TERMS OF REFERENCE

Junior Expert to develop guidance and recommendations on “Working effectively with local stakeholders using available data for climate and energy action”

19 November 2020

1. Background

ICLEI—Local Governments for Sustainability e.V., World Secretariat, supports local and regional governments to tackle climate change, mobilizing local climate action with the ambition to remain well below the 2 degrees Celsius (°C) goal of the Paris Agreement.

The ICLEI network of 26 offices addresses the Low Emission Development and Resilient Development pathways, with ICLEI also a founding partner of the Global Covenant of Mayors for Climate & Energy (GCoM). ICLEI provides an online Solutions Gateway with solutions and case studies addressing subnational governments committed to tackling climate change. To support cities and towns committed to climate action, the GCoM and those engaged the Urban-LEDS II project (a GCoM implementation project), ICLEI offers guidance on numerous topics. It is supporting selected local governments and cities with reporting of targets, action plans, greenhouse gas (GHG) inventories and Risk & Vulnerability Assessments (CRVAs), as well as actions. An open issue is to engage local stakeholders more effectively in this work, to ensure inclusivity and coordination within the community.

The ICLEI World Secretariat manages the carbonn Climate Registry (cCR), the global reporting platform for cities, towns and regions tackling climate change, which is a recognised reporting platform for the GCoM. Further, ICLEI World Secretariat is responsible for technical expertise and conducting data validation of reported data, checking for completeness, correctness and identifying possible areas for improving data quality.

2. Scope of work

The consultant will address the following:

The development of a written Solution (guidance) using the template provided by ICLEI, to be added to the online Solutions Gateway, addressing effective engagement of local governments with local stakeholders to jointly tackle climate change and use local renewable energy, with a focus on:

- How to identify key local stakeholders and potential synergies / mutual interest;
- How to empower local community stakeholders to engage in climate action, and embed their approach in the city’s climate action plan.
- How to enable and institutionalize channels of communication and coordination with local stakeholders;
• How to collect and update of climate data to support the development of, e.g. GHG emissions, electricity consumption, water consumption, installed capacity of Renewable Energy (e.g. community energy projects), citizen commitments, working with local stakeholders;

Note: A solution is a potential measure for consideration, outlining the enabling and multiplying factors and likely outcomes. This solution will be developed through the collection of best practice case scenarios and well documented experiences which will need to be consolidated through desk research.

The main outcome will be explicit guidance on how to overcome barriers limiting the points described above and will highlight the key pillars to implement this.

3. Expertise and Experience for Assignment
ICLEI seeks an entry level professional with experience and interest in desk research on climate and energy policy and stakeholder engagement.

General skills and essential experience needed for this assignment include:
• Excellent written and spoken communications skills in English
• Analytical thinking and analysis, with a view to validate data and query incomplete or incorrect data
• Experience in desk research
• Experience in writing scientific papers
• Proven experience in Microsoft Word
• Previous experience in working with a city network or similar organization

5. Finances and Budget
The total available budget for this three months assignment is estimated at 950 Euro. An invoice should be presented upon conclusion of the work, together with a brief report on delivery.

6. Conditions
• The short assignment is to be completed at the latest within 2 months, by February 2021.
• The consultant will closely coordinate with and report to the project manager, Cesar Carreño, leading ICLEI’s Climate Data team at the ICLEI World Secretariat.
• All documents, reports and other materials used in the revision process are property of ICLEI and will be shared through the online Solutions Gateway.
• The consultant shall not pass on to any third party any data, documents, reports or other materials prepared or obtained during the assignment.

7. Application
Interested individuals should apply as soon as possible, due to the immediacy of deliverables deadline, but are requested to apply before 27.11.2020 (Friday CoB). Individuals should send the following documents to Mr. Cesar Carreño via cesar.carreno@iclei.org:
• Expression of interest, and confirmation of availability for the work duration
• Latest CV with qualifications and relevant experience.

8. Payment
ICLEI WS will pay the provider up to 950 Euro, upon receiving an invoice.