**Responsible Carbon Finance Pilot Phase - Request for Proposal**

You are invited to respond to the Pilot Phase RFP for CCA’s Responsible Carbon Finance Initiative

(RCF).

## This RFP is structured with:

* Background information on RCF: pages 2 to 4 *(no information needs to be added to these pages)*
* Your firm’s proposal: pages 5 to 8 *(please add information in the tables as directed)*

## Evaluation criteria:

* Proposed approach *(25% weighting)*
	+ Preference given to proposals showing an approach that can deliver on the goals of the Pilot Phase
* Team experience *(25% weighting)*
	+ Preference given to proposals having a team leader with at least 10 years of experience in clean cooking and carbon markets.
* Prior experience *(25% weighting)*
	+ Preference given to proposals showing at least five other assignments that address clean cooking carbon markets carried out recently (over the last five years)
	+ Preference given to proposals showing an existing network in the clean cooking sector and carbon markets.
	+ Preference given to proposals showing experience in facilitating high-level working group consultations in at least three assignments in the last five years.
* Financial proposal *(25% weighting)*
	+ Preference given to proposals showing value for money.

Please return the attached document as a PDF by emailing it to carbon@cleancooking.org with

the subject line: ‘Responsible Carbon Finance Pilot Phase – RFP’.

**The deadline for submitting a response is Friday March 7th, 2025.** Thank you for taking the time to share your response with CCA.

## Background Information

Carbon markets are a powerful tool to get more capital flowing in a cost-efficient way, which could generate up to $25 billion in capital for clean cooking in the next 25 years. This funding could significantly drive down costs for customers, enabling companies to grow faster and expand into new markets while delivering the widespread benefits of clean cooking.

Carbon markets depend upon the reputational benefits that engaging in them offers to carbon credit buyers, and the quality of carbon credits across the voluntary carbon market is currently under scrutiny. If perceived risks outweigh the perceived benefits, investors and buyers will step back.

CCA is addressing this challenge by promoting responsible carbon finance. By 2026, CCA aims to have a mixture of established, emerging, and new clean cooking project developers committed to a voluntary code of conduct that is recognized by end buyers of carbon credits as a hallmark of high quality. By 2030, CCA envisions a mature, flourishing clean cooking carbon market that operates with integrity, transparency, fairness, and sustainability, where buyers trust that they get what they buy in terms of emission reductions and co-benefits. This sustained demand for high quality credits could command premium pricing, facilitating the allocation of significant capital to clean cooking carbon projects.

## Responsible Carbon Finance (RCF)

CCA is leading a five-stage process from May 2023 to December 2030, as outlined below:



## Goals of the Pilot Phase

There are five workstreams under the Pilot phase of the RCF initiative:

1. Public consultation
2. Infrastructure and material development
3. Piloting and support
4. Continuous learning and review
5. Advisory Council engagement

|  |
| --- |
| **Workstream 1: Public Consultation Workstream (March – May 2025)** |
| **Goal:** Facilitate stakeholder engagement and feedback collection to refine the Code of Conduct.**Key Activities:*** Review and analyze public consultation inputs.
* Prepare draft updates based on stakeholder feedback from public consultations, the Advisory Council, and Clean Cooking Alliance
* Develop presentation materials summarizing the feedback received and suggested changes for the AC.
* Revise the Code of Conduct report following final inputs from and decisions by the AC
 |
| **Deliverables:**1. Public consultation feedback report capturing in detail the feedback, analyzing these against a set criteria including but not restricted to clarity, evidence-basis, relevance, alignment with the goals of the code of conduct, potential impact, feasibility, representativeness, and coherence.
2. Draft Code of Conduct updates
3. Advisory Council presentation materials
4. Final revised code of conduct report post-Advisory Council approval
 |

|  |
| --- |
| **Workstream 2: Infrastructure and Material Development Workstream (March - May 2025)** |
| **Goal:** Develop essential tools and infrastructure for the Code of Conduct pilot phase**Key Activities:*** Create templates Project Developers can use to report against the Code of Conduct actions, as well as define reporting processes.
* Engage carbon registries to collaboratively develop reporting and auditing templates, as well as finalize the auditing approach for the Code of Conduct. Both are to facilitate the ability of carbon registries to issue an ‘RCF-type’ label to carbon credits issued from programmes/projects operating in line with the Code of Conduct.
* Develop training and support materials for project developers (and possibly auditors, depending on the needs of carbon registries).
* Establish help desk infrastructure for project developers.
* Design data room RFP
 |
| **Deliverables:**1. Reporting templates that project developers can use to report against Code of Conduct actions.
2. Memorandum of Understanding with carbon registries to collaboratively develop RCF-labelling infrastructure.
3. Reporting process that enables transparency, compliance verification, performance monitoring, and learning and improvement
4. Comprehensive training materials
5. Project developer informational brochure
6. Operational help desk with documentation
7. Data room RFP document
 |

|  |
| --- |
| **Workstream 3: Piloting and Support Workstream (April–July 2025)** |
| **Goal:** Implement pilot phase and provide comprehensive support to project developers.**Key Activities:*** Conduct pre- RFP webinar for project developers to provide orientation on what the pilot involves, rights, obligations, support, and processes.
* Assess and select pilot project developers
* Provide training necessary for the project developers to be onboarded on to the pilot.
* Operate help desk.
* Monitor and document pilot progress.
 |
| **Deliverables:**1. Webinar materials and recording
2. Participant assessment report
3. Training session delivery
4. Mid-pilot progress report involving a check-in and slides on progress and interim lessons, and recommendations for refinements and course correction, if needed
 |

|  |
| --- |
| **Workstream 4: Continuous Learning and Review Workstream (July–December 2025)** |
| **Goal:** Ensure systematic improvement based on pilot phase learnings**Key Activities:*** Analyze help desk insights.
* Develop comprehensive guidebook for project developers and auditors that can be used as standard operating procedures for all project developers implementing the code of conduct.
* Conduct formal pilot review.
* Organize learning sessions for CCA.
 |
| **Deliverables:**1. Revised guidance materials
2. Project developer guidebook
3. Formal review report
 |

|  |
| --- |
| **Workstream 5: Advisory Council Engagement Workstream (March, August, and December 2025)** |
| **Goal:** Facilitate Advisory Council input and finalization of the Code of Conduct**Key Activities:*** Prepare Council meeting materials.
* Integrate Council feedback.
* Develop launch materials.
* Facilitate review discussions.
 |
| **Deliverables:**1. Council meeting presentations
2. Final Code of Conduct revisions
3. Launch materials.
4. Integrated feedback documentation
 |

## Proposal Response Form

**Proposal Response Details**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Respondent Name, Position** |  |

## Proposed Approach

|  |
| --- |
| **Workstream 1:** |
| **Public Consultation Workstream: Facilitate stakeholder engagement and feedback collection to refine the Code of Conduct *(March - May 2025)*** |
| ***Please add your proposed approach to the column on the right.*** |
|  |
|  | **Activity** | **Please detail your proposed approach in the column****below, via bullet points** |  |
|  | 1.1 Revise the Code of Conduct report following final inputs from the AC |  |  |
|  | 1.2 Review and analyze public consultation inputs |  |  |
|  | 1.3 Prepare draft updates based on stakeholder feedback |  |  |
|  | 1.4 Develop presentation materials |  |  |
|  | 1.5 Integrate Advisory Council decisions into final revisions |  |  |

|  |
| --- |
| **Workstream 2:** |
| **Infrastructure and Material Development Workstream: Develop essential tools and infrastructure for the Code of Conduct pilot phase (*March - May 2025)***  |
| ***Please add your proposed approach to the column on the right.*** |
|  |
|  | **Activity** | **Please detail your proposed approach in the column****below, via bullet points** |  |
|  | 2.1 Create templates and reporting processes |  |  |
|  | 2.2 Develop training and support materials |  |  |
|  | 2.3 Establish help desk infrastructure |  |  |
|  | 2.4 Design data room RFP |  |  |

|  |
| --- |
| **Workstream 3:** |
| **Piloting and Support Workstream: Implement pilot phase and provide comprehensive support to project developers (*April - July 2025*)** |
| ***Please add your proposed approach to the column on the right.*** |
|  |
|  | **Activity** | **Please detail your proposed approach in the column****below, via bullet points** |  |
|  |  3.1 Conduct pre-RFP webinar |  |  |
|  | 3.2 Assess and select pilot participants |  |  |
|  | 3.3 Provide training and capacity building |  |  |
|  | 3.4 Operate help desk |  |  |
|  | 3.5 Monitor and document pilot progress |  |  |

|  |
| --- |
| **Workstream 4:** |
| **Continuous Learning and Review Workstream: Ensure systematic improvement based on pilot phase learnings (*July – December 2025*)** |
| ***Please add your proposed approach to the column on the right.*** |
|  |
|  | **Activity** | **Please detail your proposed approach in the column****below, via bullet points** |  |
|  |  4.1 Revised guidance materials |  |  |
|  | 4.2 Project developer guidebook |  |  |
|  | 4.3 Formal review report |  |  |
|  | 4.4 Best practices documentation |  |  |

|  |
| --- |
| **Workstream 5:** |
| **Advisory Council Engagement Workstream: Facilitate Advisory Council input and finalization of the Code of Conduct (*March, August, and December 2025*)** |
| ***Please add your proposed approach to the column on the right.*** |
|  |
|  | **Activity** | **Please detail your proposed approach in the column****below, via bullet points** |  |
|  |  5.1 Prepare Council meeting materials |  |  |
|  | 5.2 Integrate Council feedback |  |  |
|  | 5.3 Develop launch materials |  |  |
|  | 5.4 Facilitate review discussions |  |  |

|  |
| --- |
| **Please add any other information relevant to your proposed approach, such as a proposed****sequencing of activities.** |
|  |

**Relevant Work Experience**

## Work carried out in clean cooking carbon markets that demonstrate an existing network in the clean cooking sector and carbon markets (please add rows as required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title** | **Client** | **Year** | **Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Experience in facilitating high-level working group consultations (please add rows as required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title** | **Client** | **Year** | **Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Proposed Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Project Role** | **Total number of project days** | **LinkedIn URL or CVs** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Financial Proposal**

|  |  |  |
| --- | --- | --- |
| **Items** | **Deliverable(s)** | **Price (US$)** |
| Facilitate stakeholder engagement and feedback collection to refine the Code of Conduct. | 1. Final revised code of conduct report for public consultation
2. Public consultation feedback report
3. Draft Code of Conduct updates
4. Advisory Council presentation materials
 |  |
| Develop essential tools and infrastructure for the Code of Conduct pilot phase | 1. Reporting templates and processes
2. Comprehensive training materials
3. Project developer informational brochure
4. Operational help desk with documentation
5. Data room RFP document
 |  |
| Implement pilot phase and provide comprehensive support to project developers. | 1. Webinar materials and recording
2. Participant assessment report
3. Training session delivery
4. Mid-pilot progress report
 |  |
| Ensure systematic improvement based on pilot phase learnings | 1. Revised guidance materials
2. Project developer guidebook
3. Formal review report
4. Best practices documentation
 |  |
| Facilitate Advisory Council input and finalization of the Code of Conduct | 1. Council meeting presentations
2. Final Code of Conduct revisions
3. Launch materials.
4. Integrated feedback documentation
 |  |

**Any other comments**:

Company Name:

Names with Job Titles and Signatures:

## N.B. This work will be conducted remotely; no travel expenses are anticipated as being needed

**Intent and Disclaimer**

This RFP is made with the intent to identify a Consultant to deliver results as described in this RFP. UNF/Clean Cooking Alliance (CCA) will rely on the Consultant’s representations to be truthful and as described. CCA assumes it can be confident in the Consultant’s ability to deliver the product(s) and/or service(s) proposed in response to this RFP.

If CCA amends the RFP, copies of any such amendments will be sent to all proposal respondents.

**Proposal Guidelines and Requirements**

* This RFP is open to multiple partners and is a competitive process.
* Proposals received after [M/D/Y and time EST] will not be considered.
* The price provided should be in US dollars and should contain both pre-tax and net of tax values. If the process excludes certain fees or charges, the applicant must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
* CCA prefers a single point of contact who manages deliverables. If the execution of work to be performed by the Consultant requires the hiring of sub-contractors, the Consultant must clearly state this in the proposal. Sub-contractors must be identified and the work they will perform must be defined. Subcontractors are subject to vetting and approval of UNF/CCA.
* CCA will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the sub-contractors you have selected.
* Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

**Format for Proposals**

Proposals must include the applicant’s signature as well as a signed declaration form.

Proposals must include the full legal name of the applicant as well as legal formation and ownership structure (e.g., incorporation certification, tax status and ID, etc.).

**Contracting and Compliance**

CCA will negotiate contract terms upon selection. A copy of the contract terms and conditions will be provided upon selection. All contracts are subject to review by the UN Foundation’s Business Services and Budget Reporting team. The project will start upon the complete execution of the contract. The contract will outline terms and conditions, scope, budget, and applicable flow down terms. Selected recipient(s) must comply with 20CCA, the United Nations Foundation, and funder compliance requirements. The selected recipient(s) must also undergo detailed legal, financial, and commercial due diligence.

**Release**

The Consultant understands that the Clean Cooking Alliance has chosen to solicit an RFP for consulting services, and that the Consultant’s response does not guarantee that the Clean Cooking Alliance will enter into a new contract with the Consultant or continue any current contract(s) with the Consultant.

The Consultant agrees that the Clean Cooking Alliance may, at its sole discretion:

* Amend or cancel the RFP, in whole or in part, at any time
* Extend the deadline for submitting responses
* Determine whether a response does or does not substantially comply with the requirements of the RFP
* Waive any minor irregularity, informality or nonconformance with the provisions or procedures of the RFP
* Negotiate with all Consultants UNF deems acceptable
* Issue multiple awards
* Photocopy the responses for evaluation/review

This RFP is not an offer to contract. The Clean Cooking Alliance assumes no responsibility for Consultant’s cost to respond to this RFP. All responses become the property of the Clean Cooking Alliance.

The Consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The Consultant represents that it has responded to the RFP with complete honesty and accuracy. If facts provided in the Consultant’s response change, the Consultant agrees to supplement its response in writing with any deletions, additions, or changes within ten (10) days of the changes. The Consultant will do this, as necessary, throughout the selection process.

The Consultant understands it may receive proprietary and confidential information from the Clean Cooking Alliance during the RFP process (“Confidential Information”). The Consultant and CCA agree to not use Confidential Information for any purpose other than the Consultant’s participation in the RFP process, and to not reveal Confidential Information directly or indirectly to any other person, entity, or organization without the prior written consent of the other party. The Consultant and CCA further agree to exercise all reasonable precautions to maintain the proprietary and confidential nature of Confidential Information where it can best demonstrate its value and capacity to deliver ecosystem-wide, meaningful value.

**Grounds for Exclusion**

Material misrepresentations, including omissions, may disqualify the Consultant from a contract award.

Submissions will be rejected in the Clean Cooking Alliance’s sole discretion if it finds that the Consultant has engaged in any illegal or corrupt practices in connection with the award.

The Consultant will be excluded from participation for the reasons below. By submitting a proposal in response to the RFP, the Consultant confirms that none of the below circumstances apply:

* The Consultant is bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
* The Consultant or persons having powers of representation, decision-making or control over them have been convicted of an offense concerning their professional conduct by a final judgment.
* The Consultant has been found guilty of grave professional misconduct; proven by any means which CCA can justify.
* The Consultant has not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or within the United States of America, or those of the country where the contract is to be performed.
* The Consultant or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment.
* The Consultant makes use of child labor or forced labor and/or practices discrimination, and/or does not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

**Principal Point of Contact**

Please send questions to carbon@cleancooking.org

**Submission details**

Please send proposals in a single PDF via email to carbon@cleancooking.org by Friday 7 March 2025, at 5pm ET.