Terms of Reference

Short-Term Consultancy
Senior expert to support in the finalization of climate change mitigation strategies of Pasig City

I. Background

The Ambitious City Promises (ACP) is a 3.5-year international 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 Sustainability 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 tCO₂e 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.

Project activities in Pasig City including but not limited to review of local plans and programs vis-à-vis climate change mitigation synergies; updating of community-level GHG inventory; and consultations with the LGU and relevant local stakeholders has resulted to a draft “City Promise of Pasig” which outlines the city’s targets and actions to reduce its GHG emissions. The City Promise of Pasig is at the final stages of its completion and requires enrichment to fulfill the key characteristics of a City Promise – ambitious, inclusive, cross-cutting, actionable, and measurable and verifiable.

II. Objectives

This consultancy’s overall objective is to enrich and finalize the City Promise of Pasig that is characterized by the following elements – ambitious, inclusive, cross-cutting, actionable, and measurable and verifiable. Specifically, the consultancy aims to:

- Provide a comprehensive review of the draft City Promise of Pasig and duly consider and address the comments and recommendations of project advisors;
• Support the completion and finalization of the City Promise of Pasig in close collaboration with the project team and the Climate Core Team of Pasig City; and
• Recommend a measurement, reporting, and verification (MRV) framework of the City Promise of Pasig for the City Government of Pasig.

III. Duration and Location

The project must be completed within a period of six months, from April to September 2020, totalling 75 person-days.

IV. Expected Output

At the end of the consultancy period, the following outputs are expected:
• Comprehensive technical assessment of the draft City Promise of Pasig with detailed recommendations to ensure adherence to the key characteristics of a City Promise and to the targets and priorities of the national government;
• Climate Core Team of Pasig City are convened through a series of consultation meetings towards the joint completion and finalization of the City Promise of Pasig;
• Complete and final City Promise of Pasig that is approved by the Climate Core Team and shall be endorsed to the City Council of Pasig City for deliberation and approval; and
• A recommended MRV framework of the City Promise of Pasig.

V. Tasks

The consultant shall conduct the following activities:

• Conduct a comprehensive review and evaluation of the draft City Promise of Pasig vis-à-vis the key characteristics of a City Promise (ambitious, inclusive, cross-cutting, actionable, measurable and verifiable) as well as its alignment to the Philippine Nationally Determined Contribution (NDC);
• Prepare an assessment report of the draft City Promise of Pasig including detailed recommendations to enhance and enrich the existing draft, particularly in setting quantified GHG reduction targets;
• Convene the Climate Core Team of Pasig City at least three (3) times for a series of consultation meetings towards setting quantified GHG reduction targets and the completion and finalization of the City Promise of Pasig;
• Support in the presentation and solicitation of feedback of the City Promise of Pasig to the members of the National Project Advisory Group (NPAG);
• Extend technical support in the endorsement and approval processes of the City Promise of Pasig by the Pasig City Council; and
• Prepare an MRV framework of the City Promise of Pasig to be recommended to the city government.
## VI. Deliverables and Timeframe

The project will entail providing on-ground support and expertise in convening the Climate Core Team of Pasig City towards the completion and finalization of the City Promise of Pasig.

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<thead>
<tr>
<th>Item</th>
<th>Indicative Number of Working Days</th>
<th>Inclusive Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>Comprehensive review and evaluation of the draft City Promise of Pasig and detailed recommendations to enhance and enrich the existing draft, particularly in setting quantified GHG reduction targets</td>
<td>10</td>
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<tr>
<td>2</td>
<td>Convene the Climate Core Team of Pasig City at least three (3) times for a series of consultation meetings towards setting quantified GHG reduction targets and the completion and finalization of the City Promise of Pasig</td>
<td>10</td>
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<tr>
<td>3</td>
<td>Support in the presentation and solicitation of feedback of the City Promise of Pasig to the members of the National Project Advisory Group (NPAG)</td>
<td>5</td>
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<tr>
<td>4</td>
<td>Complete and final City Promise of Pasig approved by the Climate Core Team of Pasig City and to be endorsed to the City Council</td>
<td>30</td>
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<td>5</td>
<td>Prepare an MRV framework of the City Promise of Pasig to be recommended to the city government</td>
<td>15</td>
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<td>6</td>
<td>Presentation and turnover of results to ICLEI and Pasig City (final report)</td>
<td>5</td>
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VII. Confidentiality

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

VIII. Qualifications

- A local individual consultant with an advanced degree in environmental science/management, urban and regional planning, communication, development studies, or other relevant degrees; or a combination of relevant education and experience
- At least 5 years of experience in local climate action planning with expertise in GHG quantification and management
- Experience with international and/or bilateral/multilateral development institutions would be an advantage, as well as prior work in advisory/consulting with local government;
- Experience working with high level public and private sector counterparts, highly desirable;
- Excellent presentation as well as oral and written communication skills;
- Active user of MS Office applications (Word, Excel, PowerPoint)

IX. Reporting

The consultant will report directly to the Country Liaison Officer and Local Government Associate of the Ambitious City Promises (ACP) project in the Philippines. S/he will also be coordinating with the City Environment and Natural Resources Office (CENRO) and/or Office of the City Mayor of Pasig City.

X. General Terms

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

<table>
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<tr>
<th>Item</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>1. Comprehensive review and detailed recommendations to enhance and enrich the existing draft of the City Promise of Pasig</td>
<td>25%</td>
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<tr>
<td>2. Draft City Promise of Pasig including quantified GHG reduction targets</td>
<td>25%</td>
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<tr>
<td>3. Complete and final City Promise of Pasig including MRV framework</td>
<td>25%</td>
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<td>4. Submission of final technical report</td>
<td>25%</td>
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XI. Application

Interested individuals are requested to apply before 15 April 2020 by sending the following documents to Ms. Kristianne Jemi Santos via e-mail address jemi.santos@iclei.org.

- Expression of Interest and confirmation of availability for the consultancy’s duration
- Latest CV
- Professional fees requested including details of the budget and time frame per task corresponding with the required deliverables.

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

We regret that because of the volume of applications we receive, we are not able to give status updates on individual applications, but if you are shortlisted, you will be contacted directly for an interview schedule. However, if we think that your skills and qualifications may be suitable for other similar positions, we may hold your details on our database and contact you in the future.