

REQUEST FOR PROPOSAL (RfP)
C4O Declarations China Benchmarking Project

C4O Cities Climate Leadership Group (USA) Beijing Representative Office
Room 101, Building 12, Jianwai Diplomatic Apartment, No. 1
Xiushui Street, Chaoyang District, Beijing

28.05.2020

1. C40 Cities Climate Leadership Group



The C40 Cities Climate Leadership Group connects more than 95 of the world's greatest cities, representing 700+ 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 Los Angeles Eric Garcetti; 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 Accra, Boston, Copenhagen, Dhaka, Dubai, Hong Kong, London, L.A., Mendellin, Milan, Seoul and Tokyo.

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 220 staff members. Around a half are UK based, around a tenth 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

C40 is currently accepting proposals to conduct research to benchmark the status of Chinese C40 cities in relation to the C40 Declarations (see supporting annex “C40 Declarations”). This research should identify gaps in ambition, in relation to the C40 Declarations (including anticipated future C40 Declarations), as well as opportunities to support Chinese C40 cities to overcome those gaps through Climate Action Planning implementation or otherwise.

C40 currently has 13 city members in China: Beijing, Chengdu, Dalian, Fuzhou, Guangzhou, Hangzhou, Hong Kong, Nanjing, Qingdao, Shanghai, Shenzhen, Wuhan, & Zhenjiang.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until ***6pm GMT, June 26th, 2020***. 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.

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.

The proposal should include details on how a risk assessment would be completed and what that would include.

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.

4. Project Purpose and Description

The purpose of this Request for Proposal is to solicit proposals from various candidates (both individuals and from organisations), conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who is best able to satisfactorily deliver the outputs described below.

The project should involve:

- Hold briefings calls (1.5hr) with each C40 Declaration lead staff, to understanding the intentions of each C40 Declaration and gain further background context
- Develop a desktop methodology to benchmark the ambitions and technical requirements of the C40 Declarations against C40 Chinese member city existing and planned actions. This should include reviewing policy documentation, academic literature, ENGO reports, or other available information sources. This should include the compilation of C40 Chinese member city progress statistics, aligned with each declaration.
- Highlight city policy actions in China that meet the requirements of the C40 Declaration or are similar in intent but at variance in terms of detailed implementation and technical standards. The focus should be on C40 cities **BUT** may also include non-C40 Chinese cities, or provinces, where of particular interest and relevance at the authors discretion.
- Integrate a strategic summary on the ability of C40 Chinese member cities to meet to requirements of the C40 Declarations, both at present and in the future. This should include a policy and ambition gap analysis as well as commentary on opportunities to support C40 Chinese member cities to overcome those gaps.
- The findings from the above should be presented in an approximately 20 page report with introduction, benchmarking analysis for each C40 Declaration, and concluding remarks with strategic summary.
- A Power Point slide deck covering the contents of the report should be provided with an introduction, slide(s) covering each C40 Declaration, and conclusion.

5. Project Scope

The output of this project should be:

- Approximately 20 page report with introduction, benchmarking analysis for each C40 Declaration, and conclusion as outlined above.
- A PPT slide deck with introduction, slide(s) for each declaration, and concluding remarks

All project outputs should be in English language

6. RfP and Project Timeline

RfP Timeline:

All proposals in response for this RfP are due no later than 6pm GMT June 26th, 2020

Evaluation of proposals will be conducted from 29th June, 2020, to 3rd July, 2020. If additional information or discussions are needed during this week long window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than July 3rd, 2020.

Notifications to bidders who were not selected will be completed by July 6th, 2020.

Activity	Date
Request for Proposals sent out	28 th May 2020
Written responses submitted to C40	26 th June 2020
Evaluation of written response	29 th June 2020 – 3 rd July 2020
Selection decision made	3 rd July 2020
All bidders notified of outcome	6 th July 2020

Project Timeline:

The project initiation phase must be completed by July 17th, 2020.

Project planning phase must be completed by July 24th, 2020.

Project implementation phase is expected to be completed by August 28th, 2020.

The project is due to run until no later than August 28th, 2020.

7. Project Budget

All proposals must include proposed costs to complete the tasks described in the Project Purpose & Description and outputs in Project Scope. Costs should be stated as one-time or non-recurring costs.

Pricing should be listed for each of the following items:

- Expected day rate(s) linked to staff members (with CV’s and experience) for completion of tasks described in the Project Purpose & Description and outputs in Project Scope

It is estimated this work should take no longer than 20-25 days of consultant staff time to assimilate

8. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- List of the staff who would be working on the project and job titles **and** fluency in both English and Mandarin Chinese
- Examples of relevant experience and research projects undertaken by these staff member
- List of other similar clients including relevant project details
- Timeframe for your tasks and completion of the project
- Project management methodology
- Specific commentary on China urban policy making knowledge in China
- Registration as a company in China and ability to issue Fapiao to C40 Beijing office

9. Proposal Evaluation Criteria

C40 will evaluate all proposals based on the following criteria:

- Overall proposal suitability: ability to match the project description and scope requirements included in this document
- Organisational experience
- Value and cost
- Expertise (technical, China urban policy related experience etc)

Proposals will be evaluated against the following criteria (example table below):

Robust and clear project delivery proposal, including methodology statement	20%
Prior experience in similar urban climate policy report writing and delivery References from other clients including not-for-profit clients	20%
Demonstrable experience of Chinese urban policy making process and status in the areas of relevance to the C40 Declaration	30%
Value for money	30%

Each bidder must submit 1 copy of their proposal to the email address below by 26th June 2020 at 6pm GMT:

Luke Sherlock, C40 Head of China Engagement: lsherlock@c40.org

Statement of Work

Scope of Work

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Term

July 6th 2020 – August 28th 2020

Fees

Service Provider's Rate (TBC): X amount for service provided

Payment Schedule

TBC *note: C40 does not pay more than once per month

C40 Staff Point of Contact

Luke Sherlock
C40 Head of China Engagement
lsherlock@c40.org

Annex: “C40 Declarations”

There are currently 5 C40 declarations broken down into differing topic areas. However, the analysis conducted as part of this work should include a further 2 potential declarations in the areas:

Current C40 Declarations:

- C40 Green & Healthy Streets Declaration
- C40 Net Zero Carbon Buildings Declaration
- C40 Advancing Towards Zero Waste Declaration
- C40 Clean Air cities Declaration
- C40 Good Food Declaration

Potential C40 Declarations:

- Clean Construction
- Clean Energy

For the existing and potential declaration topic areas, C40 staff will be able to provide more detail on the underlying technical considerations.