



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 capacity building for local and regional governments in Malaysia

Issue date: 10 December 2024

Bids due: 03 January 2025

Please indicate interest in submitting a proposal and any queries by 16 December 2025 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 19 December 2024.



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TO SUPPORT THE IMPLEMENTATION OF RENEWABLE ENERGY RESEARCH, OUTREACH AND CAPACITY BUILDING 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 three (3) months from the beginning of February 2025 to the end of April 2025 in Hang Tuah Jaya, Malaysia.

III. SCOPE OF WORK

The Consultant is expected to deliver the following outputs:

- Assist ICLEI with organizing 1 energy-themed peer exchange event (online) targeting at least 3 subnational governments, aiming to attract a broader cohort of local and regional governments (LRGs) and peer LRGs from other countries. The peer exchanges 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 the local language, as needed. The agenda, materials, etc. will be developed in cooperation with ICLEI.
- Collaborate and support ICLEI in the organization and conducting of 1 multi-level dialogue 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.

No	Item	Inclusive Dates	Format of deliverable
1	Assist ICLEI with organizing 1 energy-themed peer exchange event (online) targeting at least 2 subnational governments, aiming to attract a broader cohort of local and regional governments (LRGs) and peer LRGs from other countries. The peer exchange should enable South-South or North-South cooperation.	February – April 2025	<p>Workshop facilitation and moderation</p> <p>Input/feedback on materials developed by ICLEI</p> <p>List of LRG networks to participate in peer-exchanges.</p>
2	Lead in-person execution of 3 trainings (in-person/hybrid/virtual) in Malaysia providing participation spots in the local language, as needed. The agenda, materials, etc. will be developed in cooperation with ICLEI.	February – April 2025	<p>Review and inputs to the capacity building plan prepared by ICLEI.</p> <p>Event facilitation and moderation support</p> <p>Conducting the trainings</p> <p>Input/feedback on materials developed by ICLEI</p>
3	Collaborate and support ICLEI in the organization and conducting of 1 multi-level dialogue to enhance vertical integration and communication between local/regional and the national government.	March – April 2025	<p>Event facilitation and moderation support</p> <p>Input/feedback on materials developed by ICLEI</p>

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 Melaka 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: 10 December 2024
- Interest in submitting a proposal and any queries: 16 December 2024
- Response to the queries received from interested bidders: 19 December 2024
- Deadline for submission of expression of bids: 03 January 2025 before 17:00 Philippine Standard Time
- Notification to the successful bidder: 24 January 2025

VIII. APPLICATION

Interested consultants are requested to apply by **17:00 Philippine Standard Time 03 January 2025, 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 16 December 2024 (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:



Understanding of the tasks required	20%
Financial offer	40%
Previous experience working with cities/governments	15%
Proof of similar work delivered	10%
Availability during the project duration	15%

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.

Consultancy fee:

The consultancy fee for the aforementioned scope of work is a maximum of USD 7,750.