

AMBITIOUS CITY PROMISES

Engaging citizens. Driving climate action.

Terms of Reference for a design and content coordinator on the development and finalization of a guidebook for setting up low-emission urban green spaces (Vietnam)

IKI Ambitious City Promises project

As of 22 September 2020

1. About the Ambitious City Promises 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.

In Vietnam, the project works with Hanoi City, Soc Son district and Son Tay district. In 2018, ICLEI Southeast Asia has successfully completed the rapid appraisal of Hanoi City’s development plans and conducted a stakeholder mapping exercise with the city’s Climate Change Technical Working Group. The project seeks to hire the services of a **design and content coordinator** to work on the further development and finalization of a guidebook for setting up low-emission urban green spaces as part of the soft pilot project in Hanoi.

Supported by:



based on a decision of the German Bundestag

Implemented by:



2. Terms of Reference for the Expert

The project requires the services of a design and content coordinator to work on the development and finalization of a guidebook for setting up low-emission urban green spaces. The scope of work is as follows:

2.1 Scope of work

The following activities will need to be undertaken in order to help meet the objectives of the project.

Review of literature on setting up low-emission urban green spaces; and proposed content of the soft pilot project's Guidebook	- In coordination with the VN ACP Team and Hanoi DONRE, undertake an initial review of available literature and decide on the content of the soft pilot project's desired guidebook: a. Salient points gleaned from existing guidebooks and other literature that may be incorporated in the project's own guidebook b. Proposed Table of Contents
Collection, Synthesis and Integration of lessons and experiences related to low-emission urban green spaces into the Guidebook	- Ensure that the guidebook presents pertinent information and lessons learned from the implementation of low-emission urban green space(s) - Ensure that participatory processes such as community consultations, co-designing activities and workshops, and community mobilizations for collective action (e.g., playground component installation) are captured and highlighted in the guidebook
Drafting and Designing the Guidebook	Prepare a draft of the Guidebook
Facilitation of the Review and Enhancement of the Draft	- In coordination with the VN ACP Team and Hanoi DONRE, undertake a review of the draft - Ensure that concerns brought up during the review of the draft are addressed and further improvements are undertaken based on the feedback
Finalization of Guidebook	Finalize content and design of the Guidebook based on the recommendation and feedback received from the VN ACP Team and Hanoi DONRE

2.2 Deliverables and time frames

A maximum of **30 working days** are estimated to complete the deliverables as stated below. The following table lists the deliverables and the indicative number of person-days.

Deliverable	Indicative Number of Working Days
Review of Literature/Proposed Content	5
Collection, Synthesis and Integration of lessons and experiences	5
Drafting and Designing the Guidebook	10
Review and Enhancement of the Draft	5
Finalization of Guidebook	5

3. Service provider requirements

The successful service provider must provide evidence of:

- Significant knowledge of climate change action, in particular low-emission development strategies (LEDS)
- Significant experience in participatory processes (especially community level) for co-designing urban green spaces
- Significant experience in content development and in writing and designing guidebooks

Additionally, advantageous criteria for prospective service providers include:

- Prior work experience in communities situated in Hanoi City
- Prior work experience with an INGO or global non-profit organization
- Background on working with community organizations
- 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. Reporting requirements and management

- The expert will report to Ms. Hoang Thi Huong Giang, Vietnam Country Liaison Officer of ICLEI Southeast Asia Secretariat and Ms. Val Bugnot Communication Specialist of ICLEI SEAS.
- Regular meetings/calls to report on progress on specific tasks and deliverables will be required.
- Payment of the service provider will be contingent on the timely submissions of deliverables listed in this term of references.

5. Requirements for the proposal

The following information must be provided in the proposal:

- A quote with a budget (based on a daily rate) and time frame per task corresponding with the required deliverables.
- A detailed CV.

The service provider may not sub-contract other parties to assist them.

6. Closing date for submission of proposals

Kindly submit your proposal and supporting documents via e-mail to Ms. Hoang Thi Huong Giang at giang.hoang@iclei.org copied to Mr. Cheng Pagulayan at cheng.pagulayan@iclei.org before **04:00 PM (Vietnam time) on 16 October 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 coordinator is expected to commence work from the 4th week of October 2020.