



TERMS OF REFERENCE (TOR)

For ICLEI – Local Governments for Sustainability

ICLEI seeks to appoint a contractor to provide technical assistance and support to cities primarily in India developing financeable projects under the TUMI E-Bus Mission.

Timeline for proposal submission:

- **Date of publication:** 7th January 2025
- **Last day for submission:** 27th January 2025, 18:00 IST
- **Notification of interview for shortlisted proposals:** Within 5 working days of call closure
- **Notification of decision:** Within 5 working days of interview

Send all completed proposals and queries to ecomobility@iclei.org.

1. Background

About ICLEI

ICLEI - Local Governments for Sustainability is a global network of more than 2,500 cities, towns, and regions committed to building a sustainable future. Founded in 1990, ICLEI aims to address the local impacts of global challenges such as climate change and urbanization. With 23 regional secretariats and offices worldwide, ICLEI's mission is to foster urban development that minimizes global environmental impacts while promoting equitable, people-centered communities.

One of ICLEI's key initiatives is EcoMobility, which supports cities in developing and implementing sustainable urban mobility solutions that are both people- and climate-friendly. Through this initiative, ICLEI provides cities with the knowledge and tools necessary to innovate in the urban mobility sector, encouraging sustainable practices and the development of green technologies.

TUMI E-Bus Mission Initiative

The Transformative Urban Mobility Initiative (TUMI) E-Bus Mission Initiative focuses on accelerating the adoption of electric buses (e-buses) in cities, particularly in the Global South. This initiative addresses critical challenges such as air and noise pollution in urban areas by promoting e-buses as a sustainable solution. E-buses offer multiple benefits, including significant reductions in greenhouse gas emissions and lower long-term operational costs compared to diesel buses.



TUMI plays a pivotal role in supporting cities, especially in emerging economies like Brazil and India, to overcome barriers to e-bus adoption. This is achieved through comprehensive understanding, planning, and the implementation of informed actions. The initiative also emphasizes the importance of creating a supportive ecosystem that includes infrastructure, fleet management, and workforce training to maximize the benefits of e-buses.

1.1 TUMI E-Bus Mission City Network

As part of the mission, the TUMI E-Bus Mission City Network was established as a collaborative platform where cities can share experiences and best practices in e-bus adoption. This network serves as a learning hub, providing members with access to knowledge, resources, and exclusive training opportunities. By fostering peer-to-peer exchanges, the network aims to accelerate the transition to e-buses across various cities, setting a precedent for others to follow.

During its first phase (2022-2023), the TUMI made significant progress, including the creation of a network of over 63 cities. It also engaged additional cities and stakeholders through activities such as City Dialogues, Marketplaces, and Study Tours, laying a strong foundation for future expansion and impact.

tumi City Network E-Bus Mission Network





ICLEI's TUMI E-Bus Mission will support cities in shaping financeable e-bus projects, with a primary focus on Brazil and India. The initiative will provide tailored technical assistance, conduct needs assessments, and collaborate with local and regional partners to advance e-bus deployment. Additionally, the mission will engage in global and national coordination efforts, ensuring synergy and alignment with broader sustainability goals.

2. Scope of Work

The consultancy aims to:

1. Develop a detailed e-bus proposal for Leh that addresses technical, operational, financial aspects.
2. Prepare SOPs for e-bus depot operations, covering charging, maintenance, parking, safety, and energy management.
3. Assist cities in shaping financeable E-Bus Projects

2.1 Development of E-Bus Proposal for Leh

Leh, situated in the high-altitude region of Ladakh, is pursuing sustainable mobility solutions to address its unique challenges of rugged terrain, extreme climatic conditions, and a fragile ecosystem. The deployment of electric buses (e-buses) is a critical step toward reducing emissions, improving air quality, and providing an efficient public transport system for both residents and tourists. Moreover, various network cities have deployed or are in process to develop E-bus depots to accommodate an increasing fleet of e-buses. The development of a comprehensive e-bus proposal and Standard Operating Procedures (SOPs) for e-bus depot operations is crucial. The proposal will guide Leh's e-bus deployment strategy, while the SOPs will ensure safe, efficient, and sustainable operations of the e-bus depots across network cities.

Tasks:

- Assess Leh's existing public transport system, including fleet size, routes, ridership, and operational challenges.
- Analyze terrain, weather, and altitude-related factors influencing e-bus operations.
- Review existing policies and initiatives relevant to e-mobility in Leh and Ladakh



- Engage with stakeholders such as local government, transport operators, the tourism department, Original Equipment manufacturers (OEMs), and energy providers.
- Identify stakeholder needs, expectations, and contributions to the e-bus project.
- Develop fleet and infrastructure deployment plans.
- Develop bus specification plan for Leh.
- Develop financial requirements and funding strategies.
- Develop implementation roadmap with phased timeline
- Develop proposal that can be submitted to national schemes such as PM- EBus Sewa

Deliverables:

- Detailed technical assistance report including assessment findings, recommended strategies, and implementation of roadmaps.
- Documentation of stakeholder engagement activities, including meeting minutes and attendance records.
- Draft and final e-bus proposal for Leh

2.2 Development of SOPs for E-bus Depot Operations (Rajkot and Bhopal)

Tasks:

- Conduct site visits to understand depot requirements. Analyze current practices in depot management, focusing on high-altitude challenges.
- Collaborate with depot managers, OEMs, charge point operators, and policymakers to identify gaps and needs for SOPs.
- **SOP Development:** Draft detailed SOPs covering:
 - **Charging operations:** Scheduling, monitoring, and peak load management.
 - **Parking management:** Efficient layouts and safety protocols.
 - **Energy management:** Backup systems and energy efficiency measures.



- **Maintenance:** Preventive and corrective schedules.
- **Safety:** Emergency response, fire safety, and staff training.
- **Environmental protocols:** Waste management and eco-friendly practices.
- **Validation and Training:** Present draft SOPs and the e-bus proposal to stakeholders for validation. Develop training modules for depot staff and local stakeholders to ensure smooth implementation.
- **Gender Inclusivity:** Incorporate measures to create a safe and an inclusive environment for all genders.

Deliverables:

- Assessment of current practices
- Documentation of stakeholder engagement activities, including meeting minutes and attendance records.
- Final Standard Operating Procedures (SOPs) for e-bus depot operations with a focus on Bhopal and Rajkot.

4. Assumptions

- The consultant will work closely with ICLEI's regional and global teams, as well as with local government officials and stakeholders in the targeted Indian cities.
- ICLEI will facilitate introductions and provide necessary background information and resources to support the consultant's activities.
- All deliverables will be prepared and submitted in English.
- The consultant will utilize virtual communication tools (e.g., email, video conferencing) for coordination and engagement, with the potential for in-person meetings as needed and feasible.
- The consultant will adhere to all relevant ICLEI and TUMI guidelines, policies, and standards throughout the assignment.

5. Deliverables and time frames

The following table outlines the expected deliverables and their respective timelines. Specific deadlines may be adjusted based on the start date and project requirements.



Activity	Deliverables	Indicative Timeframe
2.1. Development of E-Bus Proposal for Leh	Inception report covering baseline assessment findings, recommended strategies, and implementation of roadmaps.	07 Feb 2025
	Documentation of stakeholder engagement activities, including meeting minutes and attendance records.	28 Feb 2025
	Draft e-bus proposal for Leh	14 March 2025
	Final e-bus proposal for Leh	28 March 2025
2.2 Development of SOPs for E-Bus Depot Operations	Inception report that includes assessment of current practices and global good studies	07 Feb 2025
	Documentation of stakeholder engagement activities, including meeting minutes and attendance records	28 Feb 2025
	Draft Standard Operating Procedures (SOPs)	14 March 2025
	Final Standard Operating Procedures (SOPs) for e-bus depot operations with a focus on Bhopal and Rajkot	28 March 2025

Considering the needs of the project, partial activity progress reports may be requested. These will be agreed upon in advance with the consultant.



6. Payment

Payment to the consultant will be made according to the following schedule, contingent upon the timely submission and acceptance of deliverables as outlined above.

Payment Tranche	Percentage	Milestone
1st Installment	30%	Inception Report/Baseline Assessment Report
2nd Installment	20%	Upon submission and acceptance of the Draft Report and progress deliverables
3rd Installment	50%	Upon final report and acceptance of the all the detailed reports and submission deliverables

7. Terms and condition

- 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 consultant shall maintain confidentiality of all information obtained during the course of the assignment and shall not disseminate any materials or insights without prior written consent from ICLEI.
- The consultant is expected to conduct all activities in an ethical and professional manner, adhering to ICLEI's code of conduct and relevant policies.
- Any changes to the scope of work, deliverables, or timelines must be discussed and agreed upon in writing by both parties.

8. Service provider requirements

The successful consultant must demonstrate the following qualifications and experience:

Professional Qualifications:

- Advanced degree in urban planning, transportation engineering, environmental studies, public policy, or related fields.
- At least 5 years of professional experience in electrification of public transport.
- Proven experience in developing and implementing electric mobility projects, preferably within the Indian context.





- Strong understanding of the technical, financial, and policy aspects of electric bus deployment.
- Experience in conducting capacity-building activities, including workshops and training sessions for diverse stakeholders.
- Demonstrated ability to develop comprehensive and bankable project proposals, including familiarity with various funding mechanisms and financial modeling.
- Excellent analytical, writing, and communication skills in English and Portuguese.
- Ability to work effectively with government officials, private sector stakeholders, and international organizations.
- Strong project management skills, including the ability to meet deadlines and manage multiple tasks simultaneously.

Desirable Qualifications:

- Experience working with international development organizations or initiatives focused on sustainable urban development.
- Familiarity with the TUMI E-Bus Mission and ICLEI's work and methodologies.
- Knowledge of Indian public transportation policies, regulations, and funding structures.
- Proficiency in using relevant software and tools for data analysis, project planning, and presentation.

9. Reporting requirements and management

- The consultant will report directly to the ICLEI South Asia transport team.
- Regular virtual meetings will be scheduled to discuss progress, address challenges, and plan upcoming activities.
- All final deliverables should be submitted electronically in editable formats (e.g., Word, Excel, PowerPoint) as well as PDF versions where appropriate.

10. Proposal Submission Requirements

Interested consultants are requested to submit the following documents:

1. **Technical Proposal** outlining the understanding of the assignment, proposed methodology, work plan, and timeline for delivering the scope of work.
2. **Financial Proposal** detailing the proposed budget, including a breakdown of costs (e.g., daily rates, travel expenses, other relevant costs) including taxes and fees. The Financial proposal should be up to 16.000 EUR.
3. **Curriculum Vitae (CV)** highlighting relevant qualifications, experience, and references.



4. **Portfolio or Examples of Previous Work** demonstrating experience in similar assignments.

All proposal documents should be submitted in English.

10. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Technical Competence:	
- Understanding of the assignment	25%
- Proposed methodology and approach	25%
- Relevant experience and qualifications	40%
Financial Proposal:	
- Cost-effectiveness and budget feasibility	10%

11. Application Process

Please send all required application materials via email with the subject line **“Consultant Application: TUMI E-Bus Mission India”** by **27 January 2025, 18:00 IST** to ecomobility@iclei.org.

Note: Applicants who do not comply with the instructions will not be considered. Applications will be reviewed on a rolling basis, and early submissions are encouraged. Only shortlisted candidates will be contacted for interviews. Please use English for all communications.

For more information about ICLEI – Local Governments for Sustainability and the TUMI E-Bus Mission, please visit:

- [ICLEI Website](#)
- [TUMI E-Bus Mission](#)