

**REQUEST FOR PROPOSAL (RfP)**



**Women4Climate Remote Training Programme**

**28<sup>th</sup> April 2021**

## 1. ABOUT C40

The C40 Cities Climate Leadership Group (C40) is a network of 90+ world's megacities committed to addressing climate change. Acting both individually and collaboratively, C40 cities are having a meaningful global impact in reducing both greenhouse gas (GHG) emissions and climate risks. C40 brings together a unique set of assets and creates a shared sense of purpose. C40 offers cities an effective forum where they can collaborate, share knowledge and drive meaningful, measurable and sustainable action on climate change. 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.

## 2. ABOUT INCLUSIVE CLIMATE ACTION PROGRAMME & WOMEN4CLIMATE

The Inclusive Climate Action (ICA) Programme was established at the behest of a group of C40 mayors and focuses on supporting mayors and cities to ensure local climate policies and initiatives are designed in an inclusive way and have equitable impacts. The programme aims at delivering leadership and advocacy support, technical and strategic assistance, training and peer-to-peer exchange on assessing and understanding the wider benefits of climate action; increasing capacity to engage inhabitants and stakeholders; and designing inclusive and just climate strategies.

C40 contributes to the emergence of the next generation of climate leaders by sharing knowledge and experiences through the Women4Climate programme that combines mentoring, training and networking opportunities for women in cities.

Women4Climate is a joint initiative of C40 Cities and the [L'Oréal Foundation](#) in which women from C40 cities can develop and implement actions inspired by the "think local, act global" philosophy. This mentorship programme supports cities in engaging with resident women to accelerate women-led local climate projects and solutions that contribute to the city climate priorities and action plans. It further acts as a global platform to bring policy makers, citizens, business and community leaders together to co-create an understanding of urban climate challenges and inclusive and just solutions that address these challenges in their city.

The mentorship programme matches committed leaders from the public and private sector, international organizations and members of civil society with emerging female leaders at various stages in developing their climate projects and solutions. The selected projects are aimed at adapting to or mitigating the effects of climate change, aligning with their city's climate objectives and to the C40 declarations<sup>1</sup> and fostering inclusion and equity. Successful projects put under-represented communities at the heart of climate action and ensure just and inclusive outcomes for all citizens.

By emphasizing the inextricable link between climate change and the achievement of gender justice and equality, the Women4Climate initiative aims to help cities deliver ambitious and inclusive climate action.

## 3. BACKGROUND OF THIS PROJECT

The Women4Climate initiative is entering a new programme cycle between 2021-2023, one of the new opportunities provided to the programme recipients is access to **regular remote training**.

In 2021, C40 Women4Climate will **organise monthly bespoke remote training sessions to support the development of diverse skills and knowledge of women working in the field of climate action** who are part of the programme.

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<sup>1</sup> **C40 Declarations:** [Net Zero Carbon Buildings](#), [Advancing Towards Zero Waste](#), [Green & Healthy Streets](#), [Good Food Cities](#), [Clean Air Cities](#) and [Divest/Invest](#) and the [Equity Pledge](#)

C40 Women4Climate is looking to expand the roster of training delivery partners and will accept proposals for training delivery in the fields of:

- Leadership;
- Climate communications and storytelling;
- Climate accounting;
- Negotiation;
- Influencing;
- Diversity and inclusivity;
- Impact measurement;
- Systems change;
- Design thinking; and
- Intersectionality.

Proposals covering training delivery beyond these categories and relevant for the development of local climate action are welcome.

A winning proposal will demonstrate how specific skills and competencies covered in the training will help the programme participants in delivering their climate work and/or in expanding the impact of their climate work.

#### 4. PROPOSAL GUIDELINES

This Request for Proposals represents the requirements for an open and competitive process. Proposals will be accepted until **17<sup>th</sup> May 2021, end of day (EOD)**. The entire proposal should not exceed seven (7) pages or fifteen (15) slides.

##### Submissions guidelines:

The respondent should set out how their training offering will meet the needs of the Women4Climate programme and how it will develop the skills of the programme recipients.

##### Essential requirements

##### **The proposal should include:**

- **Training session description and key outcomes.** A description of the proposed training and how it will support the programme recipients in becoming effective climate leaders and help them maximise the impact of their project. The proposal will also include the aims and outcomes of training sessions in a clear format (please see the table below). The proposal should also include a **draft agenda** and **suggested content** (2 pages max.).

| TRAINING DESCRIPTION & AIMS |     |
|-----------------------------|-----|
| xxx                         |     |
| KEY TAKEAWAYS               |     |
| 1.                          | xxx |
| 2.                          | xxx |
| 3.                          | xxx |

- **Tailored activities.** Providers are asked to include ideas of bespoke content/activities tailored to the Women4Climate programme recipients' needs (bidders are encouraged to consult the [Women4Climate website](#) to find out more about participants' profiles).

- **Interactivity and networking.** Sessions should be designed to grow capacities and skills of the participants but also to increase engagement between them and strengthen the sense of a community. The provider will ensure virtual audience is engaged throughout the session (icebreaker, hand raising, breakout rooms for networking and activities, polls and asking the attendees to share their experiences/ideas). Proposals should include information on the set up and activities planned to ensure the interactivity of the training.
- **Content and handouts.** The trainer or the facilitation team will be responsible for developing the training content and a compelling presentation to be used for the visual component (slides for the remote facilitation) of the session and for providing relevant pre- and post- sessions readings (if appropriate). Alternatively, eLearning tools can be provided for trainees ahead of the training session and after (databases examples for the trainees to use, literature review or reading references, etc). Please include these details on content development in your proposal. Providers are encouraged to share the format of the handouts they distribute.
- **Testimonials.** The proposal should include examples of **past projects (particularly developed for non-governmental organisations in a remote learning setting)** and **client testimonials** where appropriate. Experience in working with NGOs. If relevant, please include information about your experience in working with climate organisations and/or women.
- Include a **team structure** (if relevant). Provide roles, responsibilities and brief CVs (maximum of 3 pages) of staff members assigned to this mission. Where applicable, please highlight any sub-consultants. Include any relevant experiences team members might have had in undertaking similar missions with success.

### Optional criteria

#### The proposal could include:

- **Recording.** Training sessions ideally could be recorded and shared with C40 to be available for viewing to the Women4Climate programme recipients. Recording will be stored on a platform exclusively dedicated to the programme recipients and won't be circulated publicly. Kindly provide information about the video licence and any other relevant considerations in the proposal.
- **Certificate.** If the training provides a certificate of completion, the proposal should mention this.
- **Survey.** Women4Climate will conduct satisfaction survey post-training and welcome specific questions provided by the trainer with the aim of sharing the results/answers. The proposal may also include an individualised or group feedback / evaluation deliverable. If the provider aims to conduct a pre-training survey, this should be mentioned in the proposal.

## 5. BUDGET

Proposals are expected to include a full, detailed, cost breakdown. The financial proposal should be presented in USD and be inclusive of all taxes and administrative fees.

- Proposals should include the **total fee** and an **indicative breakdown per task**, including estimated hours per assigned staff member and per task.
- Proposal should include the cost of 1 remote training session, as well as the cost of a set of **3 remote training sessions**; the cost of running individual and/or group follow-up sessions/workshops, where appropriate (non-compulsory).
- **VAT-inclusive costs** should be stated as one-time or non-recurring costs or monthly recurring costs.
- Pricing should be listed for each of the following items in accordance with the template below:

| Task | Total Cost \$ (Per Task) | Staff Days (Per Task) |
|------|--------------------------|-----------------------|
|      |                          |                       |
|      |                          |                       |
|      |                          |                       |

| Staff Member | Role | Date rate \$ | Total No. days |
|--------------|------|--------------|----------------|
|--------------|------|--------------|----------------|

|                           |                       |              |          |
|---------------------------|-----------------------|--------------|----------|
| <i>Ex. Ms Clara Smith</i> | <i>Project Leader</i> | <i>\$100</i> | <i>2</i> |
|---------------------------|-----------------------|--------------|----------|

- The average available budget for each training (3 identical sessions delivered to accommodate different time zones) is up to US \$ 3,000 inclusive of tax.

## 6. TIMELINE

Successful providers will be expected to deliver training sessions between July 2021 – June 2022. Training schedule will be confirmed once all bidders are selected and their availability confirmed.

## 7. LANGUAGE

All products should be delivered in British English. The training will be held in English. Please note English won't be the first language of participants and the proposal should include details of any relevant experience providing training to people participating in their second language or capacity of the provider team to deliver the training in other languages.

## 8. TRAINING SESSION FORMAT

- **Training length:** 2h30-3h maximum, including breaks.
- Each training will be delivered **3 times** to accommodate different time zones – 2 session can be scheduled on the same day
- **20 - 30** participants are expected to attend each session
- The provider will host the training on Zoom. Links to meetings will be provided in advance. C40 staff can facilitate the **technical set-up** of the training on Zoom and arrange the date and time of training sessions, as well as handling mentees registrations. If the provider would like to suggest a different technical set-up or online platform than Zoom, please include details in the proposal.
- **Live Translation.** C40 will additionally contract a translator who will provide simultaneous English<>Spanish translation to one of the sessions. If the provider does not have the Zoom interpretation feature enabled, C40 can assist in creating meetings. C40 can arrange for a short meeting between the translator and the provider to explain the feature.

## 9. TIME SCHEDULE

A tender in response to this request for proposal should be submitted no later than **17<sup>th</sup> May 2021, EOD** to Marta Stencil, Community Manager: [mstencil@c40.org](mailto:mstencil@c40.org); cc: [women4climate@C40.org](mailto:women4climate@C40.org)

Any proposals received after this date and time will not be accepted and will be returned to the sender.

The tender evaluation will take place between **18<sup>th</sup> May 2021 and 25<sup>th</sup> May 2021**. If additional information or discussions are needed within this window, the bidder(s) will be notified.

The selection decision for the winning bidders will be made no later than **26<sup>th</sup> May 2021**.

Notifications to bidders who were not selected will be completed by **27<sup>th</sup> of May 2021**.

Any clarifying questions about this Request for Proposal before submitting a proposal, can be directed to Marta Stencil: [mstencil@c40.org](mailto:mstencil@c40.org); cc: [women4climate@C40.org](mailto:women4climate@C40.org)

| Activity                   | Date                            |
|----------------------------|---------------------------------|
| RfP sent out               | 28 <sup>th</sup> April 2021     |
| Proposals submitted to C40 | 17 <sup>th</sup> May 2021 (EOD) |

|                                 |  |
|---------------------------------|--|
| Evaluation of proposals         | 18 <sup>th</sup> – 25 <sup>th</sup> May 2021 |
| Winning bidders notified        | 26 <sup>th</sup> May 2021                    |
| All bidders notified of outcome | 27 <sup>th</sup> May 2021                    |

## 10. EVALUATION CRITERIA

Submissions will be evaluated against the following criteria:

| Criteria   | Weighting |
|--|-----------|
| Interpretation of brief and proposal for delivery  | 40%       |
| Expertise and experience of project team in delivering training for non-governmental organisations and/or climate organisations and references from past clients | 30%       |
| Experience in delivering remote training   | 15%       |
| Value for money  | 15%       |
| TOTAL  | 100%      |

## 11. PROCEDURE

Contract terms and payment conditions will be negotiated upon selection of the winning bidder will be subject to review by C40 legal department, including scope, budget, schedule and other necessary items pertaining to the project.

All contracting and invoicing will be handled through:

Foreningen C40 Cities Climate Leadership Denmark  
 Frederiksholms Kanal 30,  
 st. mf., 1220  
 København K,  
 Denmark

## 12. TERMS AND CONDITIONS

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 incurred in connection with the submission of this Request for Proposal are non-refundable by C40 Cities Climate Leadership Group.