

Terms of Reference
Updating of City-Wide Greenhouse Gas (GHG) Emissions Inventory in Cities of Bogor and Balikpapan, Indonesia

Title	GHG Inventory Expert
Type	Individual consultant or firm (<i>can be local or international with relevant background and experience working in Indonesia</i>)
Location	Jakarta, Indonesia with fieldwork in Bogor City and Balikpapan City
Application Deadline	23 September 2019
Inclusive Date	October 2019 – February 2020
Terms	55 man-days, output-based consultancy with a lump sum contract

About ICLEI Southeast Asia

ICLEI is the leading global network of 1,750 local and regional governments committed to sustainable urban development. Through our collective efforts, we impact more than 25 percent of the global urban population. Local and regional governments across the ICLEI network work alongside a diverse team of global experts in 22 offices active across 124 countries. Together, we address the local impacts of unprecedented global change, from climate change to urbanization, aiming for urban development to have the least possible impact on global systems and to build communities that are people-centered and equitable.

ICLEI firmly believes that sustainable cities are the foundation of a more just and sustainable world. We are doing our part to make urban sustainability an inextricable part of all development at the subnational, national and global levels. More information at www.iclei.org.

Based in the Philippines, the ICLEI Southeast Asia Secretariat (ICLEI SEAS) currently operates in Indonesia, Lao PDR, Malaysia, Thailand, Vietnam, and the Philippines. The Secretariat has gained recognition from its experience in empowering local governments in the region by designing, promoting, and drawing external support for programs on urban resilience, low emission development, integrated resource management, and other sustainability themes. For more information about ICLEI Southeast Asia Secretariat, visit <http://icleiseas.org/>.

About the Urban-LEDS II Project

Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II)



UN-Habitat and ICLEI-Local Governments for Sustainability are jointly implementing the Urban-LEDS II project: Accelerating climate action through the promotion of Urban Low Emission Development Strategies in more than 60 cities worldwide in the Urban-LEDS II project, using a multilevel governance approach to urban climate action. The project is funded by the European Union.

Through the Urban-LEDS II project, the local governments of selected cities are guided to create Urban Low Emissions Development Strategies (Urban LEADS) that also address climate resilience. These will be aligned to and ideally inform the Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs), and implementation of these plans will start in the project lifetime.

Further, local governments will be supported to develop pilot projects and finance models for their Urban LEADS implementation. The overall Urban-LEDS II project aims to strengthen cooperation and information sharing across national and local governments, offering an integrated Measuring, Reporting and Verification (MRV) concept and guidance on multilevel governance, to support all levels of government to better understand the contribution of local level developments to support achieving national and global climate and sustainability goals. The project runs from April 2017 till March 2021.

Specific Objectives:

1. Enhance vertical and horizontal integration of climate action in support of National and Local Strategies and Policies.
2. Support and guide selected local governments in developing and approving Urban Low Emission Development Strategies in four new countries (Lao PDR, Bangladesh, Rwanda, and Colombia), resulting in measurable GHG emission reductions and adaptation co-benefits.
3. Consolidate Urban LEADS achievements in cities in existing (Phase I) countries (Brazil, India, Indonesia, and South Africa).
4. Promote international, regional, national, sub-national and local government cooperation on urban climate action, leading to an increase in urban stakeholders' capacity to implement climate action.

Update of City-Wide Greenhouse Gas (GHG) Emissions Inventory in Bogor and Balikpapan city, Indonesia

A city's ability to take effective action on mitigating climate change, and monitor progress, depends on having access to good quality data on its GHG emissions. Planning for climate action begins with developing a GHG inventory. An inventory enables cities to understand the emissions contribution of different activities in the community. It allows cities to determine where to best direct mitigation efforts, create a strategy to reduce GHG emissions, and track their progress. It is recommended for cities to update their inventory on a regular basis, as it provides frequent and timely progress on overall GHG emissions.



Against this background, under this consultancy work the GHG Inventory Expert shall update Bogor and Balikpapan city-wide GHG inventory following the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC). The GPC is a global framework for reporting and accounting city-wide GHG emissions jointly developed by ICLEI, C40 and the World Resources Institute (WRI). The GPC is aligned with the IPCC guidelines for formulating national GHG inventories. The update shall be based on the most recent data available, taking into account the 2010 GHG Inventory that has been developed for both cities during the Phase I of Urban-LEDS project, supplemented with emissions data reported in other existing inventories (if any).

The update of city-wide GHG emissions inventory aims to address the following objectives:

- Establish the most current data sets to monitor and assess local mitigation actions;
- Provide an informed basis for assessing mitigation opportunities (e.g. policies and technologies) to reduce emissions or enhance sinks;
- Monitor progress toward established reduction targets and help to assess the effectiveness of city strategies and actions;
- Facilitate the reporting of GHG emissions attributed to the cities' activities, in accordance to national and international guidelines available.

Key Duties

- Conduct preliminary research and data gathering:
 - Review the *“Compliance of Indonesian Cities with the Global Protocol for Community-Scale GreenHouse Gas Emission Inventories (GPC)”* study developed by ICLEI under then Compact of Mayors, which provides insights into the support required by cities for compliance with the requirements of GPC. The study will be shared to the consultant once selected.
 - Coordinate with relevant national ministries, city government departments, academe, private sector, and other data providers to facilitate data gathering for key and relevant activity data and emission factors.
 - Compile and organize all activity data and emission factors gathered.
- Update city-level emissions in two manners:
 - a. using available and appropriate calculation tools (e.g. ClearPath, HEAT+) that are consistent with international standards and guidelines (i.e., IPCC Guidelines), to provide an updated GHG Inventory that is GPC-compliant. The consultant is expected to update the cities' GHG inventory using the BASIC level of GPC reporting.
 - b. using the National GHG Inventory System or the SIGN SMART, assist cities in reporting activity data in a format consistent with national and provincial government. This shall be done in accordance to the Ministry of Environment and Forestry (MoEF) Regulation No. 73 Year 2017 regarding the Guidelines on the Conduct and Report of National GHG Inventory and other related national regulations.



- Present the results of the city-wide GHG inventories to relevant city staff and stakeholders for the cities of Bogor and Balikpapan through face-to-face discussions and packaged narrative report (Indonesian and English);
- Facilitate knowledge and skill transfer to the city government through provision of technical support and training to the technical staff of the city government;
- Conduct a comparative study among the two tools (SIGN-SMART and the GPC) to facilitate the harmonization of GPC with SIGN-SMART in cooperation with Indonesia's Ministry of Environment Forestry.

Qualifications

- Advanced degree (MA or MSc) in Environmental Science, Environmental Management, Urban Planning, or other related fields is required.
- At least five years of professional experience in conducting GHG emissions inventory and reporting, climate action planning, and low emission development.
- Good knowledge of local, provincial, and national government systems in Indonesia.
- An international consultant or firm shall obtain a legal permit to work in Indonesia if selected to fill this position.

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- Proven experience in conducting GHG emissions inventory and reporting, climate action planning, scenario modeling, and low emission development.

Technical Skills

- A sound understanding of sustainable development, low carbon development and climate change mitigation in the city government context.
- A thorough understanding of the GHG emissions inventory and reporting process
- Familiarity with the Global Protocol for Community-Scale GHG Emission Inventory (GPC) is a must.
- Familiarity with National GHG Inventory System or the SIGN SMART is preferred.
- Extensive experience working with cities in Indonesia.
- Excellent knowledge of local, provincial and national government systems.
- Excellent research skills
- Excellent writing, presentation and communication skills
- Fluency in written and spoken English
- Able to work independently and as part of dynamic group
- Excellent relevant computer and software skills.



Reporting

The consultant will directly report to ICLEI Indonesia Project Officer Ms. Nisa Nidasari (nisa.nidasari@iclei.org). Main contact person at ICLEI SEAS is Ms. Joy Camille Baldo, Senior Project Officer (joy.baldo@iclei.org).

General Terms

The consultancy is expected to cover a maximum of 55 man-days spread across 5 months from September 2019 to January 2020. The consultant will be paid upon submission of payment milestones. The consultancy is a lump sum contract inclusive of taxes and other government fees and charges which means that all direct costs should be considered.

Direct costs shall cover round-trip economy flight to Balikpapan, ground transport to Bogor and within Balikpapan, accommodation, travel insurance, and per diem (meals and incidentals during field visit). Taxes and other government fees should also be included in the financial proposal. Workshop logistics (meals and meeting venue) shall be borne by ICLEI Indonesia.

The list of major deliverables, proposed number of man-days, and payment tranches are indicated below:

Major Deliverables	No. of Man-days	Payment Tranche	Timeline
Mobilization fund	0	20%	October 2019
Comparative study between SIGN-SMART and the GPC, including: <ul style="list-style-type: none"> Recommendations on potential opportunities of how the harmonization should be done Presentation to national government (i.e Ministry of Environment and Forestry) 	7	40%	October 2019
Data Collection for Bogor and Balikpapan	20		to be agreed with the hired consultant
Validation workshops in Bogor and Balikpapan	10		
Working together with the city in updating cities' respective GHG inventories using GPC and SIGN-SMART	7	30%	



Final Report of the GHG Inventory update activities and recommendation of mitigation actions in both cities, based on the result of the updated GHG inventory. The report shall be made in two languages (Bahasa Indonesia and English)	7		First draft should be submitted by January 2020 Template to be agreed upon
Presentation of the result (of GHG Inventory and recommendation) to Bogor and Balikpapan	2	10%	February 2020
Training to the technical staff of the city government re: GHG Inventory in Bogor and Balikpapan	2		

Application

Interested candidates are requested to apply by sending the following documents through email with subject **“GHG Specialist ULEDS2 – [name/organization]”** no later than **Monday/ 23rd September 2019**, to iclei-indonesia@iclei.org with copy to iclei-sea@iclei.org:

- Expression of interest and confirmation of availability for the consultancy’s duration;
- Latest CV/s; and
- Technical and financial proposal. Financial proposal should outline professional fee (day rate in USD) and breakdown of direct costs.
- Registration Certificate or appropriate document if firm

All documents must be under one file name and must be filed as **“GHG Specialist ULEDS2 – [name/organization]”**. Please use English for all communications. Only successful candidates will be contacted. For more information about ICLEI Southeast Asia Secretariat, visit <http://icleiseas.org/>.

