



TERMS OF REFERENCE

**ICLEI – Local Governments for Sustainability e.V.
(ICLEI World Secretariat)
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Development of a global knowledge product on permitting best practices for sustainable energy projects for subnational governments

Issue date: 15 July 2024

Bids due: 6 August 2024 23:59 PM CEST

Please submit any queries by 30 July, so responses to queries may be shared with all bidders.





1. Background

About ICLEI – Local Governments for Sustainability

ICLEI - Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. With activities in more than 125 countries, we influence sustainability policies and drive local action for circular, equitable, resilient, nature-based and low- carbon development.

About the 100% Renewables Cities and Regions Roadmap Project

The **100% Renewables Cities and Regions Roadmap project** (100% RE project) is implemented by ICLEI - Local Governments for Sustainability and funded by the German Federal Ministry of Economic Affairs and Climate Action (BMWK) through the International Climate Initiative (IKI).

The 100%RE Project works with local and regional governments (LRG) in Argentina (Avellaneda, Rosario, La Plata), Indonesia (West Nusa Tenggara, Mataram City, Sumbawa Regency), and Kenya (Kisumu County, Nakuru County, Mombasa County) to develop local 100% renewable energy strategies. This is supported by efforts to build capacities, encourage multilevel governance, improving data practices, and developing bankable project proposals for further implementation.

Background for the consultancy work

Most net-zero scenarios envision a rapid build-out of sustainable energy technologies¹. The land and space footprint required for these projects is immense, and improved processes and policies related to granting permission for the development of such projects is critical in enabling sustainable energy development at such a rapid pace. Many of these fall under the jurisdiction of subnational governments, including cities. Such processes must be streamlined, reducing delays and administrative burdens while balancing environmental sustainability, community acceptance, and economic viability. Proper siting ensures minimal disruption to ecosystems and wildlife, while strategic planning mitigates conflicts with existing land uses and regulatory requirements. Engaging local communities fosters support and reduces conflicts and delays down the line. Being able to integrate sustainable energy projects with the existing power grid and considering future scalability are also essential.

Although the details of any policies and measures addressing the faster roll-out of sustainable energy technologies are very country-specific, there are a number of general best practice guidelines that can be provided in terms of governance and administrative procedures, zoning practices, environmental standards, technical and operational standards, and socioeconomic considerations. These can help guide subnational governments when preparing for the deployment of sustainable energy projects.

¹ Sustainable energy technologies here refer to renewable energy generation, energy efficiency measures, and other enabling technologies such as hydrogen, etc.



2. Objective and Scope of Work

Objective of Work:

Under the guidance and supervision of ICLEI WS the objective is to develop a **global knowledge product on permitting schemes for sustainable energy projects at the subnational level**. The main work of the consultant will be to provide an assessment of the challenge and a number of best practices to address these, accessible to subnational governments globally. In addition to recommendations targeted towards subnational governments, some suggestions should also be provided aimed at national governments in order to help create an enabling framework and improve multi-level coordination.

Scope of Work:

As outlined above, the scope of work includes:

- Drafting a knowledge product i.e. policy brief or similar on permitting scheme best practices for sustainable energy projects aimed at subnational governments
 - Format: In English. A final Word document and a PDF should be provided

The final knowledge product will take the form of a policy brief or similar. It will ideally summarize the current state of sustainable energy development globally and future trends, highlighting the land and space requirements of this expansion. It will touch on the general obstacles hampering this expansion and the risk of negative impacts on communities, the environment, municipal services, etc. It will then provide recommendations or best practices in permitting schemes that help address these obstacles, offering practical recommendations for policymakers and stakeholders at the subnational level primarily, as well as at the national level to create an overall enabling framework.

This global knowledge product should aim to address the following line of questioning:

1. What are key technical and operational hurdles in the permitting process for sustainable energy projects?
2. What are the common administrative bottlenecks in the permitting process, and how can they be improved?
3. What best practices can be adopted to ensure that sustainable energy projects meet environmental standards?
4. What are some ways in which energy installations and nature can be planned in harmony with each other?
5. How can technological innovation be encouraged within the permitting process for RE projects?
6. How can permitting schemes ensure community acceptability, and that the benefits of RE projects are equitably distributed among different social groups?

To enrich the analysis, the brief should be complemented by case studies of cities/regions/countries putting forward-looking permitting procedures for RE/EE projects into practice.

It is optional, but strongly recommended, to include infographics and other visual aids to effectively communicate key findings and support the points made in the brief.



3. Working processes and procedures

The tentative timeline for completion of this work, estimated at a maximum duration of 6 weeks with a maximum end date of 20 September, is outlined below:

Week 1: Kick-off and outline shared

Week 2 and 3: Research and preparation of first draft

Week 4: ICLEI WS receives first draft and provides comments

Week 5: Consultant reviews feedback and provides updated draft

Week 6: Final review for minor comments if any; final draft submitted to ICLEI

Document format:

The final format for the knowledge product would be a Word document (main) and PDF document in English.

Quality assurance and evaluation criteria:

To ensure the quality, accuracy and relevance of the final deliverable, bilateral meetings with the ICLEI WS will be used for clarification, guidance and document development. Timely sharing of deliverables and provision of feedback will facilitate a smooth review process and help maintain alignment with expectations.

Target audience and end users:

The primary target audience for the knowledge product is subnational governments, with a secondary group being national governments.

Source of data:

The development of this knowledge product will be based on publicly available/accessible data. Interviews may be conducted as needed.

Ownership and confidentiality:

Ultimate ownership of the knowledge product rests with the ICLEI - Local Governments for Sustainability (World Secretariat). Due credit will be given to the consultant(s). However, during the preparation process, no information should be shared publicly or made available online in order to maintain confidentiality and avoid premature dissemination.

4. Qualifications Required

The consultant(s) should possess the following minimum qualifications:

- Graduate degree (at the master's level or above) in environmental management, resource management, environmental governance, energy policy, or related fields.
- Proven experience in drafting policy briefs or documents on similar themes
- Excellent command of English
- Ability to meet deadlines effectively and prioritize multiple tasks.



5. Duration of the contract

The overall duration of this work will depend on the work proposal submitted, with an end date no later than 20 September, including any adjustments to products and deadlines.

In the event of delays due to the consultant without mutual and prior agreement for an extension period, ICLEI reserves the right to impose a penalty of 2% of the total allocated budget for each week of delay.

6. Evaluation criteria

Bids will be evaluated according to the following criteria:

Demonstrated understanding of the ToR and work required	10%
Detailed draft methodology	20%
Qualifications and skills of the consultant(s)	30%
Demonstrated experience of the service provider's team	30%
Detailed budget	10%

7. Submission Process

Kindly send the following documents to participate in the selection:

- **Technical proposal**, which must contain the following information:
 - ❖ **Work plan and methodology** proposing the steps and outline for such a knowledge product. A start and end date, as well as workplan, should be indicated as well as general responsibilities of each team member (if applicable).
 - ❖ **Budget proposal**: A detailed budget breakdown must be submitted, indicating hourly/daily rates, number of hours/days per section of the work, as well as any other costs necessary to fulfill this assignment etc.
- **CVs** of the key member(s) of the team/consortium - no more than 2 pages per person
- Details and contact references for at least **one similar work or product** developed by the service provider as well as links. The KP may also be included in the submission.
- Company/organization **registration** document(s) and/ or certificate of incorporation in the main country of operation for companies forming the consortium (if applicable).

Kindly submit your proposal, budget, and supporting documents to kanak.gokarn@iclei.org with rohit.sen@iclei.org in copy.

Submissions should be made by 23:59 (CEST) on 6 August 2024.

Submission and delivery timelines are as follows:

- 8 August: Received proposals are reviewed by ICLEI WS
- 9 August: Selected bidder is informed



Please use the subject line: '**Service Provider: Permitting KP**' when submitting your proposal.

NOTE: If you have not heard from ICLEI within 3 months of submitting your application, please assume that either ICLEI has decided not to appoint a service provider for this work, or that your application was unsuccessful.

8. Value of Contract and payment terms

The total value of the counteract must not exceed 8,000 Euros.

Payments will be made upon delivery of the products, after approval by ICLEI WS:

- Preparatory phase: 30% of the total budget within 10 days of signing the contract.
- Final draft of knowledge product within 10 days 70%