



TERMS OF REFERENCE

ICLEI – Local Governments for Sustainability e.V.
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Bonn 53113

Development of a knowledge product on sustainable energy use in public buildings for local and regional governments

Issue date: 30 January 2026

Bids due: 27 February 2026

Please submit any queries by 13 February 2026, so responses to queries may be shared with all bidders.



1. Background

About ICLEI – Local Governments for Sustainability

ICLEI - Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. With activities in more than 125 countries, we influence sustainability policies and drive local action for circular, equitable, resilient, nature-based and low-carbon development. Our Network, together with a team of experts, works to provide access to knowledge and partnerships and to build capacity for systemic change in urban sustainability.

About the RENEW SEA Project

The [RENEW-SEA project](#), implemented by ICLEI - Local Governments for Sustainability, focuses on empowering local and regional governments (LRGs) and communities in Southeast Asia to accelerate the sustainable energy transition. Its primary goal is to promote renewable energy and energy efficiency in particular by increasing both ambition and capacity for LRGs to scale up implementation. To achieve this, ICLEI works collaboratively with LRGs in Indonesia and Malaysia to enhance their capabilities, foster knowledge exchange, raise awareness, and promote collaboration across various levels of government. Key regions in **Malaysia** include Melaka State and the municipality of Hang Tuah Jaya, while the key region for **Indonesia** is the Special Region of Yogyakarta.

Background for the consultancy work

In its second year, the project aims to provide guidance related to a theme typically under the remit of local governments i.e. **sustainable energy use in buildings, with public buildings being the most relevant starting point**. The project is working under the umbrella concept of 'positive energy buildings' (PEB)---an ambitious goal that includes various measures, such as energy efficiency improvements, digital tools, renewable energy integration, and so on, that together allow buildings to transform into efficient energy consumers as well as providers of renewable energy and flexibility. In order to reach this ambitious goal, certain building blocks must be put in place.

2. Objective and Scope of Work

Under the guidance and supervision of the ICLEI World Secretariat, the objective of this work will be to develop a knowledge product on sustainable energy use in public buildings that examines the applicability of the concept of PEBs to the Southeast Asian region, with a particular emphasis on Malaysia and Indonesia, and serves as a **practical guide to implementation**.

The scope of this work is as follows:

- Development and drafting of **one knowledge product** on sustainable energy use in buildings, of roughly 30-40 pages.
 - An English version must be provided
 - * *If the document can also be provided in a regional language of Southeast Asia (Bahasa Indonesia, Bahasa Malay), it will be considered favorably*
 - In properly formatted DOC and PDF formats
 - The page count is a guideline, not a strict requirement

- It is optional, but strongly recommended, to include infographics and other visual aids to effectively communicate key findings and support the points made in the brief.
- The primary target audience for the Knowledge Product is LRGs, building sector stakeholders, policymakers, and similar organizations in Indonesia and Malaysia.

The knowledge product should explore the following questions to support the needs and objectives of LRGs in developing their strategies.

- *Background/scene-setting* (1-2 pages): An exploration of various building energy-related concepts (e.g. zero-emissions buildings, green buildings, etc.), leading to a clear definition of positive energy buildings, applicable to the Southeast Asian context.
- *One section on Indonesia* (~15 pages), which includes:
 - *Background/scene-setting* (1-2 pages): What is the status of building energy use in Indonesia? What are the guiding/framework policy measures at a national level and at the subnational level (emphasis on Special Region of Yogyakarta) (green buildings, zero-emissions buildings, rooftop solar, etc.)?
 - *Main content* (~10 pages): A 'guidebook' or similar that includes practical implementation measures (policies, planning, processes, and regulatory frameworks, procurement, behavioural changes, etc.) that can support the development of PEBs in buildings in Indonesia (For example, this can include initial building suitability criteria, considerations for renovation vs. new-build, financing options, procurement guidelines, data requirements, etc.)
 - *Main content* (~5 pages): What are some innovative ways of financing PEB solutions (unique business models, public provision of services, public-private partnerships etc.) in public buildings in Indonesia, keeping in mind funding and financing challenges for subnational governments in Malaysia and Indonesia? What practical steps can LRGs take to secure funding for such solutions (e.g. own-source revenue, etc.)?
- *One section on Malaysia* (~15 pages), which includes:
 - *Background/scene-setting* (1-2 pages): What is the status of building energy use in Malaysia? What are the guiding/framework policy measures at a national level and at the subnational level (emphasis on Melaka State) (green buildings, zero-emissions buildings, rooftop solar, etc.)?
 - *Main content* (~10 pages): A 'guidebook' or similar that includes practical implementation measures (policies, planning, processes, and regulatory frameworks, procurement, behavioural changes, etc.) that can support the development of PEBs in buildings in Malaysia (For example, this can include initial building suitability criteria, considerations for renovation vs. new-build, financing options, procurement guidelines, data requirements, etc.)



- Main content (~5 pages): What are some innovative ways of financing PEB solutions (unique business models, public provision of services, public-private partnerships etc.), in public buildings, keeping in mind funding and financing challenges for LRGs in Malaysia? What practical steps can LRGs take to secure funding for such solutions (e.g. own-source revenue, etc.)?
- *Case studies* (1 page each): What are some best practice examples of energy-efficient public buildings and what lessons can LRGs learn from these cases?
 - One case study from Indonesia
 - One case study from Malaysia
 - One international case study
- *Conclusion* (1-2 pages): What are the future prospects for the PEB concept in Southeast Asia more broadly?

A final outline can be determined during discussions between the service provider and ICLEI.

3. Working processes and procedures

The tentative timeline for completion of this work, estimated at a maximum duration of **10 weeks** is outlined below:

- **Week 1:** Kick-off meeting and outline developed in collaboration ICLEI
- **Week 2 - 4:** Research and preparation of first draft
- **Week 5 - 6:** ICLEI receives first draft and provides comments
- **Week 7 - 8:** Consultant reviews feedback and provides updated draft
- **Week 9 - 10:** Final review for minor comments if any; final draft submitted to ICLEI

Source of data:

The development of this knowledge product 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. ICLEI can assist with facilitating interviews (if required).

Ownership and confidentiality:

Ultimate ownership of the knowledge product rests with ICLEI, with due credit given to the service provider. However, during the preparation process, no information should be shared publicly or made available online in order to maintain confidentiality and avoid premature dissemination without prior agreement.

Quality assurance and evaluation criteria:

To ensure the quality, accuracy and relevance of the final deliverable, bilateral meetings with the ICLEI WS 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.

4. Qualifications Required

The service provider(s) should possess the following minimum qualifications:

- a. Graduate degree (at the master's level) in environmental management, engineering, energy policy, energy economics or closely related fields.



- b. Proven experience in analytical work related to buildings and energy policy is strongly desired. Experience providing advisory services to local governments in the region is an asset
- c. Experience in the Southeast Asian region, particularly Malaysia or Indonesia, is preferred.

5. Duration value of the contract

The overall duration of this work will depend on the work proposal submitted, with a maximum term of **10 weeks** after signing the contract. This will be agreed upon between the parties during the signing, as well as any adjustments to products and deadlines. *In the event of delays due to the consultant without a mutual and prior agreement for an extension period, ICLEI reserves the right to impose a penalty of 2% of the total allocated budget for each week of delay.*

The total value of the contract must not exceed USD 5000.

Payments will be made upon delivery of the products, after approval by ICLEI WS:

- 30% of the total budget within 10 days of signing the contract.
- Knowledge product on sustainable energy use in public buildings: 70 % of the total budget within 10 days after final product validation

6. Evaluation criteria

Bids will be evaluated according to the following criteria:

Demonstrated understanding of the ToR and work required to deliver	15%
Detailed methodology	20%
Qualifications and skills of the experts and demonstrated experience of the service provider's team	35%
Detailed budget	20%
Provision of additional language	10%

Service providers may be invited for an interview in case they are shortlisted.

7. Submission Process

Kindly send the following documents to participate in the selection:

- Curriculum Vitae of the key members of the team/consortium - 1 pdf document of up to 2 pages for each person.
- Examples of previous work on related themes (energy, cooling, energy in SEA, etc.), including academic papers, reports, or similar projects (as documents or links to publications)
- Company/organization **registration** document(s) and/ or certificate of incorporation in the main country of operation for companies forming the consortium, if relevant.
- There is no strict format for the proposal document, but it should include:



- ❖ **Work plan and methodology**, indicating the start and end date of each section and the responsible party/team member. Research methods to be included.
- ❖ **Budget proposal**: A detailed budget breakdown must be submitted, indicating hourly/daily rates, the number of hours/days per section of the work, as well as any other costs necessary to fulfill this assignment.

Kindly submit your proposal, budget, and supporting documents to sustainable.energy@iclei.org with the subject line: “RENEW-SEA PEB Knowledge Product”. Please contact the same email in case of any questions.

8. Timelines

Submission timelines are as follows:

- Issue date of the Terms of Reference: **30 January 2026**
- Last date for queries: **13 February 2026**
- Deadline for submission of proposal:
 - **27 February** 11:59 PM (GMT +8) / 10:59 PM (GMT +7) / 5 PM (GMT +1)

NOTE: If you have not heard from ICLEI within 3 months of submitting your application, please assume that either ICLEI has decided not to appoint a service provider for this work, or that your application was unsuccessful.