I. BACKGROUND

The "Sparking active mobility actions for climate-friendly cities" or SPARK Project aims to increase the role of active mobility in building resilient and safe transport systems, contribute to national emission reduction targets, and promote climate-friendly mobility behavior. Two cities in Metro Manila - Pasig City and Quezon City - will demonstrate the potential of reducing GHG emissions through improved capacities, strategies, and policies for active mobility through tactical urbanism and open data. This project is being implemented by ICLEI-Local Governments for Sustainability (ICLEI) and the Institute for Climate and Sustainable Cities (ICSC) with funding support from the German Federal Ministry for Economic Affairs and Climate Action (BMWK) and the German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety, and Consumer Protection (BMUV) through the International Climate Initiative (IKI) Program. Read more about the project [here](#).

ICLEI is looking for a qualified consultant who shall advise and work with the project team and the project cities in conducting baseline walkability and cyclability assessment reports for Pasig City and Quezon City.

II. DURATION AND LOCATION

The project must be carried out within a period of six (6) months from the beginning of March to the end of August 2024.

III. EXPECTED OUTPUT

The consultant is expected to produce qualitative and quantitative baseline
walkability and cyclability assessment reports for Pasig City and Quezon City. These reports shall cover assessments of city, community, and site levels. The consultant shall also produce a tactical urbanism vision and strategies report for both cities based on the results of the assessments.

IV. TASKS

The consultant shall conduct walkability and cyclability assessments for the model communities in Pasig and Quezon City. As part of the project’s approach to understanding cities’ context and engaging with stakeholders, ICLEI’s Sustainable Mobility team developed a walkability and cyclability assessment methodology to establish a baseline for active mobility on three levels (city-level, district-level, and site-level). While the consultant is expected to evaluate data gaps, provide recommendations on how to overcome such data and collect some of the data directly, a project working group in each city will assist in collecting the data needed for the assessment with the coordination of the project’s local partners, ICLEI- Southeast Asia and ICSC.

1. Provide expert feedback on the usability and points for improvement of the walkability and cyclability assessment in the Philippine context.
2. Facilitate a workshop with the cities’ working groups to conduct the walkability and cyclability on the city level and provide expert judgment when data is missing.
3. Perform community and site-level walkability and cyclability assessments for the two model communities of Pasig City and Quezon City. These assessments are expected to entail:
   ○ Desk research on land use and integration of cycling and walking in the current mobility networks in two barangays, complemented by visualizing the assessment result in maps.
   ○ A field audit to assess the existing cycling and walking conditions in two selected sites (one per barangay) using a list of audit points from the project’s assessment methodology.
   ○ Operationalizing and analyzing the results of a street intercept survey (sample size to be determined based on the barangays’ population). A group of volunteers will be recruited to assist in operationalizing the survey under the experts’ guidance.
Facilitating two focus group discussions with the community members to assess preset qualitative parameters as part of the walkability and cyclability assessment.

Deliver a quantitative and qualitative report on the community baseline per each project city along with the datasets and impressions collected.

4. Support the project team in presenting the results of the assessments to partner LGUs.

5. Facilitate an envisioning workshop to identify tactical urbanism vision and strategies for both LGUs.

V. DELIVERABLES AND TIMEFRAME

The consultant(s) shall be expected to submit the following deliverables according to the timeline indicated below. The actual time required for each task may vary based on the specific requirements of the project and the capabilities of the consultant and project team. Adjustments to the timeline due to unforeseen circumstances and external factors can be accommodated and shall be discussed between the consultant and ICLEI. The project team shall also provide on-ground support to the consultant in implementing the tasks and outputs indicated in this ToR.

<table>
<thead>
<tr>
<th>NO</th>
<th>ITEM</th>
<th>INCLUSIVE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data collection and management plan for all levels of baseline walkability and cyclability assessment reports for Pasig City and Quezon City</td>
<td>March to April 2024</td>
</tr>
<tr>
<td>2</td>
<td>Two (2) baseline walkability and cyclability assessment reports for all levels (1 report for each city) for Pasig City and Quezon City including at least one review round.</td>
<td>April to June 2024</td>
</tr>
<tr>
<td>3</td>
<td>Presentation of baseline walkability &amp; cyclability assessment reports to LGUs and model communities</td>
<td>July 2024</td>
</tr>
</tbody>
</table>
## VI. QUALIFICATIONS

- A team of experts or firms with proven expertise in transportation planning, and urban planning; or a local individual consultant with a degree in transportation planning, urban planning, environmental management, or any relevant degree; or a combination of relevant education and experience.
- At least 5 years of proven experience in working with active mobility and/or sustainable urban transportation, particularly in conducting baseline assessments.
- With a solid understanding of the tactical urbanism approach in urban and transport planning.
- Strong facilitation skills for multi-stakeholder dialogues and consultations a mandatory qualification.
- 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 is highly desirable.
- Excellent presentation as well as oral and written communication skills.

## VII. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated against the following criteria:
VIII. REPORTING

The consultant will report directly to the LEDS Manager and Project Officer of the Sparking Active Mobility in Climate-Friendly Cities (SPARK) project in the Philippines. S/he will also be coordinating with the Climate Change and Environmental Sustainability Department of Quezon City and the City Transportation Development and Management Office of Pasig City.

IX. GENERAL TERMS

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

<table>
<thead>
<tr>
<th>NO</th>
<th>ITEM</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data collection and management plan for all levels of baseline walkability and cyclability assessment reports for Pasig City and Quezon City</td>
<td>25%</td>
</tr>
<tr>
<td>2</td>
<td>Baseline walkability and cyclability assessment reports (all levels) for Pasig City and Quezon City</td>
<td>25%</td>
</tr>
<tr>
<td>3</td>
<td>Presentation of baseline walkability &amp;</td>
<td>25%</td>
</tr>
<tr>
<td>Cyclability assessment reports and facilitation of envisioning workshops on tactical urbanism visions and strategies to LGUs and model communities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Tactical urbanism vision and strategies reports for model communities of Pasig City and Quezon City</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submission of the final report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>25%</td>
<td></td>
</tr>
</tbody>
</table>

**X. APPLICATION**

Interested consultants (individual or firm) are requested to apply on or before **08 March 2024** by sending the following documents in English to iclei-sea@iclei.org with the email subject: **SPARK Project Consultancy_Name of Consultant**:

- Expression of Interest and confirmation of availability for the consultancy’s duration
- Technical proposal that shall include implementation approach, methodologies, and detailed work plan, at the minimum.
- Budget proposal that shall include detailed breakdown of professional fees, transport costs, materials, etc.
- Latest CV and project portfolio (for individuals)
- Company profile, portfolio of similar projects, and latest CVs of team members (for firms)

For any queries regarding this Terms of Reference, please contact ICLEI Southeast Asia via the email address above or at (632) 426-0851.