

# TERMS OF REFERENCE (ToR)

**For ICLEI – Local Governments for Sustainability  
Climate Resilience for Communities Project in Izmir, Türkiye**

**Local Consultant #1 to support climate resilience assessments and strategic  
resilience enhancement plan -  
Community Engagement Specialist**

## **About ICLEI**

ICLEI - Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drives local action for low-emission, nature-based, equitable, resilient, and circular development.

## **Purpose**

ICLEI World Secretariat seeks to contract with a consultant to support the development of community and climate resilience assessments (in English and Turkish) under the [Climate Resilience Measurement for Communities - CRMC Framework](#) and implement enhancement strategies against flooding and heat waves in Izmir, Türkiye, as part of the Climate Resilience for Communities Project (Toplumlar için İklim Dayanıklılığı Projesi). The consultant will be responsible for ICLEI's direct communication with local partners, the deployment of the Climate Resilience Measurement for Communities (CRMC) tool and related capacity building.

**The anticipated period of the contract is 1 year (12 months), within a timeframe starting ideally in 15 January 2025, with the possibility of extension for another year based on needs and performance.**

**Part-time availability is offered for this position.**

## **Project Background**

The Climate Resilience for Communities Project (Toplumlar için İklim Dayanıklılığı Projesi) in Izmir, Türkiye was launched by Z Zurich in 2023 in collaboration between The Z Zurich Foundation, ICLEI Local Governments for Sustainability, Z Zurich Türkiye, and Izmir Metropolitan Municipality, as part of the [Urban Climate Resilience Program](#) (UCRP). The UCRP is an important step in building resilient cities and ensuring that urban communities are better prepared to cope with the challenges of a changing climate and create a sustainable future for all.

The project aims at enhancing local community resilience of two communities where the Climate Resilience Measurement for Communities (CRMC) tool will be applied to identify resilience enhancement opportunities against flooding, heat waves and further community challenges. Three key stages encompass the project:

1. A first baseline study (T0 study) will be developed to identify resilience enhancement areas.
2. The first stage will inform the subsequent stage of community resilience enhancement strategies design and implementation.
3. A second study (T1 study) will be developed to measure the impact of the strategies.

All phases will be developed in consultation with the city government and community members, and will be rolled out collaboratively and inclusively. To illustrate the above, Figure 1 gives an overview of the overall workflow and the planned activities of the Climate Resilience for Communities Project (Toplumlar için İklim Dayanıklılığı Projesi).

**Figure 1. Project Work Plan**

STAGE 1 (18 months)			STAGE 2 (11 months)		STAGE 3 (8 months)			
KICK OFF & T0 STUDY PREPARATION (11 months)	T0 STUDY (6 months)		CO-DESIGN (6 months)	CO-IMPLEMENTATION (5 months)	T1 STUDY (5 months)			OTHERS
	Data Collection (3 months)	Grading (3 months)			T1 study prep. (2 months)	Data Collection (2 months)	Grading (1 m.)	

### Tasks, deliverables and time frames

The successful applicant will report to David Jacome-Polit, Head of the Resilient Development Team at ICLEI World Secretariat and Carol Torres-Limache, Officer of Resilient Development, ICLEI World Secretariat.

Under the guidance of the Project Core Team, the consultant will be responsible for undertaking the tasks described in Table 1 (See Annex 1 for details on specific tasks) in order to meet the deliverables of this ToR. Specific outputs and deliverables will be defined during the project.

(\* The indicated time frames below might be adjusted due to external and internal influences and project development.

**Table 1. Tasks and time frames**

Task	Indicative deadlines (*)
<b>Task 1:</b> Training on the CRMC Framework <b>Subtask 1.1:</b> Participation on CRMC Framework training session as part of on-boarding	Q1 2025
<b>Task 1:</b> Training on the CRMC Framework <b>Subtask 1.2:</b> Support on the preparation, organization and delivery of training activities on the CRMC Framework	Q4 2025
<b>Task 2:</b> Support the Data Grading phase (T0 Study)	Q4 2024 - Q1 2025
<b>Task 3:</b> Support the Community Resilience Enhancement Strategy Co-design phase	Q1 - Q3 2025
<b>Task 4:</b> Support the Community Resilience Enhancement Strategy Co-Implementation phase	Q3 - Q4 2025
<b>Task 5:</b> Support the preparation activities for the study of the impact of the implementation of the Community Resilience Enhancement Strategy (T1 study)	Q4 2025
<b>Task 6:</b> Support the Data Collection Phase for the T1 Study	Q1 - Q2 2026
<b>Task 7:</b> Support the Data Grading phase (of the T1 Study)	Q2 2026
<b>Task 8:</b> Support on final report and project closure	Q2 - Q3 2026
<b>Task 9:</b> Monthly progress report and a high-level plan for activities of the following month.	Before the end of each month

### Notes on working approach

- The anticipated workload to complete the tasks is up to 10 working days per calendar month on average. Workload may vary depending on the stage of the project, the consultant should adjust time allocation and contributions accordingly. If times exceed matching compensation can be considered.
- ICLEI, and project partners, where relevant, will provide content and additional relevant guidance for the tasks.
- ICLEI will request changes to the deliverables if they do not meet the expected standard.
- Documentation should be presented in a way that analysis can be replicated (e.g. spreadsheets showing formulas and sources of data) and any sources used should be appropriately referenced.
- Regular meetings/calls to report on progress on specific tasks and deliverables will be required in Central European Time.

### Terms and conditions

- All content, documents, reports, and other materials prepared as part of this assignment shall be the property of ICLEI and shall be handed over upon completion of the assignment. The provider shall not pass on to any third party any data, documents, reports, or other materials prepared or obtained during the assignment.
- The consultant should submit an invoice for payment at the end of each calendar month together with the monthly progress report.
- The consultant is responsible for ensuring compliance with relevant laws related to taxation and migration (e.g. must have permission to work as a contractor in Turkiye).
- The consultant is being engaged as an individual contractor to provide services outlined in these terms of reference. The consultant will not be an employee of ICLEI - Local Governments for Sustainability or any of the other partner organizations.
- **The rate included in the job offer shall include all costs.** No additional costs will be provided by ICLEI or other partners. The consultant is responsible for coverage under Turkish social and health services.
- The project is located in Izmir, Turkiye, therefore **it is anticipated the consultant will be based in Izmir.**
- The consultant will be responsible for providing their own IT equipment, software licenses, internet connection etc.
- The consultant is free to engage in other work during the remainder of their time, as long as the activity does not bring ICLEI, its partners or the project into disrepute.
- The consultant agrees to a 3-month notice period for any cancellation.
- In case of dispute, the law applicable will be German Law and the place of jurisdiction will be the District Court of Bonn.
- Subcontracting is not permitted.

## Required skills, qualifications and expertise

1. Turkish native proficiency, and fluency in English.
2. A bachelor's and/or Master's degree in social sciences/socioeconomics, crisis management and preparedness, intercultural communication, disaster risk reduction, urban or regional planning, or related fields.
3. Relevant experience in consultative and participatory-oriented projects and programmes focused on climate action, urban planning, sustainability, gender balance and/or human rights on migrant communities.
4. Solid understanding of Turkish and Izmir's culture with extensive experience in community consultation and engagement, particularly of marginalized, minority and/or underrepresented groups.
5. Demonstrated expertise in collaborating with NGOs and/or social workers, under consultative and participatory approaches.
6. Experience in monitoring and evaluation, including budgeting and financial control.
7. Experience as a trainer and/or leading the design, organization, and facilitation of peer-learning and capacity-building workshops and events that encourage participants to interact, learn, and network.
8. A successful track record of experiences in qualitative and quantitative data collection and analysis.
9. Skilled in organizing and facilitating meetings with software and tools, including Zoom, Microsoft Office applications, Google applications, and online content management systems.
10. Excellent communication and interpersonal skills (oral and writing), with tactfulness in communicating and facilitating online and in-person meetings with partners from different technical and socio-economic backgrounds and cultures.
11. Proven experience working with interpreters, translators, sessions conducted in multiple languages.

## Application

The application should include the following documents:

1. Submit a 2-page Technical Offer, responding to the following 4 key assessment questions focused on how the ToR activities will be implemented (e.g. based on the consultant's previous experiences). Documents longer than 2 pages will not be considered for evaluation.

Assessment Questions
1. How does your work methodology connect with the UCRP and the CRMC tool?
2. What is your approach for coordinating working teams for different activities, e.g. efficient data collection process ensuring inclusivity in participation?
3. How would you handle and/or have previously handled participatory workshops and working groups on the ground?
4. Do you foresee any possible challenges or difficulties in the ToR activities? How would you overcome them?

2. Submit a CV showcasing relevant experience, and any relevant professional references
3. Submit a Financial Offer (Please use template in Annex 2)
4. Filled out administrative information sheet (Please use Template in Annex 3)
5. Signed disclaimer on exclusion criteria (Please use Template in Annex 4). Applicants will have to complete and sign Annex 3. Failure to meet those criteria will mean that the bid will be discarded and not be evaluated.

## Evaluation

Assessment will take the form of functionality and thereafter price. Parties will be evaluated on the following criteria:

1. Technical Offer (75%)
  - o Methodology (15%, per each of the 4 questions)
  - o Past experience based on CV and professional references (15%)
2. Financial Offer (25%)

Please submit all information via email **in English** with the subject “**Application: Izmir UCRP Consultant**” to: **resilient.cities@iclei.org**. Please use English for all communications. Applications that do not comply with the instructions described in this ToR will not be considered. Only successful candidate/s will be contacted.

## Timeline for submission

**Date of publication:**

Tuesday 03 December 2024

**Last day for submission:**

Sunday 29 December 2024 (End of day, Izmir Time)

# ANNEX 1 - SPECIFIC TASKS

## **Task 1: Training on the CRMC Framework**

### **Subtask 1.1 Participation in a CRMC Framework training session as part of onboarding**

- Participate in the training session.

### **Subtask 1.2: Support on the preparation, organization and delivery of training activities on the CRMC Framework**

This includes:

- Support the preparation of presentation materials (in Turkish / English) for communities and stakeholders, if needed.
- Help deliver training sessions in Turkish / English, online and/or in-situ, together with ICLEI and further stakeholders, including support on communication and outreach, moderation and/or translation with technical and non-technical audiences.

## **Task 2: Support the Data Grading phase**

Support the use of the tool CRMC baseline assessments grading process and participatory methodologies to identify and develop community-based resilience solutions that will be piloted in the communities, including:

- Support and coordinate the preparation of participatory workshop sessions (Grading workshops) to analyze data collected and consolidate the results under the requirements of the CRMC Framework, together with ICLEI and further relevant stakeholders and under participatory and consultative methodologies.
- Support the preparation of materials in Turkish (e.g., infographics, banners, etc) for reporting/commuting back to the community
- Moderate and/or co-lead the workshops with community members.

## **Task 3: Support the Community Resilience Enhancement Strategy Co-design phase**

Support the team to plan, develop, and deliver customized solutions which enable communities to build resilience, including:

- Support on the coordination and delivery of participatory Solution Workshops in Turkish/English (online and/or in Izmir, as needed) to identify strategic actions to help the community overcome the resilience issues identified under the baseline analysis (T0 study) and subsequently build a project pipeline to be piloted in the communities.
- Support the preparation of presentation (in Turkish) materials for communities and stakeholders.
- Support the identification of regional/national policies and programs that can support project implementation, considering the vulnerability perspectives of the community.

- Support the team to plan, develop, and deliver customised solutions which enable communities to build resilience, including the identification of critical risks for implementation.
- Support the development of the project selection criteria and project pipeline development, based on data collected through Solutions Workshops, repositories and local development programs.

**Task 4: Support the Community Resilience Enhancement Strategy Co-Implementation phase**

Support actions needed to effectively conduct the implementation of the project pipeline derived from the previous Co-design phase, in coordination with ICLEI and further relevant stakeholders, including:

- Acting as the on-site ICLEI representative and/or liaison to oversee direct communication with the community and local partners.

**Task 5: Support implementation preparation activities for the study of the impact of the implementation of the Community Resilience Enhancement Strategy (T1 study)**

- Support the subsequent preparation activities for the enhancement strategies impact study (T1 study), including:
  - Consolidation of data of communities participating in T1
  - Organisation of working groups and schedule for data collection and selection of data collection methods under the CRMC Framework
  - The organisation of training sessions and/or capacity-building sessions

**Task 6: Support the Data Collection Phase for the T1 Study**

Support qualitative and quantitative primary data collection to conduct an in-depth analysis of each community's issues, through Surveys and Interviews, Focus Group discussions and Desk Review of secondary data.

**Task 7: Support the Data Grading phase (of the T1 Study)**

(Similar to Task 3) Support the use of the tool CRMC baseline assessments grading process and participatory methodologies to identify and develop community-based resilience solutions to be included in final reporting, including:

- Support and coordinate the preparation of participatory workshop sessions (Grading workshops) to analyze data collected and consolidate the results under the requirements of the CRMC Framework, together with ICLEI and further relevant stakeholders and under participatory and consultative methodologies.
- Support the preparation of materials in Turkish (e.g., infographics, banners, etc) for reporting/commuting back to the community
- Moderate, support translation (Turkish / English) and/or co-lead the workshops



**Task 8: Support on final report and project closure**

Support the development of a comprehensive final report encompassing the project's entirety, providing stakeholders with valuable insights and guidance derived from the project's experiences.

**Task 9: Monthly progress report and a high-level plan for activities of the following month.**

Report on the progress of the task undertaken every month, including a high-level plan for the activities of the following month.

## ANNEX 2 - FINANCIAL OFFER

<b>Name of consultant</b>	
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<b>Proposed daily rate in Euro</b>

### Important Note:

The following factors need to be reflected in the consultants' offer:

- The proposed daily rate is an all-inclusive amount which will be paid by ICLEI to the consultant. ICLEI will also not reimburse the consultant for any other expenses. The consultant shall receive a payment in Euros, all taxes such as VAT included, for covering human resources inputs (staff time). But the consultant will be responsible for compliance with local taxation rules and for the payment of any tax liabilities. ICLEI will not make any deductions or withhold any amounts in relation to the consultant's tax liabilities.

**ANNEX 3 - ADMINISTRATIVE INFORMATION SHEET**

<b>Name of consultant</b>	
<b>Relevant registration numbers &amp; Country</b>	
<b>VAT ID (if applicable)</b>	
<b>Contact information</b>  <b>Address</b> <b>E-mail</b> <b>Phone number</b>	

## ANNEX 4 - DISCLAIMER ON EXCLUSION CRITERIA

Terms of Reference:

**Local Consultant to support urban and climate resilience assessment and strategic resilience enhancement plan**

I hereby declare that I am not triggering any of the following exclusion criteria:

- Not based in Izmir, or not able to demonstrate the ability to fulfill the required tasks;
- Unable to travel to attend the events described in the Deliverables and time frame section;
- Have a criminal record or ongoing criminal investigation/case;
- Being bankrupt or is involved in an insolvency process;
- Not fluent in Turkish and English.

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Place, date

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Signature