

TERMS OF REFERENCE (ToR)

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

Local organisation #2 to support on climate resilience building activities in the Imariye community in Izmir, Türkiye

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 İzmir-based organisation to support the development and implementation of climate resilience building strategies and interventions against flooding in Izmir, Türkiye as part of the [Climate Resilience for Communities Project \(Toplumlar için İklim Dayanıklılığı Projesi\)](#). The local organisation will be in direct communication with ICLEI and the relevant departments of Izmir Metropolitan Municipality, and it will be responsible for coordinating the activities on the ground.

The anticipated period of the contract is half-a-year (6 months), within a timeframe starting ideally in 15 July 2025, with the possibility of extension based on needs.

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)		
	Data Collection (3 months)	Grading (3 months)			T1 study prep. (2 months)	Data Collection (2 months)	Grading (1 m.)
							OTHERS

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 Nida Bilgen, Junior Officer of Resilient Development, ICLEI World Secretariat.

Under the guidance of the Project Core Team, the organisation 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 (*)
Task 1: Climate and Heat Awareness Training Subtask 1.1: Identification of key learning outcomes and target audience together with ICLEI team. Subtask 2.2: Revision and development of educational material in collaboration with municipal departments. Subtask 2.3: Conduct training sessions	Q3 2025 - Q4 2025
Task 2: Other proposed activities in the community to foster social cohesion and raise climate awareness	Q3 2025 - Q4 2025
Task 3: Closing report	Q4 2025

Notes on working approach

- 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 handed over to ICLEI upon completion of the assignment. The organisation shall not pass on to any third party any data, documents, reports, or other materials prepared or obtained during the assignment.
- The organisation should submit an invoice for payment at the end of each milestone. The payment will be made:
 - 20% upfront,
 - 50% upon preparation for implementation on the ground (including participatory processes with communities, in case it applies),
 - 30% on providing the final report.
- The organisation is responsible for ensuring compliance with relevant laws related to taxation and migration (e.g. must have permission to work as a contractor in Türkiye).
- The organisation is being engaged as a contractor to provide services outlined in these terms of reference. The staff from the organisation that will be involved in the project will not be employees of ICLEI - Local Governments for Sustainability or any of the other partner organisations.
- **The rate included in the job offer shall include all costs.** No additional costs will be provided by ICLEI or other partners. The organisation is responsible for coverage of its employees under Turkish social and health services.
- The project is located in Izmir, Türkiye, therefore **it is anticipated the organisation will be based in Izmir.**
- The organisation will be responsible for providing their own IT equipment, software licenses, internet connection etc, in case of need.
- The organisation 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 organisation 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.
- The organisation must ensure the inclusion of people from different groups in the community in the activities carried out. The organisation shall provide resources to ensure that activities are designed for people who speak different languages, providing translation services if necessary.
- Subcontracting is not permitted.

Required skills, qualifications and expertise of the organization

1. Staff proficient/native in Turkish, and fluent in English. Knowledge of any other language that is spoken in the community (French, Arabic, etc.) will be advantageous.
2. Extensive expertise 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 İzmir's culture with extensive experience in community consultation and engagement, particularly of marginalized, minority and/or underrepresented groups.
5. Demonstrated experience working with local governments in İzmir.
6. Experience in monitoring and evaluation, including budgeting and financial control.
7. Experience leading the design, organization, and facilitation of peer-learning and capacity-building workshops and events that encourage participants to interact, learn, and network.
8. Skilled in organizing and facilitating meetings with software and tools, including Zoom, Microsoft Office applications, Google applications, and online content management systems.
9. 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.
10. Experience working with interpreters, translators, sessions conducted in multiple languages.

The applicant organisation is expected to assign a focal point project manager who will serve as the main liaison with ICLEI throughout the project. This person will be responsible for overall coordination, communication, and quality control of deliverables.

In addition, the organisation must designate at least two team members who will be actively present in the field, ensuring close collaboration with the community and implementation of project activities on-site. To ensure adequate capacity, all core team members, including the project manager and field staff, must dedicate a minimum of 50% of their working time to this project. This time commitment is essential to maintain continuity, responsiveness, and effective delivery of tasks in coordination with ICLEI and local stakeholders. Minimum team required:

Position	Qualification Requirement / Expertise
Team leader	<ul style="list-style-type: none"> • University degree (Master's preferred) in urban planning, environmental sciences, social sciences, disaster risk management, or related field. • Minimum 7 years of experience coordinating community-based or municipal-level projects on climate resilience, disaster preparedness, or sustainable development. • Proven experience in designing and delivering training, workshops, and/or participatory activities. • Strong facilitation and coordination skills across different stakeholders (e.g. local government, NGOs, local communities). • Familiarity with the climate adaptation and disaster risk context of Izmir is an asset.
Key Expert(s)	<ul style="list-style-type: none"> • University degree (Master's preferred) in urban planning, environmental sciences, social sciences, disaster risk management, or related field. • Minimum 5 years of practical experience in grassroots mobilization, participatory planning, or local development work. • Experience in developing inclusive training materials and conducting workshops with diverse audiences (e.g. women, youth, children). • Strong communication and interpersonal skills; ability to build trust and work with vulnerable groups.
Junior Expert(s)	<ul style="list-style-type: none"> • Degree in environmental sciences, urban studies, or any relevant discipline. • Minimum 3 years of experience supporting implementation of climate adaptation, awareness-raising or community capacity-building activities. • Experience in documentation, reporting, logistics coordination, or local-level research is an asset. • Familiarity with Izmir or dialects/language sensitivities is desirable.

Application

The application should include the following documents:

1. Submit a Technical Offer, responding to the following:
 - Work plan on the ToR activities will be implemented;
 - Approach for organization and facilitation of activities on the ground;
 - Presentation of staff characteristics (Annex 2) and CVs of team members;
 - Organizational profile.

Documents longer than 5 pages will not be considered for evaluation.

2. Submit a Financial Offer (Please use template in Annex 3)
 - Budget: to be provided in Annex 3.
The comprehensive budget should include all task related costs, such as staff cost, logistics, translation, publication costs. The Total costs should be max EUR 10,000 including local taxes. Financial Offers above this threshold will be disregarded and will not be evaluated.
3. Filled out administrative information sheet (Please use Template in Annex 4)
4. Signed disclaimer on exclusion criteria (Please use Template in Annex 5). Applicants will have to complete and sign Annex 4. 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 (70%)
 - 1.1. Work plan & Approach (40%)
 - 1.2. Past experience based on CVs and professional references (30%)
2. Financial Offer (30%)

Please submit all information via email **in English** with the subject “**Application: Izmir UCRP Local Organisation İmariye**” 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:

Monday 16 June 2025

Last day for submission:

Sunday 6 July 2025 (End of day, Izmir Time)

ANNEX 1 - SPECIFIC TASKS

Task 1: Climate and Heat Awareness Training

Subtask 1.1: Identification of key learning outcomes and target audience.

- Identification of the community groups that will be trained, prioritising local schools, women, NGOs and community organisations.
- Definition of the number of people that will be trained.
- Definition of the topics that will be covered by the training.

Subtask 1.2: Assessment of existing training modules of Izmir Metropolitan Municipality, and inclusion of a module on climate to the existing training program.

- Analysis of municipal training programs, exploring the gaps and opportunities of it.
- Development of a training module on climate that is in line with the objectives of Izmir Agriculture Department's training program. This module will be developed together with ICLEI and the relevant departments of Izmir Metropolitan Municipality.

Subtask 1.3: Development of educational material (lessons, plans, presentations, activity guides, visual material).

- Development of lessons, plans, presentations, activity guides and visual materials that will be used in the training sessions.
- Find a local supplier who can print the material to be provided to the participants.
- Translation of the educational material, from Turkish to other languages that participants may need (French, Arabic, etc.)

Subtask 1.4: Conduct training sessions.

- Set up the logistics needed for the training: finding a suitable venue for the workshops in Imariye, finding a catering service, finding a local supplier for the printing materials, etc.
- Carry out the communication and outreach tasks for the training sessions.
- Deliver training sessions in-situ, with Turkish being the main language in which the training sessions will be conducted, but also being able to facilitate training for people who speak other languages. The city government and the local consultant will support the delivery of the training.
- Develop a report that includes details of the method used to deliver the training session and the groups of community members who have participated in the training.
- Develop replication guidelines for the training session, defining the lessons learned and recommendations for future training sessions that would be delivered in Imariye and in other communities in Izmir.

ANNEX 2 - PRESENTATION OF STAFF CHARACTERISTICS

The following data have to be indicated for the staff proposed for the different positions. They have to be backed unambiguously by details in the CV. In case of contradictions found during evaluation, details of the CV prevail. Tables may be adjusted according to the proposal and to the number of proposed key staff.

Role:	Team Leader/Key Expert(s)/Junior Expert(s)	
Criteria	Requirement	
Professional education / University degree	University degree (Master's preferred) in urban planning, environmental sciences, social sciences, disaster risk management, or related field.	
Professional Experience	Years of experience No. of projects with > 6 months input	
Experience in Projects related to climate risks	Familiarity with the climate adaptation and disaster risk context of Izmir is an asset.	
Experience working with local governments in Izmir	No. of projects with > 6 months input	
Longstanding experience working with a diverse set of clients and stakeholders including NGOs similar to ICLEI (<i>Advantageous</i>)	Strong facilitation and coordination skills across different stakeholders (e.g. local government, NGOs, local communities).	

Employment status with firm (no associate or freelancer will be accepted)	years	
Ability to work in multi-disciplinary teams	<i>Must have</i>	
Effective English verbal and writing skills	Degree of skill: fluent/very good	

ANNEX 3 - FINANCIAL OFFER

Name of organisation	
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Task	Deliverable	Daily rate in Euro (a)	Number of days (b)	Sum in Euro (c) = (a) x (b)
Climate and Heat Awareness Training	Assessment of existing training modules of Izmir Metropolitan Municipality			
	Development of educational material in coordination with ICLEI and the Metropolitan Municipality			
	Conduct training sessions			
Closing report				
Final sum				

Important Note:

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

- The proposed daily rate is an all-inclusive amount which will be paid by ICLEI to the organisation. ICLEI will also not reimburse the organisation for any other expenses. The organisation shall receive a payment in Euros, all taxes such as VAT included, for covering human resources inputs (staff time). But the organisation 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 organisation's tax liabilities.

ANNEX 4 - ADMINISTRATIVE INFORMATION SHEET

Name of organisation	
Relevant registration numbers & Country	
VAT ID (if applicable)	
Contact information Address E-mail Phone number	

ANNEX 5 - DISCLAIMER ON EXCLUSION CRITERIA

Terms of Reference:

The organisation to support urban and climate resilience assessment and strategic resilience enhancement plan

I hereby declare that our organisation is 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.

Place, date

Signature