



TERMS OF REFERENCE

ICLEI Southeast Asia

Units 3-6 Manila Observatory Building Ateneo de Manila University, Loyola Heights, Quezon City, 1108, Philippines

Consultancy services to support capacity building for local and regional governments in Malaysia

Issue date: 30 January 2025

Bids due: 28 February 2025

Please indicate interest in submitting a proposal and any queries by 06 February 2025 so that responses may be shared with all bidders. Proposals will still be considered if interest is not indicated, however any further clarifications will not be addressed after 13 February 2025.



TERMS OF REFERENCE

TO SUPPORT CAPACITY BUILDING FOR LOCAL AND REGIONAL GOVERNMENTS IN MALAYSIA

I. BACKGROUND

The RENEW-SEA Project, funded by the Tara Foundation, envisions that subnational governments across Southeast Asia (Indonesia, Malaysia, Thailand) are empowered and actively driving the sustainable energy transition at the subnational level, ideally with robust plans in place to scale up renewable energy and improve energy efficiency, thereby supporting national progress toward net-zero.

ICLEI - Local Governments for Sustainability will work toward this through an **initial 12-month project** to mobilize and empower subnational governments through technical, capacity, and policy support aimed at accelerating the uptake of renewable energy at the subnational level, providing them with the knowledge, tools, and network needed for successful renewable energy deployment. This goal is pursued to not only address climate change but also to spur sustainable economic development and create a more responsive and informed civic ecosystem, while continuing to develop the competencies of subnational governments, and also exploring relevant enabling measures at the national level. Through strategic partnerships and targeted interventions in the project's context, we envision a future where local governments actively contribute to the global transition to net-zero emissions.

II. DURATION AND LOCATION

The project must be carried out within a period of three (3) months from April 2025 to June 2025 in Melaka, Malaysia.

III. SCOPE OF WORK

The Consultant is expected to deliver 3 trainings (2 in-person/hybrid; 1 virtual) in Malaysia providing 45 participation spots in the local language, as needed. The agenda, materials, etc. will be developed in cooperation with ICLEI. Two of the trainings will be in person, while one will be online. Each session will last at most half a day (4 hours).

DELIVERABLES AND TIMEFRAME

The Consultant shall be expected to submit the following deliverables according to the timeline indicated below. The actual time required for each task may vary based on the specific requirements of the project and the capabilities of the Consultant and project team. Adjustments to the timeline due to unforeseen circumstances and external factors can be accommodated and shall be discussed between the Consultant and ICLEI.

No	Item	Number of mandays	Format of deliverable
Deliver 3 trainings (2 in-person/hybrid; 1 virtual) in Malaysia providing 45 participation spots in the local language, as needed. The agenda, timeline, materials, etc. will be developed in cooperation with ICLEI through regular meetings/lines of communication. Training topics have already been identified and mentioned below.			
1	Localize and translate into local language the training modules developed by ICLEI.	6 mandays	Input/feedback on the materials developed by ICLEI. Translation of training modules



2	Co-design 3 trainings (2 in-person/hybrid; 1 virtual) with ICLEI.	3 mandays	<p>Input/feedback on materials developed by ICLEI.</p> <p>Determine agenda and flow of the session</p> <p>Support with invitation to network local and regional governments in Malaysia (in local language) .</p>
3	<p>Deliver the following 3 trainings to local and regional governments in the local language using the training modules developed by ICLEI and localized by the consultant (Deliverable 1):</p> <ul style="list-style-type: none"> ● Basics of renewable energy and energy efficiency for local and regional governments (in-person, 0.5 day) ● Basics of financing renewable energy developments (in-person, 0.5 day) ● Renewable energy strategic planning (online, 0.5 day) 	3 mandays	<p>Event facilitation and moderation and training delivery</p> <p>Event documentation</p>

IV. QUALIFICATIONS

- A degree in renewable energy, environmental management, urban planning, sustainability, public policy, or a related field;
- At least 5 years of proven experience in working in renewable energy projects, ideally with a focus on outreach, policy, and capacity building;
- Prior work with local governments or public sector organizations;
- Experience in stakeholder engagement and community outreach;
- Ability to develop and delivery training programs and workshops;
- Deep understanding of renewable energy systems, technologies, and trends;
- Knowledgeable of local, state, and federal policies related to renewable energy.
- Strong communication skills, both written and verbal;
- Strong facilitation skills for multi-stakeholder dialogues and consultations is 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;
- A resident of Melaka is a plus.

V. REPORTING

The Consultant will report directly to the Project Officers of the RENEW Project of the ICLEI SEAS project team. They will also be coordinating with the project liaisons of the local government of Hang Tuah Jaya and the Melaka Green Technology Corporation.

VI. TIMELINES



Submission and delivery timelines are as follows:

- Issue date of the Terms of Reference: 30 January 2025
- Interest in submitting a proposal and any queries: 06 February 2025
- Response to the queries received from interested bidders: 13 February 2025
- Deadline for submission of expression of bids: 28 February 2025 before 17:00 Philippine Standard Time
- Notification to the successful bidder: 14 March 2025

VII. APPLICATION

Interested consultants are requested to apply by **17:00 Philippine Standard Time on 28 February 2025, 17:00 Philippine Standard Time** by sending the following documents in English to iclei-sea@iclei.org with the email subject: **RENEW Consultancy_Malaysia_Name of Consultant**:

- Expression of interest by 28 February 2025 (optional)
- Proposal/bid detailing bidders experience (including degrees, work experience, references to similar previous work if any) and confirmation of availability for the consultancy's duration, and proposed consultancy fee
 - The total financial quote should detail any additional travel costs that the consultant may require for the 2-day in-person training.
- Latest CV

The applications will be evaluated according to the following criteria:

Understanding of the tasks required	20%
Financial offer	40%
Previous experience working with cities/governments	15%
Proof of similar work delivered	10%
Availability during the project duration	15%

For any queries regarding this Terms of Reference, please contact ICLEI Southeast Asia via the email address above or at (632) 426-0851.

VIII. ADDITIONAL INFORMATION

Document format:

The final format of knowledge products and reports would be a PDF document in English, and the deliverables will be provided in editable Word/PPT documents for review purposes.

Target audience and end users:

The primary target audience of the activities and outputs are local governments, community groups, and similar organizations.

Source of data:

The development of the knowledge products and other reports will be based on publicly available/accessible data. A comprehensive list of these sources, formatted to ensure transparency and credibility will be provided in the reference section. Those sources may include national and international reports, scientific publications and various resource tools.

Ownership and confidentiality:



Ultimate ownership of the knowledge products rests with ICLEI-Local Governments for Sustainability. However, during the preparation process, no information should be shared publicly or made available online in order to maintain confidentiality and premature dissemination.

Quality assurance and evaluation criteria:

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

Consultancy fee:

The all inclusive consultancy fee for the aforementioned scope of work is a maximum of USD 4,500.