Terms of Reference

<table>
<thead>
<tr>
<th>Title</th>
<th>Developing Comprehensive Audio-Visual Presentations (AVPs) under Urban-Low Emission Development Strategies Phase II (Urban-LEDS II) Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Individual consultant or firm (Indonesian national)</td>
</tr>
<tr>
<td>Location</td>
<td>Jakarta, Indonesia</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>20 September 2021</td>
</tr>
<tr>
<td>Inclusive Dates</td>
<td>September – October 2021</td>
</tr>
<tr>
<td>Terms</td>
<td>Maximum budget IDR 140 million (tax inclusive) with a lump sum contract</td>
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</tbody>
</table>

About ICLEI Southeast Asia

ICLEI – Local Governments for Sustainability (ICLEI) is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient, and circular development. Together, we address the local impacts of unprecedented global change, from climate change to urbanization, aiming for urban development to have the least possible impact on global systems and to build communities that are people-centered and equitable.

ICLEI firmly believes that sustainable cities are the foundation of a more just and sustainable world. We are doing our part to make urban sustainability an inextricable part of all development at the subnational, national, and global levels. More information at [www.iclei.org](http://www.iclei.org).

Based in the Philippines, the ICLEI Southeast Asia Secretariat (ICLEI SEAS) currently operates in Indonesia, Lao PDR, Malaysia, Thailand, Vietnam, and the Philippines. The Secretariat has gained recognition from its experience in empowering local governments in the region by designing, promoting, and drawing external support for programs on urban resilience, low
emission development, integrated resource management, and other sustainability themes. For more information about ICLEI Southeast Asia Secretariat, visit [http://icleiseas.org/](http://icleiseas.org/).

**About the Urban-LEDS II Project**

*Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II)*

UN-Habitat and ICLEI are jointly implementing the Urban-LEDS II project: Accelerating climate action through the promotion of Urban Low Emission Development Strategies in more than 60 cities worldwide in the Urban-LEDS II project, using a multilevel governance approach to urban climate action. The project is funded by the European Union.

Through the Urban-LEDS II project, the local governments of selected cities are guided to create community-scale Urban Low Emissions Development Strategies (urban-LEDS) that also address climate resilience. These will be aligned to and ideally inform the Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs), and implementation of these plans will start in the project’s lifetime.

Further, local governments will be supported to develop pilot projects and finance models for their urban-LEDS implementation. The overall Urban-LEDS II project aims to strengthen cooperation and information sharing across national and local governments, offering an integrated Measuring, Reporting and Verification (MRV) concept and guidance on multilevel governance, to support all levels of government to better understand the contribution of local level developments to support achieving national and global climate and sustainability goals. The project runs from April 2017 until December 2021. For more information about the Urban-LEDS II project, visit [https://urban-leds.org/](https://urban-leds.org/).

**Specific Objectives:**

1. Enhance vertical and horizontal integration of climate action in support of National and Local Strategies and Policies;
2. Support and guide selected local governments in developing and approving Urban Low Emission Development Strategies in four new countries (Lao PDR, Bangladesh, Rwanda,
and Colombia), resulting in measurable GHG emission reductions and adaptation co-benefits;
3. Consolidate urban-LEDS achievements in cities in existing (Phase I) countries (Brazil, India, Indonesia, and South Africa); and
4. Promote international, regional, national, sub-national, and local government cooperation on urban climate action, leading to an increase in urban stakeholders’ capacity to implement climate action.

Urban Low Emission Development Strategies (urban-LEDS) – Promotion

Indonesia is part of phase I of the urban-LEDS Project, wherein project cities were supported in ensuring local low emission development. This is made possible through the provision of technical assistance in exploring innovative approaches in involving external stakeholders, developing low emission development scenarios through the conduct of GHG emissions inventory and development of urban-LEDS action plan, and improving institutional capacity to plan, act, and monitor.

Towards this end, ICLEI SEAS is looking for an individual/firm consultant to support the development of audio-video outreach content for promotion, particularly lessons learnt from the Urban-LEDS II project. Through comprehensive audio-video(s) outreach content, ICLEI SEAS intends to sensitize and encourage stakeholders toward low emission and climate resilience urban development. Audio-video(s) will also cover the 4-year journey of Urban-LEDS II project implementation in Indonesia.

Scope of Works
Overall scope of works will cover the following general and specific scopes:

A. General Scopes
1. The tasks for filmmakers involve concept, script, shooting, interview of government officials and other project officials, shooting at project cities (particularly for pilot demonstration projects), production equipment, technicians, direction, editing, 2d/3d animation, voice over, music, mixing, graphics and other relevant tasks.
2. The audio-visual presentations (AVPs) should bear the logos of the funding agency, project partners and respective city and regency governments.
3. Number of AVPs:
a. Pilot project demonstration in Balikpapan and Bogor Cities: 3 files
b. Capture the Urban-LEDS II project approach (activities and milestones): 1 file
c. Capture stakeholders’ perspectives on the project activities and impacts: 1 file
d. Compilation of audio-video (point a to c): 1 file

B. Specific Scopes
The following specific scopes are required to develop AVPs on Urban-LEDS II Project:

<table>
<thead>
<tr>
<th>Specific Scope</th>
<th>Information to Include (Script)</th>
<th>Format</th>
<th>Length of AVP (minute)*</th>
</tr>
</thead>
</table>
| 1. Pilot demonstration project in Balikpapan and Bogor Cities | - Three (3) AVPs should be produced for three demonstration projects:  
  - One small-scale pilot project in Balikpapan City  
  - One small-scale pilot project in Bogor City  
  - One big-scale pilot project in Bogor City  
  - The content of the AVPs should include and not limited to the project description (project name, location, funder, partner, objective), technology (including estimated GHG emission reduction), impacts & benefits, and lesson- | - 2D/3D animations  
- Infographics  
- Graphical representation  
- MP4/compatible with various OS and video players.  
- The AVPs should be provided in both high and medium resolution formats (colour)  
- The language of illustrations and videos would be English. Any Indonesian interviews would require subtitles in English | ~5 min |
### 2. Capture the Urban-LEDS II Project approach (activities and milestones)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
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<tbody>
<tr>
<td><strong>Urban-LEDS II Project information:</strong></td>
<td>-1 min</td>
</tr>
<tr>
<td>- Project title</td>
<td></td>
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<tr>
<td>- Funding</td>
<td></td>
</tr>
<tr>
<td>- Implementer</td>
<td></td>
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<tr>
<td>- Project cities</td>
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<tr>
<td>- Objectives</td>
<td></td>
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<tr>
<td>- Duration</td>
<td></td>
</tr>
<tr>
<td>- And etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Urban-LEDS II cities in Indonesia (Balikpapan City, Bogor City, Bontang City, Tarakan City, Tangerang Selatan City, Bogor Regency):</strong></td>
<td>~6 min</td>
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<tr>
<td>- Map</td>
<td></td>
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<tr>
<td>- City’s geographical location</td>
<td></td>
</tr>
<tr>
<td>- Population</td>
<td></td>
</tr>
<tr>
<td>- Economic base</td>
<td></td>
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<tr>
<td>- Characteristics</td>
<td></td>
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<tr>
<td><strong>Outputs of the major project steps/deliverables:</strong></td>
<td>-3 min</td>
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<tr>
<td>- Capacity building</td>
<td></td>
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</table>
• City-Level: Mayor, city focal point and respective community  
• Implementer: ICLEI World Secretariat; ICLEI SEAS and ICLEI Indonesia Office  
• Lead Implementer (Project Partner): UN-Habitat | • Audio-video  
• MP4/compatible with various OS dan video players.  
• The audio-video would be provided in both high and medium resolution formats (colour)  
• The language of illustrations and videos would be English. Any Indonesian interviews would require subtitles in English | -7 to 10 min |
Key Deliverables

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Number of AVPs</th>
<th>Deadline of Submission</th>
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<tbody>
<tr>
<td>Pilot project demonstration in Balikpapan and Bogor Cities</td>
<td>3 files</td>
<td>October 7, 2021</td>
</tr>
<tr>
<td>Capture the Urban-LEDS II project approach (activities and milestones)</td>
<td>1 file</td>
<td>October 11, 2021</td>
</tr>
<tr>
<td>Capture stakeholders’ perspectives on the project activities and impacts</td>
<td>1 file</td>
<td></td>
</tr>
<tr>
<td>Final submission of all audio-video content</td>
<td>5 files</td>
<td>October 15, 2021</td>
</tr>
<tr>
<td>Compilation of all audio-video above</td>
<td>1 file</td>
<td>October 18, 2021</td>
</tr>
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Qualifications:

- At least 2-7 years of professional experience in audio-video production. An individual and/or a firm consultant may apply;
- Has demonstrable experience in documentary film and photography related to a similar theme. Experience of similar project on subject of urban development is a plus;
- The consultant should share 2-3 samples of its AVP portfolio related development themes in the past 2-7 years as evidence of professional experiences.
Corporate Competencies

- Demonstrate commitment to ICLEI’s vision, mission, and values;
- Strong leadership and organization skills;
- Communicating and Information Sharing: Facilitates and encourages open communication and strives for effective communication;
- Self-management and Emotional Intelligence: Ability to work under pressure and stay composed and positive even in difficult situations and handle tense situations with diplomacy and tact;
- Conflict Management: Addresses conflicts proactively, striving for mutually acceptable solutions; and
- Creative, motivated, with keen attention to detail and highly organized.

Reporting

The selected AVPs consultant will directly report to ICLEI Indonesia Project Officer Ms. Rika Lumban Gaol (rika.lumbangaol@iclei.org) and Project Assistant Mr. Adhia Tegar (adhia.tegar@iclei.org). All activities are supervised by Mr. Ari Mochamad (ari.mochamad@iclei.org), Country Manager of ICLEI Indonesia Office.

Main contact person at ICLEI SEAS is Ms. Kristianne Jemi Santos, Project Officer (jemi.santos@iclei.org).

Terms and Conditions:

1. Time is the essence of the contract and such all works shall be completed within the time stipulated in the contract/work order.

2. If the selected AVPs consultant, without a reasonable cause or valid reason, commits default in commencing the work within the aforesaid timeframe, ICLEI SEAS and ICLEI Indonesia Office shall, without prejudice to any other right or remedy, be at liberty to forfeit the remaining payment (depending on the remaining tasks) or cancel the contract/work order. ICLEI SEAS and ICLEI Indonesia shall give the contractor seven (7) days to commence the work, forfeit the balance payment depending on the status of work, or cancel the contract/work order.
3. In the event of any occurrences causing delays, the selected consultant shall immediately inform ICLEI SEAS and ICLEI Indonesia Office in writing.

4. In case of a conflict, the consultant and ICLEI Indonesia shall address the concerns through mutual discussions.

5. ICLEI SEAS and ICLEI Indonesia Office shall finalize the audio-video content after due review of the submitted film. The selected consultant will have to incorporate all suggestions, alterations and comments given by ICLEI SEAS and ICLEI Indonesia Office within the timeline, as part of the assignment.

6. All AVP copyrights are reserved to ICLEI SEAS and ICLEI Indonesia Office. Any unauthorized replication and sharing of video or clippings without written consent from ICLEI SEAS and ICLEI Indonesia Office will be subjected to penalties.

**Application**

Interested candidates are requested to apply by sending the following documents through email with the subject “ULEDSII: Audio-Video Outreach Content – [name/organization]” no later than **05.00 p.m. (Jakarta time) on 20 September 2021**, to rika.lumbangaol@iclei.org and adhia.tegar@iclei.org with copy to iclei-indonesia@iclei.org:

1. **Technical Proposal**, shall cover the following points:
   - Expression of interest and confirmation of availability for the service’s duration;
   - Methodology approach for undertaking the current assignment;
   - Detailed work plan (with timeline) to accomplish the task within the service’s duration; and
   - Latest CV

2. **Financial Proposal**, should outline direct cost (professional fee day rate in IDR) and breakdown of indirect costs.

All documents must be under one file name and must be filed as “ULEDSII: Audio-Video Outreach Content – [name/organization]”. Please use English for all communications. Only successful candidates will be contacted.