

Request for Proposal (RfP)

Transport Consultant Africa

C40 Cities Climate Leadership Group, Inc.

120 Park Avenue, 23rd Floor

New York, NY 10017

United States of America

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**C40
CITIES**

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1. C40 Cities Climate Leadership Group Inc.

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.

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. Summary, purpose and background of the project

C40 Cities seeks to hire an independent consultant based in South Africa for an Independent Transport Consultant for the Zero Emission Bus and Freight work in the Africa region to assist the team to deliver Transport decarbonisation in South Africa, Kenya and across the continent aligned with C40's transport strategy. The consultant will represent C40 in meetings with important stakeholders, networking events and funder discussions and provide support and guidance to C40 Transport and Africa region staff on transport opportunities and projects in African cities. This will include identifying opportunities to expand C40's work in the region, including securing additional funding.

The consultant will sit under the transport team in C40's Climate Solutions and Networks (CSN) team, which oversees six program areas focused on priority climate action sectors and interventions: Energy and Buildings; Transportation; Urban Planning; Food and Waste; Air Quality; and Climate Resilience. Under these program areas, CSN operates 16 different networks that facilitate city-to-city best practice sharing on specific climate action areas, such as clean energy or zero emission vehicles. The networks help cities replicate, improve and accelerate climate action to meet the goals of the Paris Agreement. These city-only

working groups provide for honest knowledge and experience exchange, enabling cities to tap into the global expertise of their peers as well as connect with technical partners. Through networks, cities find opportunities to undertake joint projects in areas of mutual interest and benefit. C40 networks also amplify individual city solutions by providing a global platform for showcasing city success. The result is that cities' climate actions to reduce GHGs, air pollutants and climate risks are bolder, fairer, and more impactful than if they were to go it alone.

The Independent consultant will work on different projects within the Transport team and the departments' zero emission bus and freight work programme in Africa. The Transformative Urban Mobility Initiative ([TUMI](#)) is the leading global implementation initiative on sustainable mobility formed through the union of 11 prestigious partners. TUMI is united in one goal: changing mobility for the benefit of people and the environment, with a view to the future. With TUMI, the German Federal Ministry for Economic Cooperation and Development (BMZ) is supporting climate-friendly, inclusive, safe and affordable Mobility in cities. TUMI is funded by BMZ and implemented by GIZ in collaboration with all TUMI partners.

C40's pivotal role in the TUMI extension project is to investigate the emerging opportunity to electrify the freight and paratransit sectors in African cities in order to reduce the associated GHG emissions from these transport sectors. This is aligned with C40's mission to get the world off fossil fuels and builds upon the existing work we are doing under the TUMI e Bus Mission with mini bus taxis (paratransit) and expanding into urban freight. The project supports cities to deliver their city-wide GHG emissions targets by 2030 (or earlier), reduce the use of and end support for fossil fuels by moving towards electrifying transport systems (mini bus taxis and urban freight) in a number of African cities.

The Zero Emission Bus Rapid-deployment Accelerator ([ZEBRA](#)) co-led in partnership with the International Council on Clean Transportation (ICCT), was launched in 2019 to accelerate the deployment of zero emission buses in major Latin American cities. Accelerating the transition to zero-emission buses across Latin America and Africa through city leadership, national government engagement, industry partnerships, and financial investments. Since 2019, ZEBRA has created conditions for zero-emission buses to become standard across key Latin American cities by coordinating city procurement commitments, national-level policy, finance mechanisms, and manufacturer production capacity. In 2023, the partnership expanded to support bus electrification in Africa.

ZEBRA's approach:

- **Cities/Fleets:** Engagement with city authorities to secure political commitment and enabling policies. Technical support to transit authorities and bus operators to develop fleet-wide deployment strategies and secure successful e-bus deployments;
- **Industry:** Engagement with bus manufacturers (OEMs) to secure commitments to bring commercially available products to the market, industry working group to track market development and identify and address barriers, including necessary national-level policies and regulations;
- **Finance:** Engagement with financiers and investors to identify, establish, and refine context-specific business models and financial mechanisms for zero-emission bus assets and secure streamlined funds for project preparation advisory services to mobilize funding;
- **Knowledge sharing:** Communications-related work, including events, newsletters, peer-to-peer knowledge transfer, and publications to disseminate best practices and increase confidence, as well as ownership and maintenance of the [E-Bus Radar Africa](#).

The consultants will act as a C40 representative between consultants and city teams, facilitating calls and meetings as stated in the work plans and as needed.

Responsibilities:

The Independent Transport consultant will be a key part of the Zero Emission Bus and Freight activities in Africa. They will be responsible for the creation and management of local stakeholder working groups (referred to as sub-coalitions) in the key projects' cities in the region, along with coordination efforts with the other project partners who will be delivering the technical assistance in those cities.

The role of the Independent Transport consultant will be to lead and coordinate activities towards achieving the objectives of the work programme, including; represent C40 in meetings with important stakeholders, networking events and funder discussions; provide support and guidance to C40 Transport and Africa region staff on transport opportunities and projects in African cities; and identify opportunities for transport decarbonization in South Africa, Kenya and across the continent aligned with C40's transport strategy including funding. To achieve this, we expect the Independent Transport consultant to create strong working relationships with multiple stakeholders, to offer leadership, and to structure the coordination amongst stakeholders.

The Independent Transport consultant will have experience building and managing stakeholder relationships and coordinating action with multiple actors. The Consultant will have excellent relationship-building talents and outstanding management and organizational skills.

The independent consultant will work with the team to achieve the following responsibilities:

- Represent C40 in meetings with important stakeholders, networking events and funder discussions.
- Project delivery
 - Provide support and guidance to C40 Transport and Africa region staff on transport opportunities and projects in African cities.
 - Provide technical expertise on transport to the Transport team on bus, minibus taxi, two and three-wheeler, and freight electrification, and wider informal transport and transport decarbonisation in cities.
 - Support delivery of freight and bus electrification projects in South Africa, Ghana and Nigeria.
 - C40 is undertaking a freight electrification project in West Africa, with a main aim to clarify the inclusive pathways that Lagos and Accra can take to accelerate zero emission formal and informal road freight vehicle adoption and expand the use of zero emission freight vehicles such as trucks, vans, and two and three-wheelers.
 - Support the project manager through ongoing project guidance from a regional perspective, project oversight, and strategic direction,
 - Provide strategic direction to the development of the *Zero Emission Urban Freight in West Africa: Recommendations for Lagos and Accra* scoping study.
 - With steer from the C40's Regions Team, scope future opportunities to engage with other C40 African Cities, such as Abidjan, Côte d'Ivoire, on delivering urban freight electrification projects, plans, and strategies as part of the Zero Emission Urban Freight scoping study.
 - Support on external partner outreach when possible.

- 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.

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

You may also consider asking for any other additional information relevant to your Proposal. For example:

- Examples of past work;
- Resume covering expertise in Fundraising and Technical background;
- Executive background;

3.2 Independent Transport Consultant Requirements

- Master’s degree in a relevant field related to sustainable transport, infrastructure, climate change and urban development.
- 5 or more years of experience working collaboratively with city governments, financial institutions, NGOs, international organizations and the private sector.
- Existing knowledge of zero emission transport including electric buses and freight in Africa.
- Strong project management and organizational skills including experience coordinating the delivery of complex projects across teams and familiarity with project management tools.
- International experience, particularly working across different cultures, languages and time zones.
- Excellent time management skills and ability to be a self-starter and work independently.
- Ability to build effective relationships with internal and external stakeholders and experience working with partners to drive a common goal.
- Have an open and collaborative approach to work.
- Good strategic thinking.
- Strong problem-solving and interpersonal capabilities coupled with an outcome/delivery-oriented approach is required.
- Good attention to detail.
- Proficient with Microsoft Office / Google Suite.
- Fluency in English is required.
- Applicants must be able and willing to travel to the Programs supported cities in Africa.

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 an independent consultant from a previously disadvantaged 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 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 negotiation document](#) for review setting out clearly your rationale for the change.

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.

4. RfP and project timeline

Contract duration: 9 months (20 July 2026- 31 March 2027)

RfP timeline	Due date
Request for Proposals sent	Thursday 18th June
Questions submitted to C40	Thursday 25th June
C40 responds to questions	Tuesday 30th June
Deadline for receiving Offers	Friday 3rd July
Clarification of Offers	Tuesday 7th July
Evaluation of Proposals by	Thursday 9th July
Presentation of Proposal (if needed)	Monday 13th July
Selection decision made	Tuesday 14th July
All Potential Suppliers notified of outcome	Wednesday 15th July

Project timeline	Due date
The project initiation phase must be completed by	7th August 2026
Project planning phase must be completed by	31st August 2026
Project implementation phase is expected to be completed by	31st March 2027
The project is due to run until	31st March 2027

5. Proposal evaluation criteria

Proposals will be evaluated against the following criteria.

Evaluation criteria	Weighting
Relevant experience	30%
Methodology ^ understanding of assignment	20%
Local / regional experience	20%
Qualifications	20%
Value for money	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.

6. Project budget

The Independent Consultant will provide the ongoing, recurring monthly service, until the 31st March 2027. Travel is expected for this work. Travelling costs and eligible expenses, supported by invoices and proof of expenditure will be borne by C40. All travel is to be pre-approved by the C40 point of contact prior to incurring the cost. 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.

C40 is assessing market costs and will use proposals to determine the budget needed to achieve the project aims. As noted above, cost reasonableness is one of the main criteria for judging the submissions.

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](#)
- C40 Non-Staff Travel and Expenses Policy - [here](#)

7. Submissions

Each Potential Supplier must submit **one copy of their proposal** to the email addresses below by **5pm SAST 3rd-July 2026**:

Caroline Watson, Director of Transport, cwatson@c40.org and copy Tenele Ndlovu, Project Manager of Zero Emission Buses, tndlovu@c40.org

Anonymised responses to questions will be provided here ([link](#)) 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.