

Terms of Reference

for a local consultancy to undertake an analysis on the stakeholder mapping for sustainable urban development in selected countries in South East Europe Region

in the context of the GIZ-Project

‘Connective Cities – The Community of Practice for Sustainable Urban Development’

Expected timeline

25 November 2019 – 15 January 2020

1. Background

Connective Cities - the International Community of Practice for Sustainable Urban Development 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).

2. Context

South East Europe is one the world regions heavily impacted by the rapid urbanisation. Most of the countries in the region continue to face challenges arising from its dual transition from a planned to a market economy and from a rural to an urban economy. This transition is often accompanied by an economic decline and increased regional disparities coupled with environmental and demographic changes. In response to that, some cities and municipalities in the region have

joined the EU Covenant of Mayors committing themselves to take measures to implement EU climate and energy objectives in their local constituencies. However, the signatory cities often struggle with accomplishing their pledges and promoting reduction of targeted national and subnational emission levels.

The core problem lies in inadequate preparedness of local urban practitioners to develop locally adapted solutions to these new challenges. On the other hand, there are already cities with significant experience in developing successful possible options that can offer their knowledge and skills. In exchange with each other there is a high potential to learn from the peers and develop jointly appropriate solutions for current challenges.

Against this background, Connective Cities promotes the exchange of municipal expertise in South East Europe and mediates between supply of and demand for practical experience by mobilising urban practitioners to share their know-how. The project seeks to build a network of urban practitioners, which will provide a systematic access to practice-oriented solutions for sustainable urban development by facilitating change and providing mutual support.

3. Objective

Under direct supervision of 'Connective Cities - the International Community of Practice for Sustainable Urban Development', the objective of this assignment is to perform country profiling, categorize the ongoing regional activities and map the stakeholders relevant for Connective Cities' objectives in selected countries in South East European Region.

The countries of focus cover: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kosovo, North Macedonia, Moldova, Montenegro, Serbia, Ukraine.

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

I. Elaboration of analysis on stakeholder mapping for sustainable urban development in selected countries	
Tasks	Timeline
1. Familiarise him/herself with the Connective Cities' objectives, themes and services.	November 2019
2. Map stakeholders from politics, administration, business, science and civil society and get contacts of key persons. The Stakeholders to be identified are expected to support the network by means of providing access to urban practitioners interested to become a member of the	December 2019

network (Community of Practice) and by contributing own resources to support networking activities which will be facilitated by Connective Cities. The practitioners could be institutions (e.g. municipalities and/or their associations) or urban networks that share objectives with the project.	
3. Contact the stakeholders and introduce Connective Cities. This will be done through formal interviews along a guideline elaborated by the consultant which considers among others, the interests, expectations, thematic preferences, possible contributions, reasons for (not) participating, as well as further recommendations.	December 2019

II. Provide advice to Connective Cities team on stakeholder mapping for the implementation of the Project	
1. Based on performed analysis provide recommendations on how to best build awareness of Connective Cities among stakeholders	January 2020
2. Provide strategic and thematic advice regarding the focus areas for envisaged learning processes under the overarching topic: 'Integrated Urban Development' and 'Renewable Energy/Energy Efficiency'. Other topics relevant for the region may be suggested as well.	January 2020
3. Provide recommendations on how to set up an institutional structure for the implementation of the project in the region.	January 2020

4. Reports/deliverables and timeframe

Deliverables

The hired consultant will provide:

1. A final report including all work results, recommendations, feedback/comments from the target group and indication on the any areas requiring attention or action from the project;
2. An excel sheet with names and contact information of people per country being highly relevant for the implementation of the project;
3. A succinct PowerPoint presentation outlining key results of the work progress;

4. Participation in up to one stakeholder meeting¹ to present and discuss developed recommendations and options.

Timeline of Deliverables

Key Milestones	Due date
1. Assignment starts	25 November 2019
2. Introduction to Connective Cities & planning with the Regional Coordinator	30 November 2019
3. Desk review of the region and identification of key stakeholders	10 December 2019
4. Stakeholder mapping and engagement	30 December 2019
5. Submission of deliverables	15 January 2020
6. Participation in up to one stakeholder meeting	10 December 2019
7. A succinct PowerPoint presentation outlining key results of the work progress	5 January 2020
8. An Excel sheet with names and contact information of people	10 January 2020
9. Final report of the assignment	15 January 2020

All deliverables shall be prepared in English and sent (by e-mail) to Mr. Irakli Samkharadze (irakli.samkharadze@giz.de), Connective Cities Regional Coordinator.

¹ The consultant might be requested to participate in the Introductory event of the Connective Cities taking place in the first week of December in Tbilisi, Georgia.

5. Working Modalities

- The consultant will work in close coordination with Connective Cities Regional Network Coordinator South East Europe;
- Overall supervision for the assignment is provided by the Senior Project Manager with the engagement of Mr. Irakli Samkharadze (Regional Network Coordinator);
- 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. Number of working days

It is expected that the work will be carried out in up to 16 consultancy days within the period of **25 November 2019 – 15 January 2020**.

7. Consultancy qualifications

The consultant working for this assignment, will have to qualify the following qualifications:

- At least a master's degree and work experience in the region;
- Proven experience in urban planning, public policy and administration and municipal service delivery.
- Proven experience in delivering the similar service within the framework of international development cooperation and capacity building activities

Language skills: Excellent knowledge of English (working language). The language/s of the countries in the region is an asset.

The expert qualification will be evaluated on the basis of the competence and references for the task assigned to her/him.

The Service Provider/Consultant may be a natural person.