

**Terms of Reference**

**for a local consultancy to support implementation Connective Cities second learning process in Sustainable Urban Energy Planning in Southeast Europe (SEE)**

**in the context of the GIZ-Project**

**“Connective Cities – The Community of Practice for Sustainable Urban Development”**

**PN: 19.6253.9-001.02**

<b>Senior Project Director:</b>	Ms. Ricarda Meissner
<b>Regional Coordinator:</b>	Mr. Irakli Samkharadze
<b>Location:</b>	Tbilisi, Georgia
<b>Languages Required:</b>	English
<b>Expected timeline:</b>	September 2021 – May 2022

## 1. Background

Connective Cities - the International Community of Practice for Sustainable Urban Development (CC) is a multi-stakeholder project between the German Association of Cities, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Engagement Global/Service Agency Communities in One World (SKEW) commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ).

The Project supports cities and municipalities in Germany as well as in the world regions Sub-Saharan Africa, Latin America, Asia, South East Europe/South Caucasus and North Africa/Middle East in their mutual learning and development of innovative projects for sustainable urban development, especially in the areas of Good Urban Governance, Integrated Urban Development, Local Economic Development and Municipal Services.

The project is designed in response to the world's growing population, an unprecedented scale of urbanisation and climate change that are contributing significantly to the fact that municipalities around the world are facing new challenges in urban development. Dealing with these challenges is central to the implementation of Agenda 2030 with its global Sustainable Development Goals (SDGs) and the associated global target systems (Paris Climate Agreement, New Urban Agenda, Sendai Framework for Disaster Risk Reduction).

With dialogue and learning formats, the Cities Platform aims to mobilise German and international know-how in the field of urban development and to

- provide a portal for the dissemination and exchange of experiences with practical relevance
- identify and network relevant actors in developing, emerging and industrialised countries
- promote and support specialised and regional working groups
- facilitate the exchange of information through international conferences, training courses and study tours
- offer support in the development of innovative projects
- offer assistance in finding funding for the implementation of project ideas
- evaluate new project approaches and thereby help to utilise the experience and expertise gained in the learning process.

## 2. Context

In May 2021, Connective Cities has launched the second learning process in the field of Sustainable Urban Energy Planning learning process in Southeast Europe (SEE). As a coal-dependent net energy importers' region, SEE faces a challenging energy transition addressing three overarching objectives: energy security, environmental protection, and competitiveness. The region as a whole urgently needs to modernise its energy systems and infrastructure, which is degraded and sparse in places. The situation is equally critical in Western Balkans (WB) and the EU's Eastern Partnership (EaP) countries. The high inefficiency is due to several reasons: poorly maintained infrastructure in need of revamping, severe energy losses in distribution and transmission, and inefficient end-use, especially in buildings. Rapid urbanisation leads up to the heavy energy demand in cities with the predicted consumption to rise from 60 % to 73 % of worldwide towards 2030. Therefore, modern day cities should build on robust understanding of urban energy systems, improve sustainable energy planning and find new adaptive solutions to increased demand strengthening energy efficiency standards and low-carbon renewable sources.

Against this background, Connective Cities has organized the Dialogue Event as an opener of the learning process. More than 60 urban practitioners from 30 municipalities within 9 countries of Southeast Europe, gathered to discuss major opportunities and challenges convoked by the shift towards greener energy consumption around the world. As major countries of the world come out with bold statements of reaching climate neutrality by 2050, all of us need to keep up the pace and start acting on the promised shift. The Dialogue event held during the week of 17-21 May focused on discussions of energy efficient solutions, innovative renewable energy sources as well as on getting some new insights into the EU Green Deal. This event offered a virtual platform to discuss the project ideas presented by the municipalities to support developing locally adapted solutions for climate challenges, specifically those related to energy efficiency and renewable energy sources. During these 5 days of asynchronous and synchronous digital meetings participants listened to inspiring Keynote presentations from leading European scientists, shared insights with peers and push development the local project proposals.

The next step is the Project Workshop, which will focus on a limited number of project ideas from the most active cities who will come together in one virtual or location and elaborate on the project ideas in more substantive terms. In this step each city will be represented by a small team of 3-4 participants from different units or segments of the local urban community to “energise” the idea and put it onto a

sound basis in regard to its concept, goals, outputs, needs for support and implementation process.

Once the project idea has become very concrete, a follow-up activity such as *expert assignments* to the individual cities that want to implement the project idea can be organised to add more know-how to the proposal and to provide advice to local stakeholders involved on a wider scale. Eventually, advice on how to access appropriate *sources of funding* such as international foundations, development banks or development funds shall be provided once the project proposal is sufficiently mature to qualify for funding from third parties. On a demand-basis, also *virtual support* by means of thematic webinars, Q&A sessions or workshops can be offered by Connective Cities to support the local planning processes more permanently.

### 3. Objective

Under direct supervision of 'Connective Cities - the International Community of Practice for Sustainable Urban Development', the objective of this assignment is to support the project team in the implementation of the Connective Cities second learning process and carry out the specific tasks followed by the Dialogue Event. The detailed tasks description includes:

- 1) Support organization and moderation of the Planning Workshop including the elaboration of the thematic concept, agenda, facilitation/moderation of the workshop and documentation of the key results;
- 2) Support organization technically and logistically the expert missions as well as other follow up activities on demand-basis;
- 3) Facilitate the participatory city administrations in developing the concrete project proposals including financial advisory;

Linkages with the like-minded stakeholders and initiatives in the European Union and Germany is highly recommended especially in the aftermath of the EU's Green Deal and green recovery processes deeply embedded into the sustainable urban development strategies. Synergies with ongoing Connective Cities activities in SEE (incl. so-called COVID-package) is also highly recommended.

The countries of focus cover: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Kosovo, North Macedonia, Moldova, Montenegro, Serbia, Ukraine. The contractor is expected to identify and establish the connection with cities in the region for benchmarking.

The consultancy provided by the respective service provider will complete the following tasks:

<b>support implementation Connective Cities learning process in Sustainable Urban Energy Planning</b>	
Tasks	Timeline
1. Familiarise with the Connective Cities' objectives, themes and services.	September 2021
2. Familiarise with the current knowledge-exchange activities and Dialogue Event results of Connective Cities at municipal level in SEE.	September 2021
3. Familiarise with participating municipalities, their settings, challenges and needs.	September 2021
4. In close cooperation with the Connective Cities team, identify the participatory cities at the Planning Workshop and support organization of the event: a) Support definition the substantive concept of the workshop; b) Prepare the methodology and agenda of the workshop; c) Elaborate detailed moderation script by following the Connective Cities' methodical framework and coordinate with the project team (based in Bonn, Germany) in line with Connective Cities digital platforms developed as of COVID-19 crises. Emphasis on climate resilience and gender sensitivity is highly desired; 4) Assist the project team in technical and logistical details of the incoming Planning Workshop.	September-October 2021
5. Support organization the Planning Workshop fully online or in hybrid format dependent on the epidemiological situation in the region: a) Deliver moderation and co-facilitation of the event; b) Support mobilizing keynote speakers and respective experts.	October 2021
6. Documentation of the virtual (hybrid) event, preparation of short narratives of the identified project proposals and the recommendations by the consultant for future steps to be undertaken by the Connective Cities SEE team.	December 2021
7. Support follow up activities based on the results adopted during the Planning Workshop: a) Organization of the expert missions participated by the German experts mobilized by German Association of Cities; b) Deliver the	December 2021 – May 2022

financial advisory on the developed project proposals from the participatory city administrations; c) support facilitation project proposals developed by the municipalities	
8. Finalizing the activities and submitting the final deliverables	May 2022

GIZ shall hire the contractor from 15.09.2021 until 31.05.2022

#### 4. Reports/deliverables and timeframe

##### *Deliverables*

*The hired consultant/s will provide:*

1. An initial report of the activities including the Planning Workshop concept paper (4-5 pages), infographics as well as the workshop agenda and moderation script;
2. An initial report of recommendations, setting and circumstances to project ideas from municipalities with potential to develop proposals (2-3 pages);
3. Preparation of virtual Planning Workshop as well as the follow up activities along the guidelines of Connective Cities including the own ideas on the CC platform in close cooperation with the team of CC and the Technical support team;
4. Professional moderation and co-facilitation of the Connective Cities Planning Workshop in the region SEE;
5. Professional moderation and co-facilitation of the Connective Cities expert missions participated by the German municipal experts;
5. Detailed description of the project proposals prepared by the participatory municipalities including the number of recommendations of the potential implementation of the projects, including list of needed expertise;
6. A summary report that includes a documentation of the process, short narratives of the key results and the recommendations by the consultant for future steps and follow up activities to be undertaken by the project;
7. A succinct PowerPoint presentation outlining key results of the assignment.

The interim payment will be released upon the submission of the deliverable 1 and completion of deliverables 4 and 5. The assessment of the completed activities by the

company will be conducted according to the analysis of submitted initial *report* and *preparation & moderation of the Planning Workshop*.

The report and the presentation shall be delivered no later than 7 days after the end of the contract.

*Timeline of Deliverables*

<b>Key Milestones</b>	<b>Due date</b>
<b>1. Assignment starts</b>	15 September 2021
2. Introduction to Connective Cities & planning with the Regional Coordinator	15 September 2021
3. Conduct interviews with the municipalities, study the project ideas and identify the key stakeholders and potential financiers	15 October 2021
4. Final debriefing to the Regional Coordinator	15 October September 2021
5. Arrangement of the Planning Workshop as per described above	30 October 2021
<b>6. Preparation, Concept and moderation of the Planning Workshop</b>	30 October 2021
7. Identify the next steps and come up concrete recommendations on follow up activities	30 December 2021
8. Support planning and implementation the follow up activities based on the Planning Workshop (e.g. project proposals fine-tuning, expert missions, financial advisory etc.)	15 May 2022
<b>9. Final report of the assignment</b>	31 May 2022

All deliverables shall be prepared in English and sent (by e-mail) to Connective Cities regional office in Tbilisi: Mr. Irakli Samkharadze ([irakli.samkharadze@giz.de](mailto:irakli.samkharadze@giz.de)) and to Ms. Elene Samukashvili ([elene.samukashvili@giz.de](mailto:elene.samukashvili@giz.de)).

## 5. Working Modalities

- The consultants (or expert/s in the hired company) will work in close coordination with Connective Cities Regional Network Coordinator SEE;
- Overall supervision for the assignment is provided by the Senior Project Manager (Ms. Ricarda Meissner) with the engagement of Regional Network Coordinator (Mr. Irakli Samkharadze);
- In addition, the consultant will work in close coordination with other national and international stakeholders as s/he might deem necessary and useful for an effective implementation of the assignment. The Regional Coordinator/GIZ will provide support identifying relevant stakeholders and will provide all relevant available documents.

## 6. Consultancy qualifications

### Personnel deployment

- *Team leader*: a total of 30 expert days (partly virtual work, partly on site in mobilized cities)
- *Short-term expert*: a total of 30 expert days per each expert (partly virtual work, partly on site in mobilized cities)
- *Junior expert*: a total of 30 expert days per each expert (partly virtual work, partly on site in mobilized cities) (predominantly Tbilisi))  
Given that the pandemic situation is not that promising so far, it is presumed that most of the work will be delivered online.
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### Personnel qualification

The consultants (or expert/s in hired company) working for this assignment, will have to qualify the following qualifications:

- At least a master's degree and related work experience in the region for the positions of Team leader and Short-term expert. A Bachelor's degree can be acceptable for the position of Junior expert.
- Proven experience in urban planning, public policy and administration, municipal service delivery or similar.
- Proven experience in delivering the similar service within the framework of international development cooperation and capacity building activities
- Proven experience of project proposal development of various scales and topics
- Proven experience in the content-related planning and moderation of interactive workshops related to issues of sustainable urban development



- Highly skilled in participatory moderation methods and techniques of peer-to-peer learning
- Demonstrated involvement in processes of transfer of know-how among urban development practitioners
- Familiarity with international, regional agenda for sustainable urban development and green energy
- Proven experience in regional networking among cities
- Existing personal working-level contacts to urban municipal professionals who work on issues of sustainable urban energy

**Language skills:** Excellent knowledge of English (working language). It is highly recommended that one of the expert pool members has got full-working capacity in Russian. Previous work experience within the region or/and Connective Cities is an asset.

## 7. Required documentations and attachments

### Application/Technical proposal:

- Letter of expression of interest (English)
- Application/Technical proposal (English)
- CV/s of the respective consultants or proposed experts (English)
- Copy of the relevant university diploma/s and any additional documentation proofing the suitability to the ToR.

### Financial proposal shall contain the following information:

#	Category	Unit	Unit quantity	Unit price (GEL)	Total Price (GEL)	Definition
<b>1</b>	<b>Fee</b>					
1.1	Team leader	[Per man-day]				
1.2	Short term expert	[Per man-day]				
1.3	Junior expert	[Per man-day]				
	...					
	<b>Total</b>					
<b>2</b>	<b>Other costs</b>					
2.1						
2.2	...					
	<b>Total</b>					
	<b>Grand total</b>					

Fee rate of experts assigned should cover all personnel costs, including ancillary personnel costs; backstopping, communication and reporting costs; and all overheads, profit, interest, risks, etc. (As indicated in the Article 10.2 General Terms of Contract/ Annex.4)