TERMS OF REFERENCE

ICLEI Southeast Asia
Units 3-6 Manila Observatory Building Ateneo de Manila University, Loyola Heights, Quezon City, 1108, Philippines

Consultancy services to support outreach and capacity building for local and regional governments in Malaysia

Issue date: 18 June 2024
Bids due: 02 July 2024

Please indicate interest in submitting a proposal and any queries by 21 June 2024 so that responses may be shared with all bidders. Proposals will still be considered if interest is not indicated, however any further clarifications will not be addressed after 21 June.
TERMS OF REFERENCE
TO SUPPORT THE IMPLEMENTATION OF RENEWABLE ENERGY OUTREACH, CAPACITY BUILDING, AND POLICY SUPPORT IN SELECTED SOUTHEAST ASIAN CITIES

I. BACKGROUND

The RENEW-SEA Project, funded by the Tara Foundation, envisions that subnational governments across Southeast Asia (Indonesia, Malaysia, Thailand) are empowered and actively driving the sustainable energy transition at the subnational level, ideally with robust plans in place to scale up renewable energy and improve energy efficiency, thereby supporting national progress toward net-zero.

ICLEI - Local Governments for Sustainability will work toward this through an initial 12-month project to mobilize and empower subnational governments through technical, capacity, and policy support aimed at accelerating the uptake of renewable energy at the subnational level, providing them with the knowledge, tools, and network needed for successful renewable energy deployment. This goal is pursued to not only address climate change but also to spur sustainable economic development and create a more responsive and informed civic ecosystem, while continuing to develop the competencies of subnational governments, and also exploring relevant enabling measures at the national level. Through strategic partnerships and targeted interventions in the project’s context, we envision a future where local governments actively contribute to the global transition to net-zero emissions.

II. DURATION AND LOCATION

The project must be carried out within a period of ten (10) months from the end of July 2024 to the end of April 2025 in Hang Tuah Jaya, Malaysia.

III. SCOPE OF WORK

The Consultant is expected to deliver the following outputs:

Research/knowledge products/policy briefs
- Support (review/proofread/feedback) on 6 knowledge products accessible in English and/or in Malay.
- Collaborate and support ICLEI’s lead to develop and finalize at least 1 sustainable energy transition national policy brief in English, translated to Malay and in local language.

Direct outreach with local/regional governments in Malaysia
- Lead at least 9 bilateral meetings (virtual or in-person), with the support of ICLEI SEAS, with the Malaysian subnational governments to discuss opportunities and potential for renewable energy scale up
  - Including outreach related to at least 3 Malaysian subnational governments join the 100% Renewables Cities and Regions Network and/or Energy Compact
- Conduct at least 3 interviews with Malaysian subnational government officials or other relevant experts (gather audio, video, or written as appropriate) to share RE/EE ambitions and experiences with a broader audience, increasing visibility & inspiring similar action among other cities/regions.
Capacity building and other event organization/conducting

- Support ICLEI WS's lead with the online regional serious games workshop (outreach, invitations, moderation if needed, etc.)
- Assist ICLEI with organizing 1 energy-themed peer exchange event (online) targeting at least 3 subnational governments in Malaysia, aiming to attract a broader cohort of Malaysia LRGs and peer LRGs from other countries. The peer exchange should enable South-South or North-South cooperation.
- Lead in-person execution of 3 trainings (in person/hybrid/virtual) in Malaysia providing 45 participation spots in all in Malay as needed. The agenda, materials, etc. will be developed in cooperation with ICLEI.
- Collaborate and support ICLEI in the organization and conducting of 1 multilevel dialogue in Malaysia to enhance vertical integration and communication between local/regional and the national government

IV. DELIVERABLES AND TIMEFRAME

The Consultant 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.

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<tr>
<th>No</th>
<th>Item</th>
<th>Inclusive Dates</th>
<th>Format of deliverable</th>
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<tbody>
<tr>
<td>1</td>
<td>Support (review/proofread/feedback) on 6 knowledge products accessible in English and/or in Malay</td>
<td>July 2024 - April 2025</td>
<td>Input/feedback on Word document</td>
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| 2  | Lead at least 9 bilateral meetings (virtual or in-person), with the support of ICLEI SEAS, with the Malaysian subnational governments set up to discuss opportunities and potential for renewable energy scale up  
  - Including outreach related to at least 3 Malaysian subnational governments join the 100% Renewables Cities and Regions Energy Network and/or Energy Compact | July 2024 – April 2025 | - Meeting report (MoM + pictures, recordings if feasible)  
  - Emails detailing outreach for joining the 100RE Energy Compact |
| 3  | Support ICLEI WS's lead with the online regional serious games workshop (outreach, invitations, moderation if needed, etc.) | September - November 2025 | Logistical support (invites, outreach, etc.) |
| 4  | Conduct at least 3 interviews with Malaysian subnational government officials or other relevant experts from project | July 2024 – April 2025 | Recording (audio, video) or written record of interview |
countries (gather audio, video, or written as appropriate) to share RE/EE ambitions and experiences with a broader audience, increasing visibility & inspiring similar action among other cities/regions.

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<td>5</td>
<td>Assist ICLEI with organizing at least 1 energy-themed peer exchange event (online) targeting at least 3 subnational governments in Malaysia, aiming to attract a broader cohort of Malaysia LRGs and peer LRGs from other countries. The peer exchange should enable South-South or North-South cooperation.</td>
<td>August 2024 – February 2025</td>
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<td>Logistical support (invite, outreach)</td>
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<td>6</td>
<td>Lead in-person execution of At least 3 trainings (in person/hybrid/virtual) in Malaysia providing 45 participation spots in all in Malay and English as needed. The agenda, materials, etc. will be developed in cooperation with ICLEI.</td>
<td>September 2024 – February 2025</td>
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<tr>
<td></td>
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<td>Conducting the trainings</td>
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<td>Input/feedback on materials developed by ICLEI</td>
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<td>7</td>
<td>Collaborate and support ICLEI’s lead to develop and finalize at least 1 sustainable energy transition national policy brief in English, translated to Malay and in local language</td>
<td>November 2024 – April 2025</td>
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<td>8</td>
<td>Collaborate and support ICLEI in the organization and conducting of At least 1 multilevel dialogue in Malaysia to enhance vertical integration and communication between local/regional and the national government</td>
<td>February 2025 - March 2025</td>
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<td>Logistical support (invite, outreach)</td>
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V. QUALIFICATIONS

- A degree in renewable energy, environmental management, urban planning, sustainability, public policy, or a related field;
- At least 5 years of proven experience in working in renewable energy projects, ideally with a focus on outreach, policy, and capacity building;
- Prior work with local governments or public sector organizations;
- Experience in stakeholder engagement and community outreach;
- Ability to develop and delivery training programs and workshops;
• Deep understanding of renewable energy systems, technologies, and trends;
• Knowledgeable of local, state, and federal policies related to renewable energy.
• Strong communication skills, both written and verbal;
• Strong facilitation skills for multi-stakeholder dialogues and consultations is 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;
• A resident of Hang Tuah Jaya / Chiang Mai is highly preferred

VI. REPORTING

The Consultant will report directly to the Project Officers of the RENEW Project of the ICLEI SEAS project team. They will also be coordinating with the project liaisons of the local government of Hang Tuah Jaya.

VII. TIMELINES

Submission and delivery timelines are as follows:
• Issue date of the Terms of Reference: 18 June 2024
• Interest in submitting a proposal and any queries: 21 June 2024
• Response to the queries received from interested bidders: 24 June 2024
• Deadline for submission of expression of bids: 02 July 2024 before 17:00 Philippine Standard Time
• Notification to the successful bidder: 25 July 2024

VIII. APPLICATION

Interested consultants are requested to apply by 17:00 Philippine Standard Time on 02 July 2024, 17:00 Philippine Standard Time by sending the following documents in English to iclei-sea@iclei.org with the email subject: RENEW Consultancy_Malaysia_Name of Consultant:

• Expression of interest by 21 June (optional)
• Proposal/bid detailing bidders experience and confirmation of availability for the consultancy’s duration, and proposed consultancy fee
• Latest CV

The applications will be evaluated according to the following criteria:

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<th>Criteria</th>
<th>Weight</th>
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<tbody>
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<td>Understanding of the tasks required</td>
<td>10%</td>
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<tr>
<td>Financial offer</td>
<td>40%</td>
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<tr>
<td>Previous experience working with cities/governments</td>
<td>40%</td>
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<tr>
<td>Availability during the project duration</td>
<td>10%</td>
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For any queries regarding this Terms of Reference, please contact ICLEI Southeast Asia via the email address above or at (632) 426-0851.

IX. ADDITIONAL INFORMATION

Document format:
The final format of knowledge products and reports would be a PDF document in English, and the deliverables will be provided in editable Word/PPT documents for review purposes.

Target audience and end users:
The primary target audience of the activities and outputs are local governments, community groups, and similar organizations.

Source of data:
The development of the knowledge products and other reports will be based on publicly available/accessible data. A comprehensive list of these sources, formatted to ensure transparency and credibility will be provided in the reference section. Those sources may include national and international reports, scientific publications and various resource tools.

Ownership and confidentiality:
Ultimate ownership of the knowledge products rests with ICLEI-Local Governments for Sustainability. However, during the preparation process, no information should be shared publicly or made available online in order to maintain confidentiality and premature dissemination.

Quality assurance and evaluation criteria:
To ensure the quality, accuracy and relevance of the final deliverables, bilateral meetings with ICLEI World Secretariat and ICLEI Southeast Asia Secretariat will be used for clarification, guidance and document development. Timely sharing of deliverables will facilitate a smooth review process and help maintain alignment with expectations.