all proposals based on the following criteria:

- Overall proposal suitability: ability to meet the scope and needs included in this document
- Organisational experience
- Value and cost
- Expertise (technical, experience etc)

<i>Robustness of the project delivery proposal</i>	<i>20%</i>
<i>Extent and quality of technical experience and contextual awareness</i>	<i>60%</i>
<i>Value for money of proposal and budget breakdown</i>	<i>20%</i>
	<i>100%</i>

Each bidder must submit 1 copy of their proposal to the email address below by 30th July 2019 at 11:59pm EST:

Anelise Rosa, Project Manager – Financing Sustainable Cities Initiative, arosa@c40.org