



## 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 Indonesia**

Issue date: 6 February 2026

Bids due: 6 March 2026

Please indicate interest in submitting a proposal and any queries by 18 February 2026 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 23 February 2025.



## TERMS OF REFERENCE

### TO SUPPORT CAPACITY BUILDING FOR LOCAL AND REGIONAL GOVERNMENTS IN INDONESIA

#### I. BACKGROUND

The RENEW-SEA Project, funded by the Tara Foundation, envisions that subnational governments across Southeast Asia (Indonesia and Malaysia) 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 has implemented the project with focus on 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 year, the project has entered its second phase and continues to empower subnational governments in Malaysia and Indonesia. Through the anchor of 'positive energy buildings' (PEBs) —buildings that can generate more energy than they consume, for export to the grid or other buildings—this next phase will focus on 1) building capacities and knowledge around PEB development (including EE and RE measures), applicable to public buildings, and 2) creating stronger multilevel coordination to push for more enabling national-level frameworks related to PEBs from the bottom up.

#### II. DURATION AND LOCATION

The project must be carried out within a period of three (3) months from April to June 2026. The consultant can be based in any city in Indonesia, however one of the activities will be in-person located in Yogyakarta, Indonesia.

#### III. SCOPE OF WORK

The Consultant is expected to deliver 2 trainings (in-person/hybrid/virtual) with the estimation of 45-80 participation spots in Bahasa. The training agenda, content, and delivery approach will be developed in close cooperation with ICLEI. One of the trainings will be in person/hybrid, while the other will be delivered online.

The training materials are expected to include, but not limited to, presentation slides, case studies and good practices, worksheets, handout/reading materials (if needed), etc. The length of each session will depend on the finalized training materials.

#### 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, the availability of LRGs 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	Number of mandays	Format of deliverable
<b>Deliver</b> 2 trainings (1 in-person/hybrid and 1 virtual) in Indonesia providing 45- 80 participation spots in Bahasa. The agenda, timeline, materials, etc. will be developed in cooperation with ICLEI through regular meetings/lines of communication. Training topics have already been identified and mentioned below.			
1	Co-design 2 trainings (1 in-person/hybrid and 1 virtual) with ICLEI.	3 mandays	Determine agenda and flow of the session.
2	Develop training materials based on the following themes, tailored to the national and subnational context in Indonesia: a. Governance and Energy Management at the Regional and Local Levels b. Monitoring, Reporting, and Implementation of Energy Management for Local Governments	10 mandays	- Review of national and subnational regulations, policies, and existing practices - Module A development - Module B development - Internal review and revision
3	Deliver the following 2 training sessions to local and regional governments. The in-person session will be conducted in Yogyakarta as the project implementation location, using a hybrid format that also invites representatives from local governments within ICLEI's network to participate online.	2 mandays	- Event facilitation, moderation and training delivery - Event documentation

#### V. **QUALIFICATIONS**

- Advanced degree (Master's level or higher) in energy, engineering, public policy, environmental studies, sustainability, or a related field.
- Minimum 5-7 years of relevant professional experience in energy policy, energy management, or sustainable energy projects.
- Demonstrated expertise in energy governance and energy management, particularly at the regional and local government levels.
- Strong understanding of Indonesia's national and subnational energy policy and regulatory framework, and proven experience in monitoring, reporting, and implementation of energy management, especially in the public sector.
- Proven experience in designing and delivering capacity-building or training programs for government stakeholders.
- 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 Yogyakarta is a plus.

## VI. REPORTING

The Consultant will report directly to the Project Officers of the RENEW Project of the ICLEI Indonesia project team.

## VII. TIMELINES

Submission and delivery timelines are as follows:

- Issue date of the Terms of Reference: 6 February 2026
- Interest in submitting a proposal and any queries: 18 February 2026
- Response to the queries received from interested bidders: 23 February 2026
- Deadline for submission of expression of bids: 6 March 2026 before 23:59 Jakarta Standard Time
- Notification to the successful bidder and interview schedule: 13 March 2026.

## VIII. APPLICATION

Interested consultants are requested to apply by **23:59 Jakarta Standard Time on 6 March 2026** by sending the following documents in English to [iclei-indonesia@iclei.org](mailto:iclei-indonesia@iclei.org) with a copy (cc) to [siti.koironah@iclei.org](mailto:siti.koironah@iclei.org). Please use the following email subject: **RENEW Consultancy\_Indonesia\_[Name of Consultant]**:

- Proposal/bid detailing bidders experience (including degrees, work experience, references to similar previous work if any) and confirmation of availability for the consultancy's duration, and proposed consultancy fee.
  - The total financial quote should detail any additional travel costs that the consultant may require for the 2-day in-person training located in Yogyakarta city.
- 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 Indonesia via the email address above or at (021) 25981322.

## IX. ADDITIONAL INFORMATION

### **Document format:**

The final deliverables shall be provided in PPT and PDF formats in Bahasa, while working drafts 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 deliverables will be based on publicly available/accessible data relevant to governance, energy management, and monitoring, reporting, and implementation practices at the regional and local government levels, as well as the consultant's experience and expertise. Relevant sources may be cited where applicable in the deliverables..

### **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 Indonesia 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 scope of work described above shall not exceed USD 5,000.