

Terms of Reference

Legazpi City GHG Management Plan – Information and Education Campaign Consultant

Position Title	:	Information and Education Campaign Consultant
Direct Supervisor/s	:	Legazpi City LGU and Project Officer – Adaptation
Location	:	Philippines, remote work
Classification	:	Consultancy
Conditions	:	Engagement until December 2020
Working hours	:	Output-based
Starting Date	:	Earliest November 9, 2020
Payment	:	Lump sum, inclusive of applicable taxes and government mandatories

ABOUT THE PROJECT

The City Government of Legazpi engaged the services of the ICLEI SEAS to prepare and develop the Greenhouse Gas (GHG) Management Plan of the city. The GHG Management Plan will be based on Legazpi City's Entity-level and Community-level GHG Inventory 2018 produced under the Strengthening Urban Resilience through Growth with Equity (SURGE) project of USAID.

The GHG Management Plan will serve as a basis for Legazpi City's low emission development strategies addressing the GHG emitting sectors identified in the GHG Inventory reports. Through the participative and multi-stakeholder methodology, the city will be guided through the GHG management formulation process and build their capacity through this exercise.

OBJECTIVES

ICLEI SEAS is looking for an IEC Consultant to laymanize and communicate the results of the GHG Inventory and the GHG Management Plan to the target audiences (school-aged youth and business sector) in order to raise their awareness of and promote the ownership of the plans.

DURATION AND LOCATION

This consultancy will be done remotely in coordination with Legazpi City and will run from November to December 2020.

SCOPE OF WORK

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

Design and Layout

- Lead the development of the Information and Education Campaign (IEC) material's visual elements particularly the layout and design of the leaflets/brochures/comics.
- Deliver the visual design package, including raw files (EPS, PSD, INDD, XD, SVG, SKETCH, and others) that will be used on the materials.
- Ensure that design and layout effectively visualize the content and convey the information to the target audience.
- In coordination with the local government of Legazpi, collect and curate relevant elements such as photos, logos, and icons.
- Present the design and layout for the approval of the Legazpi team (The team is entitled to two rounds of review: one round once the consultant has presented the design plan and another one once the visual elements have been assembled and completed).

Testing, Review, and Delivery

- Pilot test the draft campaign materials on the target audience and revise the content as needed.
- Submit the final versions of the campaign materials by 17 December 2020.

EXPECTED OUTPUTS

- IEC materials aimed at the following audiences: elementary and highschool students (below 18 years of age) and the private sector/businesses.
- Slide deck/PowerPoint presentation that can be used for briefings and seminars.

DELIVERABLES AND TIMEFRAME

ITEM		Indicative Number of Working Days	Inclusive Dates
1	Coordination and planning call with Legazpi on needs assessment	2	November 2020
2	Development of IEC Plan	5	November 2020
3	Preparation, Development, and Review of IEC Materials	15	November 2020
4	Pre-testing and Finalization of IEC Materials	5	November- December 2020

CONFIDENTIALITY

All data, documents, reports, and other materials prepared as part of this assignment shall be the property of Legazpi 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.

SERVICE PROVIDER REQUIREMENTS

The successful service provider must provide evidence of:

- A portfolio of similar work completed for the last three years.
- At least three years of experience on IEC development.
- Excellent working and demonstrated knowledge of Greenhouse gas emissions, climate change mitigation, urban development, and related concepts.
- Excellent command of the Filipino language.
- Excellent communication and project management skills.
- Experience working with non-profit organizations.

REPORTING REQUIREMENTS AND MANAGEMEN

- The expert will report to Mr. Rhoderic Abache, Office of the City Environment and Natural Resources, Legazpi and the activities will be implemented in close collaboration with ICLEI SEAS through Mr. Jose Bernardo Gochoco III.

- Regular meetings/calls to report on progress on specific tasks and deliverables will be required.
- The payment of the service provider will be contingent on the timely submission of deliverables listed in this term of reference.

REQUIREMENTS OF THE PROPOSAL

- Letter of Intent addressed to Mr. Jose Bernardo Gochoco III, Project Officer, ICLEI Southeast Asia Secretariat
- A proposal based on the Scope of Work (*the proposal should have the following attachments: Work Plan and Budget Plan*). *The budget should be inclusive of a 10% tax.*
- The CV of team members, organizational profile, organogram
- Portfolio of previous relevant work for the past three years

APPLICATION PROCESS

Please send a Letter of Intent, Proposal (Work and Budget Plan), CV of team members, and portfolio to jose.gochoco@iclei.org and copy cheng.pagulayan@iclei.org on or before 6 November 2020, 6:00 PM. Only applicants with complete requirements will be considered.

Please note that due to the amount of applications we receive, we will only respond to successful shortlisted applicants for the position.