

Technical Partner Consultancy Tender Climate-Smart, Low-Carbon Cities – CZTCityCluster Low Carbon Action PlanProject 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").

CZTCityCluster Low Carbon Action Plan Project Description

The CZTCity Cluster Low Carbon Action Plan Project ("Project") will focus on developing alow carbon action plan for the CZT city cluster (Changshao city, Zhuzhou city, Xiangtan city) located inHunan Province. The low carbon action plan will allow the city cluster to drastically reduce GHG emissions and conserve energy consumption by taking carbon-reducing actions in specific areas in coordination withkey stakeholders. ISC will provide hands-on support and technical assistance to the city cluster to develop the low carbon action plan.

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

- Analyze the city cluster'sGHG emission characteristics and trends;
- Analyze the city cluster'slow carbon development challenges and potential
- Develop strategies to promote low carbon developmentwithin the city cluster;
- Formulate multi-stakeholder engagement strategiesfor taking low-carbon actions;
- Develop a comprehensive and feasible city cluster low carbon action plan.

Technical Partner Scope of Work & Requirements

ISCis 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 developmentstrategy/action planning
- Familiar with GHG emission baseline calculations
- Experienced in sustainable developmentcapacity building to Chinese cities
- More than five years of experience indata 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. Identifyingkey points of contact from the city cluster
- 2. Conducting initial needs-wants assessment of the city partners

- 3. Recommendingan approach to measuring the GHG emissions baseline and endline of the Project
- 4. Developinga detailed capacity building plan for the Project
- 5. Supporting the city cluster 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 cluster in developing the following:
 - a. Annual GHG inventory development and management,
 - b. GHG emission peaking forecast,
 - c. GHG emission peak roadmapstudy,
 - d. Action plan to reduce the GHG emission peak,
 - e. Impact assessment of comprehensive low carbon actions,
 - f. The spatial planning of low carbon actions,
 - g. Capacity building to city cluster officials.
- 8. Delivering coaching and implementation support to the city cluster, 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 citycluster to provide agreed-upon endline data inputs.
- 10. Developinga guidebook for the citycluster'sGHG emission peaking target and peaking action plan. Thisguidebookshoulddocumentthe concept, models, tools usedandvariouscase studiesandlessonslearnedduring the Project lifetime in order to serve as a learning tool forotherslookingtoreplicatethissameprocess in theirowncities.

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						
	М	J	J	Α	S	0	Ν	D	J	F	Μ	Α	Μ	J	
Identify key points of contact from the city cluster															
Citycluster needs-wants assessment															
Recommend approach to measuring GHG emissions															
baseline and endline of theProject															
Develop detailed capacity building plan for the Project															
Support city cluster to complete baseline survey															
Lead the delivery of a package of coaching and															
implementation support to the city cluster		-										_			
Provide technical support to the city cluster															
Support the city cluster to provide agreed endline data															
inputs															
Develop a guidebook for the citycluster'sGHG emission															
peaking target and a peaking action plan															

Consultancy Deliverables

The Hunan City Cluster 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 assistant 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
- City cluster GHG emission peaking forecast
- City cluster GHG emission peaking roadmap
- Action plan to reduce the GHG emission peak
- Impact assessment of comprehensive low carbon actions
- The spatial planning of low carbon actions
- A guidebook for the city cluster's GHG emission peaking target and peaking action plan(as per the Description of Technical Partner Responsibilities section)
- 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 <u>ygeng@iscchina.org</u> by June 6, 2016.