



TERMS OF REFERENCE

ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY

ICLEI seeks to appoint professional service provider(s) to provide training on use of the Low Emissions Analysis Platform (LEAP) to local government officials in Argentina, Indonesia and Kenya under the 100% Renewables Cities and Regions Roadmap project

Issue date: 01 August 2022

Bids due: 01 September 2022

Email bids and technical queries to

Ms. Kanak Gokarn at kanak.gokarn@iclei.org

and copy Mr. Rohit Sen at rohit.sen@iclei.org

Please indicate interest for submitting a bid and queries by **22 August 2022**, so responses to queries may be shared with all bidders.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not receive the responses to questions that other bidders may have received.

ICLEI - Local Governments for Sustainability reserves the right not to appoint a service provider in relation to this Terms of Reference.



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1. Background

The **100% Renewables Cities & Regions Roadmap project** (or 100% RE) project, funded by the International Climate Initiative (IKI) of the German Federal Ministry for Economic Affairs and Climate Action (BMWK) is a global initiative supporting national and local level governments to promote the transition towards 100% renewable energy strategies in Kenya, Indonesia and Argentina. The 100% RE project works with cities (counties in Kenya's context) and regions in these focus countries to build a path for cities to develop and implement renewable energy projects, through the assessment of local renewable energy potential and project concepts, as well as the development of financeable projects.

The activities of the 100%RE project are centered around each of the following work packages: 1) multi-stakeholder engagements at the national level, 2) select and empower local governments and key stakeholders, 3) develop strategies and action plans for Renewable Energy transition; 4) provide technical expertise to support the development of priority projects into financeable projects, and 5) consolidating methodologies, guidance and resources with dissemination.

By working with the national government and relevant sub-national authorities in the project countries over a period of 3.5 years, ICLEI is assisting with the development of policies and action plans, including developing a roadmap for renewable energy implementation and moving priority renewable energy project proposals towards bankability.

As such, the deep-dive cities/regions in the three project countries (Kisumu County, Kenya; Avellaneda, Argentina; West Nusa Tenggara, Indonesia) will receive focused attention; particularly on capacity building, development of a roadmap to identify pathways for expanding their renewable energy generation, and promotion of renewable energy policies and related strategies; with the goal of meeting all local energy demand across all end-use sectors through renewables by 2050. Other 'network cities/regions' in the project countries will benefit from the deep-dive city/region via experience sharing, capacity building, peer-learning, policy dialogues and recommendations.

Through a capacity needs assessment that was conducted with the deep dive cities/regions, **the need to learn how to use and apply the LEAP (Low Emissions Analysis Platform) modelling software was expressed by the sub-national and national government representatives in the project countries.** LEAP, shorthand for the **Low Emissions Analysis Platform**, is a powerful, versatile software system for integrated energy planning and climate change mitigation assessment. Developed at SEI US, LEAP (originally the Long-range Energy Alternatives Planning system) continues to evolve and improve. In





2020 LEAP underwent an upgrade, adding an integrated benefits calculator to better understand the benefits of reducing these emissions¹.

2. Training objectives and deliverables

a) Objectives:

The objective of this assignment is to develop and deliver a **tailored training program** on the use and hands-on application of the LEAP software to project city/region representatives in Argentina, Indonesia and Kenya (3 cities per country). This training will serve as direct support for the elaboration of each city's renewable energy transition via the 100% renewable energy roadmap development, and therefore, must support a rich learning experience for the participants for practical implementation at each local context.

b) Participants:

A group of up to **15 staff per project country**, representing mostly the departments of energy, climate change, economic planning and resource mobilization, will be participating in the training. In addition, up to **10 ICLEI staff** may be partaking in each of the training sessions. Therefore, an upper limit of 25 participants is foreseen in each training session.

c) Format:

The training sessions can be delivered in various forms, including in-person training, online courses, and presentations by sector experts or a mix of instruments through blended learning. The service provider should also make use of various forms of continuous assessment, participatory methods of engagement during the training such as quizzes; surveys and/or mandatory contributions to discussions as needed. Also, some sessions should be self-paced or pre-recordings made available to participants, in addition to live sessions. The training resources (presentations, pre-recorded webinars, reading etc.) will be consolidated by the service provider and developed into a training module(s) that will be uploaded to an online platform such as the 100% RE project website, for the benefit of other ICLEI member cities, beyond the duration of this project.

More information about this assignment is summarized below.

¹ <https://www.sei.org/projects-and-tools/tools/leap-long-range-energy-alternatives-planning-system/>



Table 1: Summary of assignment

Topic	Rationale
Understanding and application of the Low Emissions Analysis Platform (LEAP) modelling software	Through the 100%RE project, the deep dive cities were supported in developing a 100% Renewable Energy Transition Roadmap that was backed by an energy system modelling exercise. The rationale therefore, of this training, is to enable the cities understand the benefits of energy modelling, and capacitate the beneficiaries for use of the tool in updating the RE roadmap down the line, and also planning to meet the NDCs, SDGs and sub-national GHG emission reduction targets.
Expected outcomes	The trainees should be able to have an intermediate to advanced knowledge/level of understanding of the LEAP tool, and use for a practical application in the city, including but not limited to energy modelling, greenhouse gas baseline emissions and reduction calculations; local level energy planning; etc.
Duration of assignment	Dependent on the technical proposal and services provider's delivery approach, but maximum up to 3 months
Target beneficiaries	Up to 50 sub-national government staff from project cities in Kenya, Indonesia and Argentina
Platform and mode of training	A blend of remote and in-person training. The possibility of having in-person training sessions will be an added advantage and the applicant should propose innovative ways of making this possible, such as hiring in-country experts to deliver training.
Outputs	Up to 50 officials trained. Training modules developed alongside a facilitator's guide for a facilitated training using the modules and close-out report, in both English, Spanish and Bahasa (Indonesia)
Languages	English, Spanish and Bahasa (Indonesia)



d) Timeline:

The activities and expected deliverables of this assignment have been broken down into three phases as follows:

Table 2: Activities and deliverables of assignment (scope of work)

Phase	Activities	Deliverables
<p>Phase 1: Inception</p>	<p><u>Coordination meetings:</u></p> <ul style="list-style-type: none"> • Inception meeting(s) with project implementers (ICLEI) <p><u>Concept note:</u></p> <ul style="list-style-type: none"> • Development of a concept note outlining the following (updated/finalized from technical proposal after inception meeting): <ul style="list-style-type: none"> ○ Training objective ○ Methodology for delivery of training, incorporating innovative ways to keep participants motivated to actively participate and complete the course ○ Workplan, including roles and responsibilities of staff facilitating training ○ Risk and risk mitigation measures ○ Monitoring and evaluation plan for tracking progress and impact of training ○ Feedback forms ○ Tools and platforms to use for the training ○ Support needed from project implementers ○ Roles of the project cities in ensuring active participation throughout the training ○ Elaborate on how existing LEAP training resources, already available on the LEAP YouTube channel will be efficiently incorporated into the training plan 	<ul style="list-style-type: none"> • (Updated) concept note and training timetable



<p>Phase II: Implementation</p>	<p><u>Coordination meetings:</u></p> <ul style="list-style-type: none"> • Conduct inception meeting with project cities (“trainees”), if needed. • Hold check-in meetings (before and after each training session) with project implementers <p><u>Training sessions:</u></p> <ul style="list-style-type: none"> • Develop the required training material for each training session, including a list of learning outcomes, agenda, presentation slides, design of any learning aids/exercises/learning packs, feedback forms, etc. • Deliver training sessions, tailored for the project cities in Kenya, Indonesia and Argentina. <p><i>*NB: Kindly note that training materials and resources will have to be provided in three languages – English, Spanish and Bahasa (Indonesia), and time difference for delivery of training for the beneficiaries should be considered. As such, the proposal should provide innovative ways of addressing these complexities.</i></p>	<ul style="list-style-type: none"> • Brief agenda for each session shared with project cities • Training resources and materials for each session shared in advance • Feedback forms from participants after sessions • Training report for each session including attendance, analysis of feedback from participants and lessons learnt to refine future training sessions
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<p>Phase III: Closing</p>	<p><u>Coordination meetings:</u></p> <ul style="list-style-type: none"> • Hold close-out meeting with project cities and partners to share lessons learnt and recommendations for future training (if needed). <p><u>Training materials:</u></p> <ul style="list-style-type: none"> • Consolidate training resources into a training module in English, Spanish and Bahasa (Indonesia) • Develop a Facilitator’s Guide to accompany the training module • Prepare a final Monitoring Evaluation and Learning (MEL) report, tracking the learning outcomes for participants, lessons learnt and recommendations for future training. 	<ul style="list-style-type: none"> • Training module(s) • A Facilitator’s Guide to the training modules • MEL report

3. Budget

The budget must be provided combined for all three countries. Service providers are required to submit a detailed budget breakdown, inclusive of professional time and all expenditure required for the delivery of the assignment and including any sub-contracts.

The proposal must clearly demonstrate tasks to be undertaken against an hourly/daily rate and the total cost thereof, as well as the number of consultants (if applicable), team/consortium structure and their applicable rates to effectively and efficiently deliver the training.



4. Service provider requirements

Proposals may be submitted by an individual or a group of individuals, organization or group of organizations (as a consortium). The service provider must:

- demonstrate relevant experience (e.g. proof of previous assignments and contactable references) in completing similar training and capacity building projects;
- have demonstrated skills in managing projects and producing high quality outputs within short delivery periods;
- be able to supply accurate and comprehensive financial records of project-related expenses
- convey demonstrated experience, providing similar training in multiple international languages, especially English and Spanish;
- have demonstrated experience in developing courses and conducting facilitated training sessions to national and sub-national government representatives.

5. Submission process

Kindly submit your application and supporting documents to Ms. Kanak Gokarn at kanak.gokarn@iclei.org and copy Mr. Rohit Sen at rohit.sen@iclei.org.

Please use the subject line: '**Service Provider: 100%RE Capacity Building Program for LEAP training**' when submitting your application.

The following documents should be included in your application:

- 1) A clear and concise **technical proposal** outlining the following:
 - a) Objectives and methodology to be used
 - b) Tentative session plan and duration, as well as overall timeline
 - c) Work plan, roles and responsibilities of the team and total number of hours/ days assigned to each task
 - d) Risk matrix and mitigation measures (including Occupational health; Safety & COVID-19 mitigation plan).
- 2) **Financial offer**: A detailed budget breakdown, including an outline of the team working including daily/hourly staff rates and number of hours /days per individual assigned to each task.
- 3) **Demonstrated experience and skills**, with curriculum vitae of each team member proposed for the assignment and up to three references with contact details
- 4) Company profile (if relevant)



6. Evaluation criteria

Bids will be evaluated on the following criteria: Qualifications/skills (5%), Demonstrated experience (10%), technical proposal (methodology and session plan, including timeline; 50%) and financial offer (35%).

7. Submission timeline

Submission timelines are as follows:

- 01 August 2022: Terms of Reference Issued
- 22nd August 2022: Deadline for submission of expression of interest
- 01 September 2022: Deadline for submission of proposals

If you have not heard from ICLEI by 01 October 2022 kindly note that either ICLEI has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.