

# AMBITIOUS CITY PROMISES

Engaging citizens. Driving climate action.

## Terms of Reference for Module Development of Pasig City's Public Consultation Results on Low Emission Development Strategies

IKI Ambitious City Promises Project

### 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 tCO<sub>2</sub>e 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 include but are 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 the series of public consultations held to solicit inputs from Pasig City’s citizens and stakeholders to the City Promise. Based on the reports of the

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public consultations, the consultant is expected to develop a set of modules for the citizens and stakeholders of Pasig City.

## Objectives

This consultancy's overall objective is to support the ACP Team, in coordination with Pasig City, in developing a set of modules for citizens and stakeholders of Pasig City on stakeholder engagement and LEDS. Specifically, the capacity building expert is expected to support the following areas:

- Review of the public consultation reports to provide recommendations on key concepts to discuss in the modules;
- Develop a set of modules to highlight learnings and success stories on the use of inclusive and participatory stakeholder engagement towards low emission development; and
- Assist in the packaging and reproduction of the modules.

## Duration and Location

The expected output of this consultancy must be completed within two months, from August to September 2020. Consultant may work from home but might have to attend in-person meetings scheduled with the City Government of Pasig.

## Expected Output and Tasks

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

- Content outline of modules based on the public consultation reports;
- Three (3) modules on highlight learnings and success stories on the use of inclusive and participatory stakeholder engagement towards low emission development; and
- A pretesting assessment with target audiences, or similar demographics, to vet the developed modules and to further enhance prior to finalization and printing.

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## Deliverables and Timeframe

	Item	Indicative Number of Working Days	Inclusive Dates
1	Review of public consultation reports and preparation of content outlines for the modules	5	August 2020
2	Preparation and development of the modules on stakeholder engagement and LEDS	10	August 2020
3	Pretesting and finalization of the modules	5	August 2020
4	Turnover and submission of finalized modules	5	September 2020

## 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.

## Qualifications

- A local individual consultant with an advanced degree in environmental science/management, urban and regional planning, education, development communication, or related fields;

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- At least five years of experience in developing and facilitating community-based capacity building activities in support to development-related projects and activities;
- Demonstrated experience on crafting modules for specific target audience and conveys technical subject matter into a popularized manner;
- Experience working with various sectors 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.

## 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.

## General Terms

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

Item	Percentage
1. Mobilization fund	20%
2. Content outline and draft of modules	20%

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3. Pretesting and finalization of modules	35%
4. Turnover and submission of finalized modules	25%

## Application

Interested individuals are requested to apply before **30 July 2020** by sending the following documents to **Mr. Cheng Pagulayan** via e-mail address [cheng.pagulayan@iclei.org](mailto:cheng.pagulayan@iclei.org) with the subject "**Module Developer - Last Name**".

- Expression of Interest and confirmation of availability for the consultancy's duration;
- Portfolio of modules developed;
- 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.

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.