

TERMS OF REFERENCE (TOR)

Consultant for Training of Trainers (TOT) and global knowledge product on tactical urbanism

Issuing organization	ICLEI – Local Governments for Sustainability
Issuing date	September 3, 2024
Bids due	September 28, 2024

Project Background

Active mobility, i.e., walking and cycling, are equitable, affordable, and efficient mobility options that offer much freedom and little adverse environmental impact. They have been recognized for providing a broad spectrum of positive health benefits and have the potential to reduce carbon emissions significantly.

ICLEI’s “SPARK: Sparking active mobility actions for climate-friendly cities” project is supported by the German Federal Ministry of Economic Affairs and Climate Action (BMWK) and The German Federal Ministry of the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) through their International Climate Initiative (IKI).

The goal of the SPARK project is to increase the role of active mobility in building resilient and safe transport systems, contribute to national emission reduction targets, and promote climate-friendly mobility behavior in Pasig City and Quezon City, The Philippines.

Project’s Approach

- **Understand cities’ context and engage with stakeholders.**
Assess cities’ walkability & cyclability, establish baselines, and map stakeholders.
- **Design modal interventions and enhance capacities.**
Develop a collective vision, co-design modal interventions with the communities, and train the trainers.
- **Use tactical urbanism and open data to jump-start the implementation.**
Develop an action agenda, implement tactical urbanism and demonstrate impact through data collection.
- **Scale tactical urbanism and disseminate it globally.**
Move from pilot to permanent, draft national policy recommendations, and conduct city-to-city exchange.

Duration and Location

The project must be carried out within a period of approximately **three and a half (3.5) months** from the middle of October 2024 to the end of January 2025. The activities will be conducted online, in coordination with the local partners in the Philippines.

Objectives of the TOR

The consultant will assist ICLEI, ICSC, and the two project cities, Quezon City and Pasig City, in the following tasks:

1. Building a how-to-guide to tactical urbanism:

This task entails drafting a step-by-step how-to-guide to the process of planning, community consultation and involvement, implementation, and evaluation of tactical urbanism for walking and cycling. The consultant can optionally provide supporting successful examples for the different steps within the whole process.

The envisioned guide should provide answers to the following questions:

- What is tactical urbanism, and how can it be used to promote walking and cycling mobility?
- What are the steps in which tactical urbanism can be planned, implemented, and evaluated? (Expanding detailed guidance for municipalities and local governments on how to implement these steps.)
- How can the various stakeholders be engaged in this process to maximize the benefit of using tactical urbanism and ensure effective public participation?
- What are the potential risks in every step of the process and how can we minimize these risks?
- What are the general metrics that can define the success of tactical urbanism practices in improving walkability and cyclability?
- How can tactical urbanism results be reflected on long term policies and urban plans?

This guide particularly targets municipalities, departments of transport, urban mobility professionals and community actors, particularly in the context of the

global south. The consultant can reference the lessons learned from the SPARK project experience in the Philippines, reflecting on the baseline assessment, site selection, planning and implementation process of two tactical urbanism interventions in Quezon City and Pasig city.

2. Training of Trainers program on walking and cycling mobility, including tactical urbanism and long-term planning and active mobility promotion measures:

- o Review the results of the Training Needs Assessment (TNA) survey on active mobility to be disseminated in both selected cities and pilot neighborhoods, as well as, relevant project stakeholders on the national government level, and complement it with any necessary pre-training assessments.
- o Building training modules based on the results of the TNA survey, possibly covering key topics such as project planning, design principles, community engagement, and evaluation, including presentation slides, handouts, and interactive activities.
- o Creating a trainer’s manual with detailed instructions for conducting training sessions.
- o Test the training module with the project team / deliver online the training sessions in 2 selected cities.
- o Set up evaluation tools to assess the effectiveness of the training.

Scope of Work

As part of the project’s aim to enhance the capacities of the stakeholders, a set of knowledge building and dissemination activities are planned as part of the SPARK project. This TOR covers the creation of the ToT program and a how-to-guide to tactical urbanism to sustain the knowledge created by the project after the project period.

SPARK project’s selected cities and barangays formed Non-Motorized Transport working groups that will take up the TNA survey and receive the training. The how-to-guide to tactical urbanism will be disseminated by the project partners in different south-to-south and regional knowledge exchanges.

Work Plan and Schedule

Deliverable	Deadline	Percentage
Methodology and workplan	October 18, 2024	10%
Draft <u>How-To Guide on Tactical Urbanism</u>	November 5, 2024	15%

Draft training design and modules on three (3) <u>active</u> mobility topics based on the training needs assessment results	November 20, 2024	15%
Conduct of training for three (3) active mobility topics in Quezon City and Pasig City	November 29, 2024	20%
Final training design and modules on three (3) <u>active</u> mobility topics and final how-to guide on tactical urbanism	January 30, 2024	40%

Qualifications

- An individual or team with proven expertise in transportation planning, and urban planning; or a local individual consultant with a degree in transportation planning, urban planning, environmental management, or any relevant degree; or a combination of relevant education and experience.
- At least 5 years of proven experience in working with active mobility and/or sustainable urban transportation, particularly
- With a solid understanding of the tactical urbanism approach in urban and transport planning
- Strong facilitation skills for trainings a mandatory qualification
- Experience with international and/or bilateral/multilateral development institutions would be an advantage, as well as prior work in advisory/consulting with local government;
- Experience working with high-level public and private sector counterparts is highly desirable;
- Excellent presentation as well as oral and written communication skills.

Selection criteria

Bids will be evaluated according to the following criteria:

Criteria	Percentage
Demonstrated understanding of the ToR and work required to deliver	15%
Detailed methodology	25%
Qualifications and skills of the experts in the service provider's team	20%

Demonstrated experience of the service provider's team	30%
Detailed budget	10%

Reporting

The consultant will report directly to the Sustainable mobility team in the world secretariat of ICLEI - Local Governments for Sustainability, in Bonn, Germany. They will also be coordinating with the ICLEI Southeast Asia Communications Head and the relevant offices in Pasig City and Quezon City.

Application

Interested consultants (individual or firm) are requested to apply on or before **28 September 2024** by sending the following documents in English to ecomobility@iclei.org with the email subject: **SPARK Project ToT_Name of Consultant**:

- Expression of Interest and confirmation of availability for the consultancy's duration
- Proposal that shall include implementation approach, methodologies, and detailed work plan, at the minimum.
- Budget proposal that shall include detailed breakdown of professional fees, transport costs, materials, etc.
- Latest CV and portfolio (for individuals)
- Company profile, portfolio of similar projects/trainings, and latest CVs of team members (for firms)

For any queries regarding this Terms of Reference, please contact ICLEI - Sustainable Mobility via email: ecomobility@iclei.org.



SPARK

Sparking active mobility actions
for climate-friendly cities



INSTITUTE FOR
CLIMATE AND
SUSTAINABLE
CITIES

Supported by:



Federal Ministry
for Economic Affairs
and Climate Action

Federal Ministry
for the Environment, Nature Conservation,
Nuclear Safety and Consumer Protection

IKI



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on the basis of a decision
by the German Bundestag

