

Terms of Reference

Short-Term Consultancy

Formulation of Sampling Strategy and Conduct of Activity Data Collection as Input to the Community-Level Greenhouse Gas (GHG) Emissions Inventory of Pasig City

I. Background

The Ambitious City Promises (ACP) is a 3.5-year regional project which aims to support selected large cities in Indonesia, the Philippines and Vietnam to establish strong greenhouse gas (GHG) reduction commitments, local climate action plans directed by concrete targets, enhanced multi-stakeholder engagement and integrated strategies. The ACP project has the overall objective of contributing to ambitious GHG mitigation targets at the national level through their own ambitious mitigation plans and activities (called the “City Promise”).

The ACP project is implemented by ICLEI – Local Governments for Sustainability¹ in close cooperation with the Seoul Metropolitan Government (SMG). In 2015, SMG launched the “Promise of Seoul,” a comprehensive strategy and climate action plan which also includes a strong citizen engagement component. Under this plan, SMG committed to reduce 20 million tCO_{2e} by 2030. Through the ACP, selected cities in Southeast Asia will adapt this model of inclusive, ambitious climate action, mainstreaming low emission development strategies (LEDS) and creating new climate leaders. The project is funded by the Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU) through the International Climate Initiative (IKI) Program.

The project recognizes that Pasig City has been implementing environmental initiatives that directs the city towards a low carbon pathway. However, there is a need to strengthen the link of the wide array of initiatives with the city’s potential capacity to reduce its GHG emissions. Therefore, the conduct of community-level GHG emissions inventory is a vital activity that will provide a solid basis for more accurate reduction targets as well as identification and prioritization of effective and realistic mitigation strategies and activities.

One of the key sectors being accounted for the inventory and is considered as one of

¹ ICLEI – Local Governments for Sustainability is the leading network of over 1,500 cities, towns and regions committed to building a sustainable future. ICLEI World Secretariat is based in Bonn, Germany. ICLEI Southeast Asia Secretariat is based in Quezon City, Philippines. For more information, please visit www.iclei.org or www.icleiseas.org.

AMBITIOUS CITY PROMISES

Engaging citizens. Driving climate action.

Supported by:
 Federal Ministry
for the Environment, Nature Conservation
and Nuclear Safety
Based on the decision of the German Bundestag



ICLEI
Local
Governments
for Sustainability

the largest contributors to a city's GHG emissions is stationary energy sources. Emissions from stationary energy sources come from fuel combustion, as well as fugitive emissions released in the process of generating, delivering, and consuming useful forms of energy (e.g. electricity, heat). Therefore, the Global Protocol for Community-scale GHG Emissions Inventories (GPC) recommends to report emissions arising from energy production and use of buildings (commercial, institutional) and industries. In addition, buildings and industries also generate wastewater. Wastewater treatment and disposal produces GHG emissions through aerobic or anaerobic decomposition. Detailed, disaggregated data from these sources obtained through survey would help the city in identifying emissions hotspots more precisely and design more specific mitigation actions.

II. Objectives

This consultancy's overall objective is to assist the completion of Pasig City's community-level GHG inventory in terms of activity data collection for stationary energy and wastewater sources. Specifically, the consultancy aims to:

- Conduct on-ground survey² to facilitate data collection;
- Establish data sets to be used in calculating GHG emissions of the identified sub-sectors; and
- Provide recommendations on overall activity data collection, analysis and overall management to the technical staff of the local government unit to facilitate knowledge transfer and sustainability of the process.

III. Duration and Location

The project must be completed within a period of four (4) months, from mid-November 2018 to February 2019.

IV. Expected Output

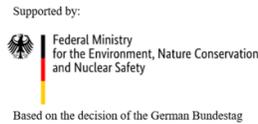
At the end of the project period, the following outputs are expected:

- processed activity data sets on 1) energy production and use and 2) wastewater treatment and disposal of buildings (commercial and institutional)

² Survey instrument for data collection has already been developed by ICLEI.

AMBITIOUS CITY PROMISES

Engaging citizens. Driving climate action.



and industries operating within the geographical boundaries of Pasig City presented in Excel format

- conduct of one- to two-day capacity building training³ for local government staff on sampling procedures, proper data collection, analysis, and overall management including recommendations of appropriate tools.

V. Tasks

The consultant shall conduct the following activities:

- Develop a sampling strategy to ensure robust, comprehensive, and representative activity data sets for the following sub-sectors: 1) stationary energy sources particularly on energy production and use and 2) wastewater treatment and disposal of buildings (commercial and institutional) and industries operating in Pasig City;
- Coordinate with relevant national ministries, city government departments, private sector, and other potential data providers to facilitate data gathering of activity data for energy production and use as well as wastewater treatment and disposal of buildings (commercial and institutional) and industries;
- Collect, organize, and analyze all activity data gathered;
- Prepare written report on processed and summarized activity data collected;
- Facilitate knowledge and skill transfer to the city government through provision of technical support and training to the technical staff of the city government.

VI. Deliverables and Timeframe

The project will entail providing on-ground support and expertise during the actual activity data gathering in Pasig City.

Item	Inclusive Months
1. Activity data collection strategic approach, coordination, and reporting structure including development of survey tools	November 2018
2. Data collection, organization and analysis	November 2018 to January 2019

³ Costs relating to logistics (venue, meals) of training-workshop should not be included in the proposal.

AMBITIOUS CITY PROMISES

Engaging citizens. Driving climate action.

Supported by:
 Federal Ministry
for the Environment, Nature Conservation
and Nuclear Safety
Based on the decision of the German Bundestag



3. Circulation of results to ICLEI and Pasig City (1 st draft report)	Within February 2019
4. Training for LGU technical staff on sampling procedures, data collection, analysis, and overall data management	Either January or February 2019
5. Presentation and turnover of results to ICLEI and Pasig City (final report)	February 2019

VII. Confidentiality

All data, documents, reports, and other materials prepared as part of this assignment shall be the property of Pasig City and ICLEI shall be handed upon completion of the assignment. The consultant shall not pass on to any third party any data, document, reports, or other materials prepared or obtained during the assignment and 3 years thereafter

VIII. Qualifications

- Advanced degree in statistics, applied math, urban planning, or other related fields is required.
- At least five-year work experience in on-ground data collection, data and statistical analysis.
- Good research skills.
- Excellent command of English and Filipino languages (written and spoken).
- Excellent writing, presentation, and communication skills.
- Proficiency in Microsoft Office programs.
- Creative, motivated, with keen attention to detail, and highly organized.

IX. Reporting

The consultant will directly report to Mr. Ranell Martin Dedicatoria, Regional Program Manager of ICLEI Southeast Asia. Main contact person at ICLEI Southeast Asia is Ms. Pamela Cabacungan, Project Officer – Climate Change Mitigation and main contact person at Pasig City is Ms. Raquel Naciongayo, Head of City Environment and Natural Resources Office (CENRO).

AMBITIOUS CITY PROMISES

Engaging citizens. Driving climate action.

Supported by:
 Federal Ministry
for the Environment, Nature Conservation
and Nuclear Safety
Based on the decision of the German Bundestag



X. General Terms

The consultancy will be paid upon the completion of the following milestones:

Item	Percentage	Inclusive Months
1. Activity data collection strategic approach, coordination, and reporting structure including development of survey tools	35%	November 2018
2. 1 st draft report of results	20%	February 2019
3. Conduct of training for LGU technical staff on sampling procedures, data collection, analysis, and overall data management	20%	
4. Submission of final report and upon issuance of Acceptance Certificate	25%	March 2019

XI. Application

Interested individuals/firms are requested to apply before **09 November 2018 (Friday, 17:00)** by sending the following documents to **Ms. Pamela Cabacungan** via pamela.cabacungan@iclei.org

- Expression of Interest and confirmation of availability for the consultancy's duration
- Latest CV (if individual); company profile and CVs of team members (if firm)
- Professional fees requested including details of the budget and time frame per task corresponding with the required deliverables.

For any queries, please contact ICLEI Southeast Asia via email address above or at (632) 426-0851.