

Terms of Reference

Short-Term Consultancy

Capacity Building Expert to Support the Training of *Sangguniang Kabataan* Officials 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. These activities all led to the development of a City Promise- a comprehensive climate action plan that was formulated with the people’s interests and priorities at its core.

One of the key activities of the project is a behavioral intervention project geared towards officials of the *Sangguniang Kabataan* in the 30 barangays of Pasig City. This soft pilot project aims to develop and enhance the capacities of the SK Officials as they become active and knowledgeable advocates of sustainable and low emission development.

II. Objectives

This consultancy’s overall objective is to support the ACP Team, in coordination with Pasig City, in developing a capacity building program to train the SK Officials as active and

knowledgeable advocates of sustainable and low emission development at the city level. Specifically, the capacity building expert is expected to support the following areas:

- Craft a capacity building program based on the learning objectives stipulated on the soft pilot project proposal and work plan that adheres to the principles of distance learning and makes good use of available technologies to efficiently deliver the subject matter across the target audience;
- Develop a set of modules to be administered in accordance to the capacity building program; the modules should be developed with due consideration to the target audience and the principles of distance learning; and
- Formulate a roll-out program to support the trained SK Officials as they become trainers and resource speakers for their community members themselves.

III. Duration and Location

The project must be completed within a period of six months, from July to December 2020.

IV. Expected Output and Tasks

At the end of the consultancy period, the consultant should have been able to deliver the following:

- A training needs assessment to appraise and assess the knowledge gaps of SK Officials in terms of low emission development, climate crisis, and relevant concepts;
- A set of modules aligned with the principles of distance learning and the results of the training needs assessment;
- A pretesting assessment to vet the developed modules and to further enhance prior to finalization and printing;
- A capacity building program and schedule for SK Representatives from Pasig City's 30 barangays and a summary report of the highlights of this training series. The Consultant is expected to conduct the capacity building program in coordination with ICLEI SEAS and Pasig City; and
- A prescribed monitoring and evaluation plan to support the team in assessing if learning goals associated with the capacity building program have been met.

ICLEI - Local Governments for Sustainability (Southeast Asia Secretariat)

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VI. Deliverables and Timeframe

	Item	Indicative Number of Working Days	Inclusive Dates
1	Development and Conduct of the Training Needs Assessment Activity	10	July 2020
2	Preparation, development, and review of the training modules to be used in the conduct of the Capacity Building Program	10	August 2020
3	Development and Design of the Capacity Building Program According to the Results of the TNA	5	August 2020
4	Pretesting and Finalization of the Modules	5	August 2020
4	Conduct of the Training Series	10	September-October 2020
5	Development of a Post-Training Evaluation Activity	5	October 2020
6	Presentation and turnover of results to ICLEI and Pasig City (final report)	5	November 2020

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, education, development communication, and related fields;
- At least 5 years of experience in developing and facilitating community-based capacity building activities in support to development-related projects and activities;

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- Experience working with the youth sector in the capacity of a trainer or educator;
- 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; and
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc) and G Suite (Gmail, Docs, Sheets, Slides, Forms) applications.

IX. Reporting

The consultant will report directly to the Country Liaison Officer and Communications Officer 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:

Item	Percentage
1. Mobilization Fund	10%
2. Development of Training Needs Analysis, Capacity Building Program, and Modules	40%
3. Conduct of the Capacity Building Program and Development of Post-Training Monitoring and Evaluation Activity	25%
4. Submission of final technical report	25%

XI. Application

Interested individuals are requested to apply before **17 July 2020** by sending the following documents to **Mr. Cheng Pagulayan** via e-mail address cheng.pagulayan@iclei.org.

- Expression of Interest and confirmation of availability for the consultancy's duration;
- Latest CV; and
- 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 +63 917 301 2229.

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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.

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