INSTITUTE FOR Sustainable Communities

Technical Partner Consultancy Tender
Climate-Smart, Low-Carbon Cities – City Demand-Side Energy Planning 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 Demand-Side Energy Planning Project Description

The City Demand-Side Energy Planning Project ("Project") is a potential project in Chenggong district, Kunming which will focus on developing an energy planning system for the city. The energy planning system will allow the city to drastically reduce its GHG emissions and conserve energy consumption by providing incentives for energy consumers to use less energy during peak hours. ISC will provide hands-on support and technical assistance to the city to develop a demand-side energy planning system.

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

- Analyze the city's future energy utilization;
- Analyze features of key users' energy consumption;
- Identify potential local resources available;
- Conduct demand-side energy planning and feasible policies

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 comprehensive energy planning and energy efficiency
- Familiar with GHG emission baseline calculations
- Experienced in sustainable development technical assistance to Chinese cities
- More than five years of experience in data analysis and scientific research
- More than five years of experience in city sustainable development policy research or action planning

Description of Technical Partner Responsibilities

The technical partner will serve as the primary coordinator for all Project activities. The partner will coordinate closely with 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 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. 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.
8. Supporting the city to provide agreed endline data inputs

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 city to complete baseline survey														
Lead the delivery of a package of coaching and implementation support to the city														
Support the city to provide agreed endline data inputs														

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 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
- Detailed financial reporting on all direct events / activity / 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 June 3, 2016.