

Terms of Reference (TOR)
**Synthesizing city climate plans under Accelerating climate action
through the promotion of Urban Low Emission Development
Strategies (Urban-LEDS II) project**

1. Background

ICLEI South Asia is implementing the European Commission funded project on '[Accelerating climate action through the promotion of Urban Low Emission Development Strategies \(Urban-LEDS II\)](#)' in select cities of India and Bangladesh with support from UN-Habitat as an implementing partner. This project, being implemented from 2017 to 2021, aims to reduce greenhouse gas emissions and support implementation of climate actions at local level through the promotion of Urban Low Emission Development Strategies (Urban LEADS) in cities/towns of emerging economies (Brazil, Colombia, India, Indonesia and South Africa) and Least Developed Countries (Bangladesh, Lao PDR and Rwanda).

In South Asia, the Urban-LEDS II project has supported the cities of Thane & Nagpur from India and Rajshahi & Narayanganj from Bangladesh in preparation of climate action plans. The climate action plans respond to the local context and priorities, and enable the cities to address climate change (both adaptation and mitigation in an integrated manner) and promote urban sustainability.

As the Urban-LEDS II programme is nearing completion, it is sought to produce high-quality communication and knowledge content to highlight results and targets of city-scale climate action planning from project cities.

2. Details of the consultancy assignment:

A) Location of the project	Remote (Desk-based)
B) Objective	The objective is to summarize key highlights from city climate action plan documents in the project cities through narrative four-page summaries and convey them in a technically accessible and communicable format.
C) Scope of Work	<p>The assignment should cover at minimum the following core tasks:</p> <ul style="list-style-type: none"> • Review and synthesize climate action plan (CAP) documents prepared by ICLEI South Asia to develop 4 page summary documents. • The summaries should be written in an easily accessible manner and communicable manner to clearly depict key highlights and elements from

	<p>the CAP documents.</p> <ul style="list-style-type: none"> • Elements to be captured and synthesized from the documents are expected to include (but not limited to) – <ul style="list-style-type: none"> ○ Introduction and Methodology ○ City climate profile ○ Climate risk and vulnerability analysis ○ GHG emission inventory ○ Sectoral climate resilience strategies, targets and impacts • All requisite information to be synthesized is included in the city CAP documents, which span about 80-100 pages on average. • The consultant is expected to prepare 4 nos x 4 page summaries in total (one each for Thane & Nagpur (India) and Rajshahi & Narayanganj (Bangladesh)) • Consultant is also expected to deliver visually compelling designs (for digital and print format) of the four CAP summaries. Layout and designing shall be completed within the project timeframe in section E of this ToR. <p><u>Note:</u></p> <ul style="list-style-type: none"> • The envisaged tasks will be undertaken with the guidance of the Urban-LEDS II project managers from ICLEI South Asia. Bidders shall communicate with relevant contact points at ICLEI South Asia in a professional and timely manner on progress and on all inputs needed to complete the assignment within the required timeframe. • Relevant CAP documents for the consultant’s review and synthesis will be shared by the ICLEI South Asia team at the start of the assignment.
<p>D) Intended Audience</p>	<p>The outputs are intended to simultaneously serve as CAP highlight summaries, knowledge sharing and outreach products. The intended audience is primarily for city and state officials and decision-makers, climate change and sustainability practitioners and donor bodies. They will be shared on-line, through knowledge platforms, and at national and international fora.</p> <p>The deliverable outputs will be added to knowledge products on low emission and resilient climate action as part of the Urban-LEDS project. Reference sample of the CAP document is available at the following link:</p>

	City Climate Resilient Action Plan
E) Time Schedule of delivery	<p>This remote desk-based assignment is expected to be completed in 2 weeks (latest by October 22, 2021).</p> <ul style="list-style-type: none"> • Signing of work order of final workplan and summary outline (template) – 1 day from award of contract • Completion and submission of draft versions (soft copies) of two (2) CAP summaries – 5 days from award of contract • Completion and submission of final versions of all four (4) CAP summaries – 2 weeks from award of contract <p>It shall be noted that in any case there is no possibility of timeline extension for this consultancy. In case of incomplete work, the payment will be made on pro rata basis for the tasks completed and the same will be decided by ICLEI South Asia.</p>
F) Payment and delivery schedule	<ul style="list-style-type: none"> • 50% of total work value: On signing of work order and acceptance of outline template for the summaries by ICLEI South Asia • 50% of total work value: On satisfactory completion and acceptance by ICLEI South Asia of final versions (soft copies) of all four (4) CAP four-page summaries
G) Timeline for proposal submission and selection	<ul style="list-style-type: none"> • ToR published – October 4, 2021 • Last date for submission of proposal – October 8, 2021 • Issue of work order to selected consultant – October 10, 2021
H) Contact	<p>For bid submission (soft copy):</p> <p>i) Soumya Chaturvedula, Deputy Director, ICLEI South Asia, Email: soumya.chaturvedula@iclei.org</p> <p>ii) Nikhil Kolsepatil, Senior Manager (Energy & Climate), ICLEI South Asia, Email: nikhil.kolsepatil@iclei.org</p>

	<p>iii) Bhaskar Padigala, Country Representative –Bangladesh, Manager (Energy & Climate), ICLEI South Asia, Email: bhaskar.padigala@iclei.org</p> <p>For any queries: Nikhil Kolsepatil, Senior Manager (Energy & Climate), ICLEI South Asia, Email: nikhil.kolsepatil@iclei.org (+91) – 85859 73062</p>
<p>I) Consultant Credentials</p>	<p>Both independent consultants and firms are welcome to apply. The consultants should ideally have the following expertise and experience:</p> <p>Technical requirements</p> <ul style="list-style-type: none"> a) Proven experience with analysis and communication of climate change projects, including summarization of outcomes, analysis of success factors, and economic, social, and environmental benefits b) Master’s Degree in journalism, environmental studies, or development studies or related field c) Min. 5 years of experience in the areas of climate mitigation, institutional development, sustainable development, environmental planning or a closely related field including demonstrated experience producing writing related to climate change d) Proven excellent English writing and communication skills, particularly in the context of writing to make complex content accessible to all (note: the potential firm/candidate(s) must submit a list of sample articles, blogs and/or publications) e) Demonstrated prior experience of working with EU funded projects, development organizations and think tanks in the energy and climate space will be favorable <p>Financial requirements</p> <ul style="list-style-type: none"> a) The bidder (if a firm) should possess a valid national registration certificate. b) The bidder should be submit VAT registration (if a firm) and up-to-date PAN certificate. c) The bidder (if an individual) should possess valid national identity

	document to prove nationality.
<p>J) Details required in proposal</p>	<p><u>Technical Bid:</u></p> <p>Technical bid shall cover the following points.</p> <ol style="list-style-type: none"> 1. Credentials of organization(s) and or individual 2. Concept proposal (of not more than 2 pages) with methodological approach for undertaking the current assignment. Work plan to accomplish the task within the scheduled project duration. 3. Details of similar previous projects (at least 3) implemented by the organization(s)/individual with documentary proof for the same 4. The consultant shall make an assessment of required support personnel (technical and administrative if any) to undertake the assignment. Consultant should provide time estimates of key personnel in the staffing schedule. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered. 5. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting (if a multi-personnel team). CVs demonstrating qualifications must be submitted. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event. <p><u>Financial Bid:</u></p> <p>Financial bid shall cover the following points.</p> <ol style="list-style-type: none"> 1. Financial bid for the tasks listed in the ToR document. The total cost should include all the expenses for required to complete all the tasks mentioned in this ToR. 2. A financial proposal clearly stating manpower/expert time and costs as may be required, adequately addressing the manpower stated available for the assignment (for writing of content and design), as given in the technical proposal. 3. The Financial bid shall be inclusive of all the costs including taxes associated with the assignment. The financial bid should be prepared in INR. 4. The total amount indicated in the financial bid shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected. 5. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation

	<p>purposes.</p> <p>6. Latest audited financial statement</p> <p><i>Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by ICLEI South Asia. Bidders shall ensure that the technical and price bid documents shall have a sign of the authorized representative/signatory, on the first and last pages at a minimum.</i></p> <p>All Technical and Financial bids should preferably be in English. Bidders are encouraged to visit the weblink with the ToR before submission of bid.</p> <p>Soft copy of the proposal/bid document (technical and financial) should be mailed to ICLEI South Asia on the contact details mentioned in this document no later than 8th October, 2021.</p> <p>Please note:</p> <ul style="list-style-type: none"> a) All or any accessories/consumables/items required for satisfactory commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges b) Bid Validity: All bids submitted shall remain valid for a period of 15 days from the time of submission. Any bids submitted for a lesser duration can be disqualified. c) In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder.
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3. Terms and Conditions:

Deviation from date of completion and timeline	<ul style="list-style-type: none"> a) Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order b) If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 3 days' notice in writing to the contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order. c) In the event of any occurrences causing delay, the bidder shall intimate immediately in writing to ICLEI South Asia.
Conflict	In case of a conflict, the same would be addressed through mutual

Resolution	discussions. In case the conflict cannot be mutually sorted, ICLEI South Asia's decision would be final and binding.
Termination of Contract	In case the expert/consultant is unable to perform as per the expectations of the project team and/or project cities, the contract of the expert/consultant can be terminated based on mutual consent. In case of contract termination, the expert/consultant would be paid on the basis of deliverables completed to the satisfaction of ICLEI South Asia.
Ownership and Copyright	The selected consultants shall understand that as part of the Consultancy, they might be asked to create, modify or contribute to the creation of designs, documentation and other copyrightable works. The Consultant agrees that any and all designs and assignment outputs, including design formats, text, photographs, work-up files, documentation and other copyrightable materials that have been prepared as part of this contract shall be "works made for hire" and that ICLEI South Asia shall own all the copyright rights in such works.