

Terms of Reference

Title	Urban Low Emission Development Strategy (urban LEDS) Expert
Type	Individual consultant (Indonesian national) or firm (can be local or international with relevant background work in Indonesia)
Location	Jakarta, Indonesia with potential fieldworks in Bogor City and Balikpapan
Application Deadline	30 June 2020
Inclusive Dates	August to October 2020
Terms	30 man-days, output-based consultancy with a lump sum contract

About ICLEI Southeast Asia

ICLEI is the leading global network of more than 1,500 cities, towns, and regions committed to building a sustainable future. 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 community-scale 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); and
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.

Urban Low Emission Development Strategies (urban LEADS)

Indonesia is part of phase I of the Urban-LEADS Project, wherein project cities were supported in ensuring local low emission development. This is made possible through the provision of technical assistance in exploring innovative approaches in involving external stakeholders, developing low emission development scenarios through the conduct of GHG emissions inventory and development of urban LEADS action plan, and improving institutional capacity to plan, act, and monitor.

In the first phase of the project, the two model cities, Bogor and Balikpapan, each developed their Low Emission Development Strategies (urban LEADS) which were incorporated into the City's Five-Year Development Plan (RPJMD). These action plans also included GHG emission reduction targets with clearly identified priority sectors which include energy, transport, and waste.

The said urban LEADS action plan defines a pathway to transition a city to a low emission, resilient, green, and inclusive urban economy, through its integration into existing city development plans and



processes. At the city level, the project is supporting and guiding the review of climate action planning in the city governments of Bogor and Balikpapan. To further enrich urban LEADS action plans of the two model cities, the project supported the conduct of greenhouse gas emission inventory (GHGi) and, to further augment the adaptation and resilience component of the cities' action plan, by providing support in the conduct of science-based vulnerability and risk assessment. Ultimately, the goal is to help the selected model cities formulate and develop Urban Low Emission Development Strategies (urban LEADS) Action Plan, with a climate resilience focus embedded and guiding integrated climate action. Toward this end, the project is looking for an Urban Low Emission Development Strategies Expert to deliver the following key tasks:

Key Deliverables:

Component	Key Tasks/Deliverables	Days
1. Preparatory work and scoping	<ul style="list-style-type: none"> Facilitate coordination and meetings with relevant government offices (national, provincial, and city-level) -<i>minutes of meetings</i>; Facilitate the update of the National Advisory Group (NAG) consisting of representatives from the different levels of government and key stakeholders to support the development and implementation of the urban LEADS action plan phase II. -<i>list of updating members of the NAG</i>; Evaluate urban LEADS action plans phase I and update its sustainability -<i>monitoring and evaluation report of Urban-LEADS action plan phase I</i>; Coordinate with a climate core team for each of the two model cities to support both in the development and implementation of the urban LEADS action plan phase II; Identify appropriate local development plans for Bogor and Balikpapan Cities to which the urban LEADS action plan shall be mainstreamed; Proposed methodology in the actual development of the LEADS action plan phase II and mainstreaming it in the local development plan in consultation with the NAG, cities' climate core team and other external stakeholders; and Approved outline of the LEADS action plan phase II upon consultation with the NAG, cities' climate core team and ICLEI SEAS. 	8
2. Identify adaptation co-benefits	<ul style="list-style-type: none"> Review GHG inventory and CRVA reports, draft/final city mitigation action plan (locally named RAD-GRK), and environmental and climate data year 2019/2020 together with city's deep dive assessment from CDP-ICLEI Unified 	5



	<p>Reporting System;</p> <ul style="list-style-type: none"> ● Identify adaptation co-benefits as well as identify at least five activities/projects for each of the two model cities that should be prioritized in the LEADS action plan. <i>-list of the priority projects/activities and their description; and</i> ● Present the priority activities to the NAG and respective climate core team of the model cities for their review and approval as well as the identification of potential partners for each of the priority projects. 	
<p>3. Drafting of the urban LEADS action plan and integration to the selected local development plan</p>	<ul style="list-style-type: none"> ● Develop outline of the LEADS action plan phase II in consultation with the NAG/national focal point (KLHK) and other key stakeholder (BAPPENAS) and the climate core teams. Components of the action plan should include the following (but are not limited to): <ul style="list-style-type: none"> ○ Identify relevant policies and mitigation targets both at the national and local level; ○ Identify priority sectors and high-impact low emission development strategies (i.e. the five priority projects/activities identified in Component #2 above) and corresponding adaptation co-benefits; ○ Identify priority stakeholders and potential partners in the implementation of the action plan; and ○ Monitoring and evaluation framework of the LEADS action plan phase II. ● Facilitate consultation meetings with the NAG/national focal point (KLHK) and other key stakeholders (BAPPENAS), climate core team, and other relevant stakeholders for the development of the LEADS action plan phase II and mainstreaming into the RPJMD. 	<p>10</p>
<p>4. Validation of the LEADS action plan and final reports</p>	<ul style="list-style-type: none"> ● Document the process and best practices of mainstreaming the LEADS action plan in Urban-LEADS II into the model cities local development plans. <i>-for sharing with the Ministry of Environment and Forestry (MoEF) and Ministry of National Development Plan (BAPPENAS);</i> ● Draft a two-page case study documenting the methodology, best practices, and recommendations from mainstreaming the LEADS action plan into local development plans (following the Green Climate Cities (GCC); ● Final draft of the finalized LEADS Action Plan with extended summary; and 	<p>7</p>



	<ul style="list-style-type: none"> Proposed policy recommendation to ensure successful implementation of the LED S action plan. 	
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**Note: All reports should have an extended summary which should be available in two languages: Bahasa Indonesia and English. The extended summary shall include all the important details, findings, and recommendations.*

Qualifications:

- At least 5 years of professional experience in implementing climate change-related projects particularly on the development of integrated climate action plans and/or low emission development strategies, preferably in a local organization or NGO or local-based scientific/research organization. Local NGOs and scientific research organizations can apply;
- Completed university degree or equivalent in Geography, Environmental Science, Urban Planning, Climate Change or related fields. Having a Master's Degree is an advantage. Equivalent professional experience can also be considered;
- Good knowledge and understanding of local, provincial, and national government systems in Indonesia;
- Good knowledge of local/national policies relevant to climate action/climate risk and vulnerability assessment in Indonesia;
- Proficiency in using GIS software (e.g., QGIS, ArcGIS, etc.) and GPS devices is a must;
- Experience in conducting workshops with a wide variety of different stakeholders is a plus;
- Experience in conducting fieldwork is a plus;
- Proficiency in MS Office, email programs;
- Excellent command of written and spoken English;
- Excellent writing, presentation, communication, and facilitation skills; and
- Able and willing to travel domestically.

Corporate Competencies

- Demonstrate commitment to ICLEI's vision, mission, and values;
- Strong leadership and organization skills;
- Communicating and Information Sharing: Facilitates and encourages open communication and strives for effective communication;
- Self-management and Emotional Intelligence: Ability to work under pressure and stay composed and positive even in difficult situations and handle tense situations with diplomacy and tact;
- Conflict Management: Addresses conflicts proactively, striving for mutually acceptable solutions; and
- Creative, motivated, with keen attention to detail and highly organized.



Reporting

The consultant will directly report to ICLEI Indonesia Project Officer Ms. Rika Lumban Gaol (rika.lumbangoal@iclei.org) and Mr. Ari Mochamad (ari.mochamad@iclei.org), Country Manager. Main contact person at ICLEI SEAS is Ms. Joy Camille Baldo, Senior Project Officer (joy.baldo@iclei.org).

Application

Interested candidates are requested to apply by sending the following documents through email with subject “**LEDS ExpertULEDS2 – [name/organization]**” no later than **18.00 WIB on 30 June 2020**, 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; and
- Technical and financial proposal. The financial proposal should outline professional fee (day rate in USD) and breakdown of direct costs.

All documents must be under one file name and must be filed as “**LEDS ExpertULEDS2 – [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/>.

