INSTITUTE FOR Sustainable Communities

Technical Partner Consultancy Tender
Climate-Smart, Low-Carbon Cities – City GHG Peaking Roadmap Project
Terms of Reference

Overall Project Background

The Climate-Smart Low Carbon Cities (CSLCC) project is implemented by international organization Institute for Sustainable Communities (ISC) and funded by the US Government (USAID). The project will support four Chinese cities to implement local low-carbon development projects that reduce GHG emissions and serve as replicable examples for cities across China. For each city partner, ISC will partner with a local external organization to deliver a series of capacity building activities, based on the specific scope and needs of the city's project. The capacity building activities will consist of customized training, tailored technical assistance, workshops, coaching, and international study tours ("city exchanges").

City GHG Inventory and Peaking Roadmap Capacity Building Project Description

The City GHG Inventory and Peaking Roadmap Capacity Building Project ("Project"), located in a major coastal city in Northeast China will focus on (1) GHG inventory capacity building for the City and its industrial development zones (IDZs), (2) technical coaching for the city's GHG peaking forecast, (3) technical assistance to develop the city's GHG peaking roadmap, and (4) developing a guidebook for the city's GHG emission peaking target and a peaking action plan. The GHG inventory and peaking forecast will allow the city to drastically reduce GHG emissions and conserve energy consumption by taking carbon-reducing actions in specific areas in coordination with key stakeholders. ISC will provide hands-on support and technical assistance to the pilot city.

By the completion of the Project, ISC will have supported the city to achieve the following:

- Analyze the pilot city's GHG emission characteristics and trends;
- Develop a guide for the pilot city GHG inventory management;
- Develop strategies to promote low carbon development of the pilot city;
- Develop a comprehensive and feasible GHG peaking action plan for the pilot city.

Technical Partner Scope of Work & Requirements

ISC is looking for a qualified technical partner to support the Project. The technical partner will assist ISC in the successful implementation of the Project according to the Project timeframe. The technical partner will serve as the primary technical lead to support all aspects of project implementation, including facilitation of training, delivery of technical assistance, and coordination with ISC on international study tours.

Due to the specific objectives and scope of the Project, ISC is looking for a local technical partner with the following expertise and capacity to serve as an effective coordinator and technical resource for the Project:

- More than five years of experience in city/district sustainable development strategy/action planning
- Familiar with GHG emission baseline calculations
- Experienced in sustainable development capacity building to Chinese cities
- More than five years of experience in data analysis and research
- More than five years of experience in multi-stakeholder engagement projects

Description of Technical Partner Responsibilities

The technical partner will serve as the primary coordinator for all Project activities. The partner will coordinate closely with the ISC Urban Manager (based in Beijing) on an ongoing basis to ensure Project activities and milestones are being achieved in a timely manner. Overall responsibilities of the technical partner include:

1. Identifying key points of contact from the city
2. Conducting initial needs-wants assessment of the city partners

3. Recommending an approach to measuring the GHG emissions baseline and endline of the Project
4. Developing a detailed capacity building plan for the Project
5. Supporting the city to complete a baseline survey
6. Defining GHG reduction targets (for the Project lifetime and five-year projections)
7. Provide technical support to the city in developing the following:
    a. Technical guide for city/IDZs GHG inventory management,
    b. The pilot city GHG emission peaking forecast,
    c. Strategy to reduce the city's GHG emission peak,
    d. Impact assessment of comprehensive measures,
    e. The spatial planning of GHG emission peaking strategy and measures.
8. Delivering coaching and implementation support to the city, including a) executing exchanges with US cities, b) developing tenders and supervising procurement of consultants, c) developing and deploying training materials, as needed.
9. Supporting the city to provide agreed-upon endline data inputs.
10. Developing a guidebook for the city's GHG emission peaking target and a peaking action plan. This guidebook should document the concept, models, tools used and various case studies and lessons learned during the Project lifetime in order to serve as a learning tool for others looking to replicate this same process in their own cities.

Project Timeline

The following timeline is illustrative and subject to change based on the evolving needs of the Project. The technical partner will be expected to develop and submit revised work plans and implementation timelines throughout the duration of the Project to maintain coordination and timely delivery of Project activities. The expected start date is June 2016 with an engagement through to June 2017, when the Project ends.

Task	Timeline													
	2016								2017					
	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Identify key points of contact from the city														
City needs-wants assessment														
Recommend approach to measuring GHG emissions baseline and endline of the Project														
Develop detailed capacity building plan for the Project														
Support the pilot city to complete baseline survey														
Lead the delivery of a package of coaching and implementation support to the pilot city														
Provide technical support to the pilot city														
Support the city to provide agreed endline data inputs														
Develop a guidebook for the city's GHG emission peaking target and a peaking action plan														

Consultancy Deliverables

The Project technical partner will be expected to provide/achieve the deliverables listed below. This list is not exhaustive and is subject to change based on the evolving support needs of the Project and priorities of the ISC Urban Manager:

- Monthly coordination calls
- Submission of monthly progress updates

- Documentation of Project activities (trainings, coaching sessions, workshops) based on ISC requirements
- Needs-wants assessment report
- Written proposal for GHG emissions baseline methodology
- Written capacity building/technical assistance plan
- Terms of reference, scope of work, and bid analysis for procurement of all external contractors per ISC requirements
- Original training materials on technical topics as needed
- Pilot city GHG emission inventory guide
- Pilot city GHG emission peaking forecast
- Strategy to reduce the GHG emissions peak
- Impact assessment of comprehensive measures
- Spatial planning of GHG emission peaking strategy and measures
- Development of a guidebook for the city's GHG emission peaking target and a peaking action plan (as per the Description of Technical Partner Responsibilities section**)**
- Detailed financial reporting on all direct events / activities / materials expenses
- Others, as defined by ISC

Application Process

To apply for this consultancy, please submit a CV, statement of qualifications, and detailed proposal and budget to Geng Yu at ygeng@iscchina.org by 3 June, 2016.