

Carbon Neutral Cities Alliance

Request for Proposals | Scope 3 GHG Emissions Policy Framework for Cities

Purpose. The Carbon Neutral Cities Alliance (CNCA) member cities are increasing efforts to reduce Scope 3 emissions for consumer products. This Request for Proposals (RFP) seeks to identify a consultant or team of consultants to **develop a consumption-based emissions policy framework for European cities**. The framework will serve as a support tool for cities as they develop their climate action plans to reduce consumption-based emissions. CNCA member cities will serve on a working group to guide the work throughout the project.

The policy framework will be rooted in the principles of circular and sustainable consumption and climate justice¹ and should build on existing work.² Desired consultant qualifications include expertise in Scope 3 emissions and climate justice, the ability to design and facilitate productive working group discussions,³ and the ability to develop clear and effective materials in consultation with the group.

Background. Typical climate action plans account for GHG emissions emitted within cities' own boundaries. They do not usually account for the climate impact of products and services consumed in the city but produced elsewhere - also referred to as consumption-based emissions. Cities are increasingly looking to advance more responsible and sustainable consumption but require additional knowledge, measures, and tools to do so. This project seeks to answer this question: *"How can cities advance climate actions to reduce their consumption-based emissions?"* Work will build on existing CNCA explorations [here](#).

Timeline and Budget. The total project budget is \$100,000 USD. The project term is 12 months.

Desired Services. Over the course of this project's term, the consultant(s) will provide the following:

Task 1. Facilitate CNCA Scope 3 Emissions Working Group

The consultant(s) will facilitate a CNCA Scope 3 emissions working group made up of CNCA members. The working group will meet at least quarterly, to share knowledge and provide feedback on materials in development. **Deliverables for this task are agendas, materials, and notes from meetings.**

Task 2. Research Existing Resources & Strategies

The consultant(s) will review existing literature, websites etc. and interview at least 10 cities in and outside

¹ *Climate justice:* A just carbon neutral future that recognizes and redresses the disproportionate burdens and the disproportionate benefits of the fossil fuel economy by prioritizing climate action that advances the well-being of low-income people, Indigenous peoples, communities of color, immigrants and refugees and other historically marginalized communities. Read CNCA's full Climate Justice Statement [here](#). More information on building community-driven solutions can be found in [The Spectrum of Community Engagement to Ownership](#), a publication of Rosa González, Facilitating Power in partnership with [Movement Strategy Center](#).

² For instance, the 2019 [Consumption Based Emissions report](#) that C40 developed with Arup, University of Leeds and University of New South Wales can inform accounting methodologies. CNCA believes in building on existing work and avoiding duplication.

³ CNCA staff will work with the consultant and CNCA members to schedule and host work group meetings.

the CNCA working group who are implementing strategies to reduce Scope 3 emissions. The literature review will begin with CNCA's [Dramatically Reducing Embodied Carbon](#) report for potential categories of measures (e.g. procurement, industry partnerships, citizen engagement) and the C40 report [The Future of Urban Consumption in a 1.5 Degree World](#). This stage of the project should gather insights on all the Framework elements. [Deliverable: Research Findings Summary document](#)

Task 3. Develop a Policy Framework

The consultant(s) will develop a Policy Framework, which will include a review of existing research and best practices, additional discovery, and guidance for city action to reduce lifecycle emissions from **food, clothing and textiles, electronics, and household appliances**. In consultation with the working group, the consultant(s) will develop a policy framework to include the following elements:

1. **Strategies:** Identify at least four circular and sustainable consumption strategies each addressing food, textiles, electronics, and appliances for a total of at least 16 strategies,
2. **Baselines and Targets:** Provide guidance on methods for assessing emissions or other baselines and setting targets for each strategy and estimate the relative potential impact on Scope 3 emissions,
3. **Benefits and Burdens:** Assess the potential impacts of the strategies on priority communities and opportunities to increase the benefits and mitigate burdens,
4. **Collaboration Opportunities:** Identify the collaborations needed to advance the actions, including with priority communities, and
5. **Implementation:** Assess the ease of implementation including cost and political and practical challenges.

[The deliverable for this task is a Scope 3 Policy Framework for Cities.](#)

Additional Detail on Select Policy Framework Elements

Additional Detail on select Policy Framework Elements is provided below. Interim deliverables for the following are not specified. However, materials for group review are expected to be prepared and delivered with an agenda 1 week prior to each Working Group meeting.

- **Baselines and Targets.** Baselines and targets are intended to inspire transparency, measurability, and progress in cities in their work to address these emissions. While several methods for Scope 3 inventories exist, cities are struggling to set baselines from which they can set Scope 3 reduction targets and measure progress. The consultant(s) will explore what type of available data can provide a meaningful baseline. Where a strategy is already being implemented, the consultant(s) will document examples of baselines and targets.
- **Benefits and Burdens.** CNCA has adopted a [Climate Justice Statement](#) and all work should align with this statement. Climate strategies should be designed in collaboration with priority communities to address their priorities, ensure the benefits are shared, and reduce potential burdens of the strategies.

- **Collaboration Opportunities.** Innovative approaches to collaboration and partnerships with local communities, businesses etc. are necessary to advance strategies addressing Scope 3 emissions. Collaboration opportunities should consider the actors across the lifecycle of emissions and priority communities.

Application Process

Interested parties are asked to provide:

- (1) name and address of the firm(s)
- (2) qualifications and experience in the field of consumption-based emissions and climate justice
- (3) experience facilitating city collaborations or other working groups, and
- (4) a detailed scope of work and budget.

Experience and qualifications should be provided for the firm, project manager, and other lead project staff. Submissions should not exceed **5 pages**, not including individual CVs. Submissions should be emailed to [Michael Battista](#) by **25 January, 2022**.