Request for Proposals

Municipal Task Force on Climate-Related Financial Disclosure (TCFD) and Climate Budgeting Resource Development Support

July, 2023
Introduction

ICLEI Canada is seeking a consultant to support the development of content and materials that will be integrated into two municipal-oriented capacity building resources. The resources will focus on climate budgeting and climate-related financial disclosures and aim to streamline these processes across Canadian municipalities. This work will support the Municipal Net-Zero Action Research Partnership (N-ZAP), a collaboration between three project leads: the University of Waterloo, ICLEI Canada, and the Federation of Canadian Municipalities, as well as 12 other Canadian Universities, 10 other national organizations, and over 13 municipal partners.

Background

The main goal of the N-ZAP project is to support Canadian municipalities in measuring, monitoring, and achieving net-zero (GHG) mitigation goals. Additionally, the aim is to ensure emissions reduction projects, policies, and programs are aligned with Canada’s national reduction commitments. The N-ZAP project will study and create improved measurement, analysis, and monitoring systems for both municipal and community-wide GHG emissions to advance the quantification of GHG emissions and enable the application of methods to identify mitigation opportunities and evaluate their effectiveness. This work will augment national reporting processes and align with international practice.

The overall N-ZAP project objectives are to:

1. Determine the current state of GHG emission reduction targets, measurement, monitoring, and planning in Canadian municipalities
2. Advance standardized measurement systems and tools that can also be used to identify mitigation opportunities and further social equity
3. Enhance Canadian municipal emissions monitoring and disclosure tools
4. Enhance community-wide emissions measuring and monitoring and ensure equitable, diverse, and inclusive engagement
5. Mobilize knowledge resources and tools to diverse audiences using accessible and inclusive formats and evaluate uptake

For each objective, dedicated technical working groups composed of academics, national municipal networks, and municipal representatives have been established to shape the research and refine guides, tools, and other outputs/deliverables. Working Group 3 is focused on enhancing municipal emissions monitoring and disclosure tools and, in addition to the research objectives, is producing the following three final deliverables.
1. Advanced technical guide for climate-related financial disclosure (TCFD)

2. Instruction manual based on climate budgeting advice and generated insights from six case studies

3. Improved Partners for Climate Protection (PCP) tool – to embed methods for climate budgeting

This RFP is looking for submissions to support the first two deliverables. Proposals for either of the deliverables, individually, or both deliverables together, are welcome.

Definitions

This work deals specifically with climate adaptation and climate mitigation, terms that are often used interchangeably. To establish a common understanding, we have provided our working definitions below. In addition, the terms climate budgeting and carbon budgeting are sometimes used interchangeably. For the purpose of this work, we have decided to use the term climate budgeting. We distinguish this from the field of carbon accounting or emission accounting.

- **Climate Adaptation**: A process of managing the unavoidable, dealing with the impacts of climate change.

- **Climate Mitigation**: A process of avoiding the unmanageable, dealing with the causes of climate change.

- **Climate Budgeting**: A governance system that integrates climate action decisions into the financial budgeting process and mainstreams climate processes throughout operations, roles, and responsibilities of all departments. This addresses both physical climate risk and greenhouse gas emissions, dealing with both climate mitigation and climate adaptation.

- **Carbon Accounting**: A framework of methods to measure and monitor the amount of carbon or carbon equivalent emitted by an organization.

Scope of Work

Through this RFP, ICLEI Canada is seeking consultant partners to develop informative reports that support and inform two of the above-mentioned Working Group 3 deliverables:

1. Advanced technical guide for climate-related financial disclosure (TCFD)

2. Instruction manual based on climate budgeting advice and generated insights from six case studies
Proposals can be submitted for each deliverable separately, or for both deliverables. It is not a requirement to submit a proposal for both deliverables.

**Deliverable 1: Climate Budgeting Instruction Manual**

The support services should address, at minimum, the following:

- Provide a rationale for local governments to develop climate budgets in conjunction with their existing climate programming and policies.
  - Establish/document a business case for climate budgeting in local governments.
  - Address the challenges and/or barriers a local government faces in the process of climate budgeting.
  - Highlight how local governments have utilized climate budgeting in Canada and internationally.
    - Priority should be given to local government examples; however, knowledge gaps may be filled by examples from other sectors.
- Develop guidance and instructions to support climate budgeting efforts across Canadian municipalities.
  - Develop a glossary of terms related to climate budgeting.
  - Provide flexible, step-by-step directions on calculating, presenting, and reporting a climate budget.
  - Recommend strategies for analysis and prioritization of initiatives within a climate budget.
  - Provide recommendations on how local governments can develop business and financial strategies to address priorities in a climate budget.
  - Recommend processes for ongoing management and oversight of a climate budget.
  - Curate a catalogue of supporting resources applicable at each stage of a climate budgeting process.
- Reflect upon the future of climate budgeting in local governments and its relevance to local governments.
Deliverable 2: Advanced technical guide for climate-related financial disclosure

The support services should address, at minimum, the following:

- Provide a rationale for local governments to engage in TCFD-related disclosure in conjunction with their existing climate programming, policies, and reporting processes.
  - Explain the opportunities TCFD can provide to a local government.
  - Address the challenges and/or barriers that local governments face in using the TCFD framework.
  - Highlight how local governments, in Canada and internationally, have applied TCFD to date, and uncover best practice examples.
    - Priority should be given to local government examples; however, knowledge gaps may be filled by examples from other sectors.

- Develop guidance and instructions to support a standardized approach to disclosure across Canadian municipalities building on existing municipal TCFD disclosures and standards.
  - Develop a glossary of terms to support Canadian municipal climate and finance practitioners to communicate with a common language and understanding.
    - Define what materiality should mean from a Canadian municipal climate change perspective.
  - Curate a catalogue of supportive resources applicable to each stage of the TCFD framework.
  - Provide a local government-oriented framework through which to apply TCFD.
    - Describe the relevant metrics and targets that can be used to assess and manage climate-related risks and opportunities.
    - Outline the relevant processes that the local governments can use to identify, assess, and manage climate-related risks.
    - Provide recommendations on how local governments can develop business and financial strategies to address the actual and potential impacts of climate-related risks and opportunities.
- Provide insights into assessing the cost of inaction across a variety of sectors.
- Offer recommendations on how local governments can advance their disclosure work while dealing with imperfect information.
- Offer recommendations on how local governments can design governance around climate-related risks and opportunities.
- Provide recommendations on how TCFD in local governments can grow, including suggestions on change management and how to socialize concepts across the local government administration and elected offices.
- Reflect upon the future of TCFD in local governments and its relevance to local governments.

**Important Considerations**

- Recommendations must be geared towards a wide variety of Canadian municipalities, including small towns, large cities, upper-tier, lower-tier, etc.
- Visual supporting materials such as graphs, charts, and infographics should be developed to illustrate concepts and frameworks.
- Design and translation of the required outputs will be conducted after the completion of the consultant's deliverables and, therefore, should not be the focus of the consultant's work.
- This work should not create new municipal carbon accounting, target setting, protocols, vulnerability, and/or risk assessment processes but instead, frame existing supports within the context of climate budgeting and the TCFD framework.
- The proponent will report to the ICLEI Canada. The work plan must include intervention points for input and sufficient time for review and comments on draft deliverables.
- The consultant will have access to the TCFD and climate budgeting research conducted through the broader N-ZAP project, including six Canadian municipal case studies based on supporting focus-groups and interviews. Access will be granted by late Fall 2023.
- The two capacity building resources being developed will be products of N-ZAP and subject to NZAP's Publications and Communications Policy. The consultant's work will be recognized in the final products through authorship attribution, in combination with other N-ZAP-affiliated contributors that are contributors.
### Key Dates

<table>
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<tr>
<th>DESCRIPTION</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Proponent registration due</td>
<td>July 19, 2023</td>
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<tr>
<td>Question period open until</td>
<td>July 20, 2023</td>
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<tr>
<td>Answers to questions provided</td>
<td>July 24, 2023</td>
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<td>Proposal due date</td>
<td>August 7, 2023</td>
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<td>Optional Interviews</td>
<td>August 21, 2023 - August 25, 2023</td>
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<td>Selection of consultant</td>
<td>August 28, 2023</td>
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<td>Kick-off meeting with ICLEI</td>
<td>Week of September 4, 2023</td>
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<td>Finalization of the work plan</td>
<td>Week of September 18, 2023</td>
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<td>Bi-weekly meetings with ICLEI</td>
<td>September 2023 - May 2024</td>
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<td>Draft Deliverable 1 work due date</td>
<td>December 29, 2023</td>
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<td>Final Deliverable 1 due date</td>
<td>February 23, 2024</td>
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<tr>
<td>Draft Deliverable 2 work due date</td>
<td>March 22, 2024</td>
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<td>Final Deliverable 2 due date</td>
<td>May 31, 2024</td>
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### Budget

The total budget for the entire project, including tax, is $200,000.00

### Required Qualifications

- Excellent understanding of the Canadian municipal landscape, including current capacities associated with climate change action.

- Familiarity and expertise with local government climate disclosure and climate budgeting.

- Expertise in both climate mitigation and climate adaptation, including:
  - Climate mitigation: emissions accounting, modelling, target setting, energy planning, action planning, forecasting, measurement, financing, etc.
- Climate Adaptation: climate science, impacts identification, vulnerability and risk assessment, action planning, measuring progress, financing, etc.

- Strong client focus and ability to meet deadlines and budgets.

- Excellent writing skills & ability to synthesize information in an understandable format.

- Ability to work in English is required.

- Proponent partnerships are encouraged to bring together a diverse range of experience and qualifications.

**Evaluation & Proponent Selection**

RFP submissions will be evaluated according to the following criteria:

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<tr>
<th>EVALUATION CRITERIA</th>
<th>PERCENT</th>
<th>RUBRIC</th>
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<tbody>
<tr>
<td>Qualifications &amp; Experience</td>
<td>20%</td>
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<tr>
<td>Understanding of Requirements &amp; Solution</td>
<td>15%</td>
<td>/15</td>
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<tr>
<td>Management &amp; Personnel</td>
<td>15%</td>
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<tr>
<td>Work Plan/Strategic Approach</td>
<td>15%</td>
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<tr>
<td>Budget</td>
<td>10%</td>
<td>/10</td>
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<tr>
<td>References</td>
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<td>/10</td>
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<tr>
<td>Quality of Proposal</td>
<td>15%</td>
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**Proposals must include the following:**

- **Qualifications & Experience (5-10 pages):** Provide an overview of the organization and its experience in delivering similar solutions. Summarize the resources and capabilities of the organization and any value-added services that may be available. Identify any subcontractors that will be used and provide their company information.

- **Understanding of Requirements & Solution (5-10 pages):** Provide an overview of your knowledge of the project requirements and outline how you will provide appropriate solutions.

- **Management & Personnel (5-10 pages):** Explain how the project will be managed and describe the team structure, including roles, responsibilities, and resources for each position.
● **Work Plan/Strategic Approach (5-10 pages):** Provide a detailed task-by-task work plan, including a timeline.

● **Budget (1-2 pages):** Include a comprehensive budget. The budget should be presented, showing the cost per task, deliverables, and each staff person allocated to the project. Include day rates/hourly rates per team member.

● **References (1-3 pages):** Provide three project references of complimentary scale and scope, including description, timing, budget, staffing, and contact information.

● **Appendices:** Appendices can include supporting information and staff resumes.

● **Quality of Proposal:** Submission should be well written, clear, and speak directly to the scope of work required. It should be within specified page length, and include all submission requirements.

### Submission Requirements

Submissions can be made for one or both of the deliverables. It is not a requirement to submit a proposal for both deliverables. Proponents must register their interest in writing by July 19, 2023, to adlar.gross@iclei.org.

The deadline for submission of questions is July 20, 2023. Submit questions to adlar.gross@iclei.org.

Responses will be provided to all registered proponents on July 24, 2023.

The maximum length of submission is 45 pages, plus appendices.

The deadline for submission of proposals is August 7, 2023. Submit proposals electronically to adlar.gross@iclei.org.

### About Us

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low-emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability.

We provide a wide range of services for local, provincial, and federal governments in support of developing sustainable, climate-ready communities. This support includes but is not limited to:
● **Adaptation and resilience planning:** Working with communities to develop collaborative and implementation-focused resilience plans.

● **Energy and emissions planning:** Supporting communities as they reduce their energy and emissions and move towards a low-carbon future.

● **Capacity building:** Providing opportunities to build expertise locally on climate change, sustainability, and resilience.

The ICLEI Canada team has over 100 cumulative years of experience in the municipal sector and in non-profit organizations. Our work happens across Canada, also known as Turtle Island, which has traditionally been and is home to many diverse First Nations, Inuit, and Métis peoples since time immemorial. We recognize that reconciliation is a fundamental component to building net-zero resilient communities and endeavour to listen to and learn from Indigenous Peoples on an ongoing basis in the process of our work.

ICLEI Canada's head office is located in Toronto on the traditional territory of the Mississaugas of the Credit, the Annishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. The British Columbia office is hosted by the City of Victoria on the homelands of the Songhees and Esquimalt People, and the Quebec office is hosted by the City of Montreal on the traditional territory of the Kanien'kehà:ka/Mohawk Nation.

For more information on ICLEI Canada, visit [icleicanada.org](http://icleicanada.org).