

Terms of Reference

Short-Term Consultancy

Consultant for the LGU Guidebook on Formulating the Local Energy Efficiency and Conservation Plan

Position Title: *Consultant for the LGU Guidebook on Formulating the Local Energy Efficiency and Conservation Plan*

Direct Supervisor/s: Project Officer – Energy and Built Environment, Project Assistant – ASEP-CELLs, and Senior Officer – Project Administrator

Location: Metro Manila; domestic travel in Santa Rosa, Laguna, Cagayan de Oro, and Bohol is possible

Classification: Consultancy

Conditions: **Engagement until 30 June 2021**

Working hours: Output-based

Starting Date: **no later than 04 January 2021**

Payment: fixed total cost, payment is according to project milestones, inclusive of applicable taxes and government mandates, travel expenses

I. ABOUT THE PROJECT

ICLEI – Local Governments for Sustainability Southeast Asia Secretariat (ICLEI SEAS) serves as the co-implementor of the European Union-funded Access to Sustainable Energy in the Philippines - Clean Energy Living Laboratories (ASEP-CELLs). The three-year project is being implemented by the Ateneo de Manila University as the lead implementor, along with the ICLEI SEAS, Manila Observatory, University of San Carlos, and Xavier University. The ASEP-CELLs aim to (1) develop a sustainable knowledge management system; (2) create learning opportunities and build capacities of various stakeholders; and (3) increase public awareness and engagement. The ASEP-CELLs support ASEP's three goals of increasing rural electrification (or energy access for all), energy efficiency, and the share of renewables in the energy mix (i.e., "EA, EE, and RE"). ICLEI SEAS brings its strong partnership with local governments and strength on sustainable development solutions to help achieve the goals of the ASEP-CELLs. The organization's tasks mainly revolve on capacitating demonstration local government units to mainstream energy plan in their local planning and development and support the advocacy and knowledge management pillars of the ASEP-CELLs.

ICLEI SEAS through the ASEP-CELLs is presently assisting mainstreaming RA 11285 or the Philippine Energy Efficiency and Conservation Act and its implementing Rules and Regulations. ICLEI SEAS is also closely coordinating with its demonstration sites, the local governments of Santa Rosa City, Bohol Province, and Cagayan de Oro City, to come up with a Local Energy

Efficiency and Conservation Plan (LEECP) as mandated by RA 11285. To further assist the LGUs, ICLEI SEAS through ASEP-CELLs shall support the development of the Local Government Unit (LGU) Guidebook to formulate the LEECP.

II. DURATION AND LOCATION

The short-term consultancy shall start by **04 January 2021** and end by **30 of June 2021**. The consultancy is based in Metro Manila; however, some coordination meetings will be done online.

The consultant will also join ICLEI SEAS in coordination meetings such as presenting progress of the Guidebook to the DOE-EUMB at its headquarters in Taguig City. *Domestic travel is possible, specifically for the ASEP-CELLs demo sites, i.e., Santa Rosa, Bohol, and Cagayan de Oro, for a capacity building workshop once travel restrictions have eased.*

III. SCOPE OF WORK AND EXPECTED OUTPUTS

The consultant shall work with the guidance of ICLEI SEAS and in close coordination with the DOE-EUMB, the DILG, ASEP-TA, and the ASEP-CELLs demo sites. ICLEI SEAS. At the end of the consultancy period, the following outputs are expected:

1. Develop the LGU Guidebook for LEECP Formulation

- a. Develop the Guidebook for LGU in the Formulation of LEECP including steps, outline, framework, resources, and skills, building upon the initial LEECP summary template from DOE EUMB, DOE issuances on RA 11285, the Government Energy Management Program, the National Energy Efficiency and Conservation Roadmap, and other relevant materials and policies;
- b. Engage and consult with relevant agencies and key stakeholders particularly the DOE, DILG, ASEP-CELLs and ICLEI's three (3) demonstration sites;
- c. Provide references on 1) finance, 2) best practices and policies, 3) technology; 4) tools (e.g. those related to energy audit, financing, energy modelling, GHG emissions calculation, etc.) which can be used by the LGUs in the development of its LEECP.

2. Assist the ICLEI's three (3) demonstration sites to develop its respective LEECPs and enhance its existing system for implementation and monitoring

- a. Design and facilitate training workshop(s) for the three (3) ASEP-CELLs demonstration sites to develop their capacities to formulate their respective LEECPs.

(Note: The capacity building workshop may coincide with an international forum, i.e. the Asia Clean Energy Forum at the Asian Development Bank that may take place in June 2021)

- b. Recommend improvement on existing data management system and process flows of the LGU in order to develop and implement the LEECP, as well as monitor achievement of its targets

3. Develop basic knowledge products to promote the use of the Guidebook

- a. Develop a back-to-back brochure to popularize the information contained in the Guidebook and encourage use of LGUs.

In addition to the aforementioned scope of work, the consultant may propose other activities to enhance the quality of deliverables, provided that it will not delay or incur additional cost for the project.

IV. DELIVERABLES AND PAYMENT SCHEDULE

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

MILESTONES	OUTPUTS	TIMELINE	PAYMENT
1. Mobilization Fund	Signed contract	Upon signing of contract	25%
2. Present the draft of the LGU Guidebook to ICLEI SEAS and other key stakeholders for <i>feedback</i> *	Draft LGU Guidebook	1 st draft – 15 February 2021 2 nd draft – 15 March 2021 3 rd draft - 15 April 2021	25%
2. Submit brochure on LEECP process and framework	Brochure	1 st draft – 15 March 2021 Final – 31 May 2021	10%
3. Capacity building workshop for ASEP-CELLs demonstration sites	Recommendations to improve existing data management system and process flows Workshop Design** and Materials Conduct of training workshop for	20 March 2021 By 23 June 2021	20%

	ASEP-CELLs demo sites		
4. Final presentation to DOE, DILG	Final LGU Guidebook	4 th Draft - 21 May 2021 Final version – by 15 June 2021	20%
Total			100%

*The consultant should have coordinated with the DOE, DILG, ASEP-CELLs (ICLEI SEAS), ASEP-TA, and selected LGU representatives to gather feedback on the planned LEECP LGU Guidebook. ICLEI SEAS shall be closely assisting the consultant towards the development of the content and in coordinating with the key stakeholders.

** Workshop design and materials should be drafted a month before the activity. Final version can be provided a week before for distribution to participants.

Note:

- The maximum allotted budget for this consultancy is **Php 500,000.00**, inclusive of applicable taxes and government mandatories;
- The consultation fee includes all other expenses that may incur by the consultant in the conduct of project-related activities, such as travel expenses, supplies and materials;
- The consultant is expected to join ICLEI SEAS in actively engaging DOE, DILG, ASEP-TA, and the demo sites in developing the LEECP Guidebook.
- For written outputs, the consultant must submit a draft for comments of ICLEI SEAS. After which, the consultant shall revise the report incorporating the comments, if any.

VII. CONFIDENTIALITY

All data, documents, reports, and any purchased equipment such as laptops or camera shall be the property of ICLEI SEAS, 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 three (3) years thereafter.

VIII. QUALIFICATIONS

- A **local individual consultant** from a university-affiliated research group/foundation/organization or a **freelance consultant** or a **consultancy firm** may apply for this consultancy.
- Individual consultants must have at least a bachelor's degree in economics, development studies, development communication, urban planning, public

administration, or other related fields. Master's degree or further studies on energy policy or sustainability studies would be an advantage.

- Firms must be a legal entity in the Philippines and is composed of individuals with background as mentioned in the preceding bullet.
- The consultant should have previous work experience or research related to urban planning, public policy and planning, local government capacity building, and national government agencies. Previous consultancy activities with DOE, DILG, and local governments would be an advantage.
- The consultant should be knowledgeable with the Philippine energy landscape, specifically on energy efficiency and conservation policies and programs;
- Experience with international and/or bilateral/multilateral development institutions would be an advantage, as well as prior work in advisory/consulting with local governments, non-government organizations, and international organizations;
- Excellent presentation as well as oral and written communication skills; and
- Familiarity with Microsoft Office applications and tools/software relevant to this project.
- Fluent in English and Tagalog. Familiarity with Cebuano would be an advantaged.

IX. REPORTING

The consultant will report directly to ICLEI SEAS Project Officers for the ASEP-CELLS.

XI. APPLICATION

Interested individuals/firms are requested to apply before **18 December 2020 (Friday)** by sending the following documents to **Ms. Nikki Ortiz** via nikki.ortiz@iclei.org, cc: **Mr. Kenneth Hizon** via kenneth.hizon@iclei.org.

- Expression of Interest and confirmation of availability for the consultancy's duration;
- Latest CV (if an individual); one-page company profile and CVs of team members (if firm);
- Written proposal that includes **budget** and **workplan** corresponding with the required deliverables. The workplan must outline vital activities leading to achieving of the deliverables;
- Two-page summary outlining relevant previous work engagements in relation to this consultancy. Previous work engagement must be supported with proof, e.g. project agreement, certificate of completion, website or news article, or project report.

For any queries, please contact ICLEI SEAS via email address above or at (632) 8426-0851.