Waste Methane Mitigation Facility

Request for Proposal – Financial Advisor for Manager Selection

1. PURPOSE

This Call for Proposal seeks to **identify a financial advisor (the 'Consultant') to provide independent financial and commercial advice during the Facility Manager selection process of** Catalytic's *Waste Methane Mitigation Facility*.

2. BACKGROUND

Catalytic Finance Foundation ('Catalytic') is a Swiss-based non-for-profit foundation specialized in blended finance incubation, technical assistance deployment, and catalytic investment provider for sustainable infrastructure and nature. Its track record includes supporting the creation of funds such as the Subnational Climate Fund (USD 750M), GAIA Climate Loan Fund (USD 1.5BN), the Global Fund for Coral Reefs (USD 500M), and the Brazil Credit Fund (EUR 80M).

Sponsored by Bloomberg Philanthropies through the Catalytic Cities program as well as the Global Methane Hub, Catalytic is designing the ***Waste Methane Mitigation Facility,*** an innovative finance solution for Solid Waste Management aiming at methane reduction in emerging and developing countries across mature technologies such as, but not limited to, landfill gas capture, composting, anaerobic digestion, sorting and MBT technologies.

Aimed at methane reduction at scale and speed, Catalytic's proposed *Waste Methane Mitigation Facility* directly addresses the OPEX gap of waste methane reduction infrastructure by offering a carbon offtake guarantee, de-risking revenue from the carbon credit market and strengthening revenue certainty to make projects more bankable. A dedicated technical assistance facility (TAF), to be independently managed, would further enhance the operability of the vehicle, by working with municipalities to increase fiscal capacity for solid waste services, provide project preparation, and ensuring high-integrity carbon credits with robust MRV.

Catalytic launched a public RfP process [here] to identify a facility manager (or a consortium) to define, structure, and manage the financial component of Catalytic's *Waste Methane Mitigation Facility*. **Catalytic seeks a Consultant to provide independent technical advice throughout this process.**

3. ROLE AND RESPONSIBILITIES

3.1. Objective

The objective of this consultancy is to provide independent, financially rigorous and technically sound support in reviewing candidate proposals, engaging with shortlisted firms, and defining the scope of engagement with the selected facility manager. The Consultant will become part of the Evaluation Team, alongside Catalytic staff. It is the Selection Committee's role to validate the candidate shortlist prepared by the Evaluation Team and eventually make the final selection with the recommendation made by the Evaluation Team. The consultant, working with and under the guidance of the Evaluation Team, will be responsible for analysis, synthesis, and recommendations but will not hold decision-making authority, which rests with the Selection Committee .

3.2. Scope of Work

The Consultant's scope of work spans the full Facility Manager selection process and the subsequent definition of Catalytic's engagement with the selected manager. It comprises the following workstreams:

I. **Proposal review and financial due diligence:** Independently assess each candidate's proposal, including: the proposed facility structure and blended-finance architecture; the proposed Facility economics and financial model (target size, mobilisation / leverage ratio, base-case returns and sensitivities, and overall fee load); management fee, budget and carried-interest / incentive structures, benchmarked against market; the candidate's proposed approach to pricing, sizing and managing the carbon offtake guarantee as a contingent liability, and the associated carbon-market revenue and integrity risk; fundraising strategy, pipeline credibility and demonstrated track record in mobilising concessional and commercial capital; team capability, key-person depth and alignment of interests; and operational readiness, governance, risk management, and impact / MRV capability. Review proposals and make suggestions for improvement, ensuring proposals meet a comparable high standard.
II. **Comparative analysis and evaluation memoranda.** Produce the comparative matrix and the written evaluation memoranda that synthesize each candidate's strengths, weaknesses, risks and any red flags, in a consistent, decision-ready format for the Evaluation Team and the Selection Committee.
III. **Clarification, interviews and reference checks.** Prepare question sets and briefing notes; attend and support clarification sessions, feedback sessions and interviews; and support structured reference checks focused on financial performance, fundraising, and prior fund or facility management.
IV. **Post-selection engagement definition [potential].** Following selection, support Catalytic in defining the engagement with the selected manager: draft the onboarding roadmap; support the negotiation of key commercial terms (management fee and budget, KPIs and reporting, alignment); and support the drafting of the scope of work and the engagement letter / MoU.

For the avoidance of doubt, the Consultant provides analysis, synthesis and recommendations only; it holds no decision-making authority, does not provide a fairness opinion or legal advice, and does not perform any regulated activity unless separately agreed in writing. The following RACI matrix is provided to clearly define roles and responsibilities and may be further amended during contracting:

- Responsible = responsible for conducting the project tasks
- Accountable = Owns the decision/outcome
- Consulted = Provides input
- Informed = Kept in the loop
- Participant

	Activity	Consultant	Catalytic Evaluation Team	Selection Committe e	Candid ates
Phase I	Review and assess candidate proposals	R	A / C	I	-
	Attend and support candidate clarification calls/ meetings	C	A / R	I	P
	Draft evaluation memos for Selection Committee	R	A / C	I	-
	Develop comparative matrix	R	A / C	I	C
	Select shortlist	C	C	A /R	—
Phase II	Prepare meeting briefs and key questions for Feedback Sessions	R	A / C	I / C	—
	Review and assess candidate proposals	R	A	C	-
	Attend and support candidate Feedback Sessions and Interviews	R/C	A	I	P
	Prepare Interview briefs and readouts.	R/C	A	C	-
	Approve final partner selection	I	C	R / A	-

3.3. Deliverables

The Consultant is expected to produce the following deliverables. Formats and templates will be agreed with the Catalytic Cities Program Manager at inception, and all deliverables are provided in English:

I. **Inception note**: confirmed workplan, evaluation criteria and scoring templates, the proposed comparative-matrix format.

II. **Phase I evaluation pack [23rd October, 2026]**: completed comparative matrix and an evaluation memorandum for each candidate, plus a consolidated shortlist recommendation to the Selection Committee.

III. **Clarification support**: Question sets and briefing notes for the clarification sessions, and short readouts.

IV. **Phase II evaluation pack [19th March, 2027]**: updated comparative matrix and evaluation memoranda for shortlisted candidates, interview briefs and question sets, and interview readouts.

V. **Final selection recommendation**: a consolidated recommendation and supporting analysis to inform the Selection Committee's final decision.

VI. **Close-out note**: a short summary of the process, key decisions, and lessons learned.

4. CONSULTANT PROFILE AND REQUIREMENTS

Catalytic is seeking a Consultant (individual, firm or team) with demonstrated expertise in blended finance and fund / facility structuring; the selection and due diligence of fund or facility managers; and financial modelling and analysis of investment vehicles in emerging and developing markets. Familiarity with solid-waste infrastructure and carbon market transactions is an advantage. The proposed key personnel should be available for the duration of the engagement.

Proposals should include (max 8 pages): (i) a technical proposal with the proposed approach, methodology and workplan; (ii) relevant experience and references, with CVs of the proposed team and named key personnel; (iii) a conflict-of-interest declaration (see below); and (iv) a financial proposal with daily rates and an estimated level of effort (e.g. based on number of FM applications). The total budget available for this engagement, inclusive of all fees, expenses and taxes, shall not exceed USD 130,000.

Evaluation of proposals. Proposals will be assessed on the quality and relevance of the proposed approach, the experience and caliber of the team, independence, and value for money, weighted approximately 70% technical / 30% financial. Catalytic may request clarifications and reserves the right not to appoint.

Submission. The Consultant's proposal should be submitted to cities@catalyticfinance.org by COB 14th September. Clarifying questions may be sent to the same address. Contract is expected to have begun by October 5th to align with the Facility Manager RfP timeline (further details in the Annex).

5. INDEPENDENCE, CONFIDENTIALITY, AND CONFLICTS OF INTEREST

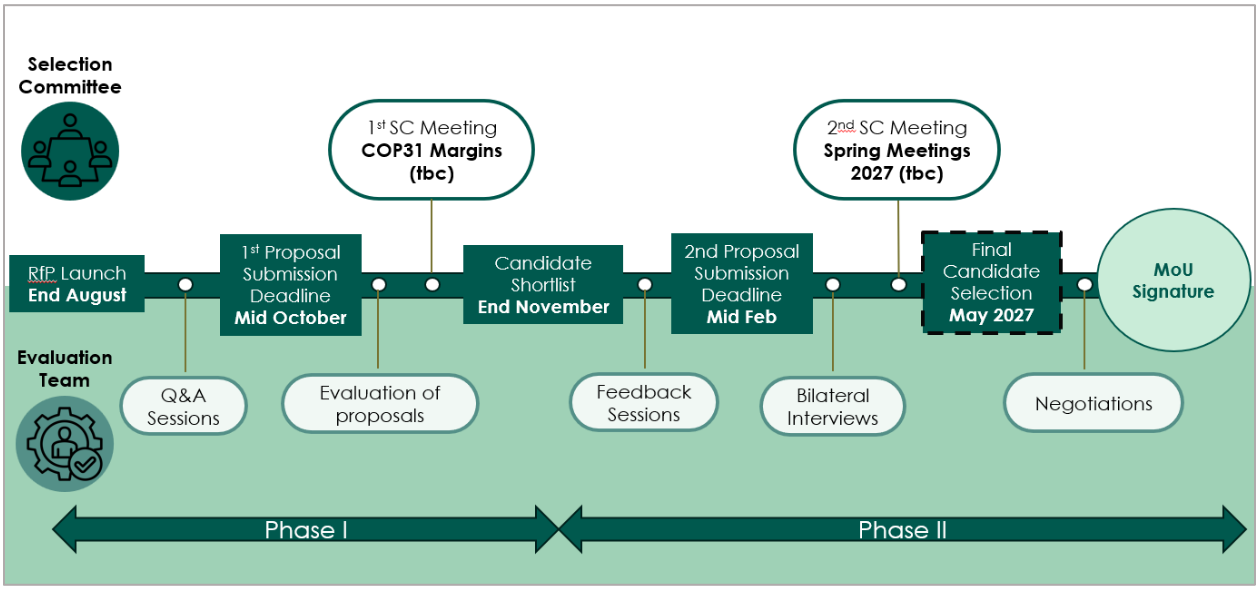
The Consultant must be, and remain, independent of all candidate Facility Managers. Applicants must disclose in their proposal any actual, potential or perceived conflict of interest, including any current or recent advisory, investment, employment or commercial relationship with a likely candidate or its affiliates; any such relationship arising during the engagement must be disclosed to Catalytic immediately. Catalytic reserves the right to require mitigation measures or to terminate the engagement where a conflict cannot be managed. The Consultant will treat all candidate information as strictly confidential, will use it solely for this engagement, and will enter into a non-disclosure agreement with Catalytic. All work product prepared under this engagement will be the property of Catalytic.

ANNEX: FACILITY MANAGER SELECTION PROCESS

Catalytic has set out a two-phased approach to appoint a Facility Manager. The process is deliberately structured so that qualified managers can express interest with minimal upfront effort, while the substantive assessment of proposals is reserved for a shortlisted group. The process is expected to conclude by June 2027, subject to final negotiations.

- **Phase I — Eligibility & Qualification**. A light-touch, pass/fail assessment to confirm that applicants hold the core competencies and institutional standing required to manage the Facility. It is designed to be completed from materials an experienced manager already holds. Where the number of qualified applicants is high, a small set of scored differentiators is used to shortlist.
- **Phase II — Detailed Proposal Assessment**. A weighted, in-depth evaluation of full technical and commercial proposals submitted by shortlisted applicants, culminating in interviews, reference checks, and final selection.

Mandatory criteria may be satisfied collectively across consortium members, provided the lead entity meets the institutional-standing requirement and assumes overall accountability. An independent, high-level Selection Committee will be vetting the evaluation of Catalytic's Evaluation Team and making the final decision.



RfP Timeline		Date
Live RfP (Q3-4 2026)	Launch of RfP	31st Aug
	Q&A Sessions [A public Q&A document will also be made available]	1st September – 3rd October
Phase I (Q4 2026)	**1st Proposal Due**	**9th October**
	Review and Clarification of Proposals	12th – 30th October
	1st Selection Committee Meeting	9th – 18th November [tbc]
	Shortlisted parties to be notified	By 11th December
Phase II	**Feedback Sessions**	**14th Dec 2026 - 22nd January, 2027**

(H1 2027)	**2nd Proposal Due**	**12th February, 2027 [indicative]**
	Bilateral Interviews with Catalytic [Additional sessions with Selection Committee members may also take place on adhoc basis]	22nd February – 12th March, 2027
	2nd Selection Committee Meeting	April 12th – 18th, 2027 [indicative]
	Final candidate selection [Candidate enters exclusive discussions with Catalytic]	From end-April
Appointment	MoU Agreement between Catalytic and selected FM	June 2027 [Subject to final negotiations]