



AMBITIOUS CITY PROMISES

Engaging citizens. Driving climate action.

Terms of Reference for Service Provider: Developing and Implementing a Low-Carbon Playground in Cau Giay District, Hanoi (Vietnam)

IKI Ambitious City Promises project

As of 26 June 2020

1. About the Ambitious City Promises (ACP) Project

The Ambitious City Promises: Commitments for low-carbon urban development in Southeast Asian large cities is a 3.5-year international project being implemented by ICLEI – Local Governments for Sustainability with support from the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU).

The project 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. “City Promises” (city’s Local Climate Change Action Plan) shall be developed in three model cities and their implementation shall be outlined and initiated. Throughout the project period, each local government will design locally-appropriate targets and action plans on the basis of their development framework and priorities.

Taking into consideration the results of project activities, a small-scale infrastructure pilot demonstration project shall be implemented by the ACP project in Hanoi. The pilot project shall establish a cooperation and awareness-raising center on climate actions and environmental protection for local communities. The predetermined pilot project site in Cau Giay District in Hanoi shall be upgraded through a co-designing approach with the local community. It will serve as a space for learning about different low emission development solutions which will be demonstrated by the installation of infrastructure measures such as playground built with recycled materials, rooftop solar panels, and waste segregation system, among others. Therefore, the project seeks to hire a qualified **local service provider to undertake the development and implementation of a “Low-carbon Playground” in Cau Giay District in Hanoi.**

The proposed pilot project site for the playground (address: No 45 Nghia Tan, Nghia Tan Ward – CauGiay District - Ha Noi) is an area of 1,000 square meters currently used as a community center, including a football field and green area, a part of which is used as a small playground, located in front of the community cultural center. Currently, the capacity of the playground is not meeting the growing demands from the neighboring schools.

2. Terms of Reference for the Consultant

The project requires the services of a service provider to develop and implement a low-carbon playground in Cau Giay District in Hanoi. The service provider shall undertake detailed design formulated through a co-designing approach with the local community, procurement of unit components and other materials, set up and installation, management and monitoring, and capacity building training for personnel in charge of operations and maintenance.

2.1 Scope of Work

This low-carbon playground is a lump sum turnkey project whose scope includes the following activities that will need to be undertaken in order to help meet the objectives of the project:

<p>Engineering: Detailed design formulated through a co-designing approach</p>	<ul style="list-style-type: none"> On-site assessment to understand the site’s physical environment and undertake necessary measurements to inform the detailed design. At least three (3) consultations with local community members to facilitate a co-designing approach. The consultations shall inform the community about the pilot project goals, seek inputs from community members on what they wish to see in a low-carbon playground, and present and validate a design to be implemented. A report summarizing the results of the consultation should be submitted. In order to eliminate the risks posed by COVID-19, the service provider shall ensure that the conduct of consultations shall not risk the health and safety of all partners by exploring other means of facilitation (e.g. online surveys, virtual/online meetings, designing the physical meeting while keeping the social distance, small group meetings) The design shall consider the inclusion of components that characterize low-carbon solutions including but not limited to the use of recyclables that are non-toxic and non-hazardous. The design and function of the waste segregation system and information boards for awareness-raising should be harmonized with the design of the playground. Submit detailed design and specification of the playground based on the results of the on-site assessment and consultations with community members. The submitted design shall be reviewed and approved by ICLEI prior to implementation.
<p>Procurement: Procurement of unit components and other materials</p>	<ul style="list-style-type: none"> Procurement of all materials required to develop the low-carbon playground based on the final and approved design. The materials that are procured should follow the relevant Vietnamese environmental regulations.
<p>Construction: Set up and Installation</p>	<ul style="list-style-type: none"> Installation of reinforcement systems while ensuring safety during construction

	<ul style="list-style-type: none"> • Installation of components of the low-carbon playground based on the final and approved design.
Monitoring	<ul style="list-style-type: none"> • Monitor activities using facilities installed at the playground for the first 7 working days after project completion. • The contractor will assume full liability for the products warranty within the manufacturer's warranty period.
Capacity Building Training for Personnel-in-Charge	<ul style="list-style-type: none"> • Conduct capacity building training for personnel in charge of the management of the low-carbon playground (ward officers) to ensure proper maintenance of playground facilities. • Develop operations manual for personnel in charge • Support the establishment of coordination mechanisms (i.e. focal persons) to facilitate on-site and remote assistance in the management and troubleshooting of unit components of the playground after installation.

2.2 Deliverables and time frames

The following table provides the indicative timeframe to complete the stated deliverables. The contractor will assume full liability for the **products' warranty for a period of 1 year**.

Deliverables	Indicative Timeframe
Site assessment and report	August 2020
At least three (3) public consultations	August 2020
Submission of final detailed design and implementation plan	August - September 2020
Procurement of unit components and other materials	September 2020
Set up and installation	September 2020
Operation and monitoring	September to October 2020
Development and turnover of operations manual and delivery of capacity building training for personnel-in-charge of playground operations and maintenance	October 2020

3. Service provider requirements

The successful service provider must provide evidence of:

- Significant experience in conducting co-designing approaches on designing and constructing environment-friendly facilities and spaces (e.g. playgrounds, public spaces);
- Use of environment-friendly, locally sourced, and genuine equipment and materials from reputable distribution companies;
- A team of professional and experienced designers and technicians, dedicated to helping customers;
- Safe construction solutions as well as considers overall aesthetics in the design and construction.
- Background on working in green and sustainable design and infrastructure as well as renewable energy system

Additionally, advantageous criteria for prospective service providers include:

- Prior work experience in Hanoi City
- Prior work experience with ICLEI – Local Governments for Sustainability;
- Flexibility and a shared vision for the project outcome are essential, since the work will be undertaken in close cooperation with project team members.

4. Requirements for the proposal

The following information must be provided in the proposal:

- A basic plan (design principles, design direction, suggested playground components) indicating work plan and financial proposal and quotation taking into consideration the minimum requirements outlined in the TOR.
- A sample portfolio of similar projects previously undertaken.
- A detailed CV.

The service provider may not subcontract other parties to assist them.

5. Closing date for submission of proposals

Kindly submit your proposal and supporting documents in English via e-mail to **Mr. Alfredo Bernarte Jr.** <al.bernarte@iclei.org> and **Ms. Hoang Thi Huong Giang** <giang.hoang@iclei.org> before **04:00 PM (Vietnam time) on 27 July 2020**. For any queries related to submission, please contact via the e-mail address above or ICLEI Southeast Asia Secretariat at **+843 99 033 866**. The consultant is expected to commence work in **03 August 2020**

Annex I: Site Details

The project site is a 1,000-square meter area that currently consists of a football field, patches of green spaces, a small playground, and a community center. It is located in No. 45 Nghia Tan, Nghia Tan Ward, Cau Giay District, Hanoi.

The area which is currently underutilized is envisioned to be developed into a model of a low-carbon community playground that shall cater to the needs and leisure of the neighborhood and nearby schools while also promoting awareness and learning on low emission development solutions. The submitted proposals will be evaluated and one (1) bidder will be selected to undertake the tasks outlined in the scope of work.



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