

TERMS OF REFERENCE (ToR)

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

**Local organisation #1 to support on climate resilience building activities in the
Pazaryeri 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 Izmir-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 and performance.

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 (*)
<p>Task 1: Climate awareness and flood preparedness training programs</p> <p>Subtask 1.1: Support the local consultants of ICLEI on the development of a methodology for the training sessions (e.g. identification of target groups prioritising youth, women and migrants, etc.)</p> <p>Subtask 1.2: Implementation of the final training program in Pazaryeri</p> <p>Subtask 1.3: Development of a report on lessons learned and recommendations for future training.</p>	Q2 2025 - Q3 2025
<p>Task 2: Conduct a neighbourhood-level flood risk and vulnerability assessment and protection for 5 neighbourhoods of Pazaryeri community.</p> <p>Subtask 2.1: Lead the organisation of flood risk and vulnerability assessment in the community, in collaboration with ICLEI and city government.</p> <p>Subtask 2.2: Support with the dissemination and implementation of flood barriers</p> <p>Subtask 2.3: Conduct a training for community members and stakeholders on how to install, maintain, and mobilise barriers during flood events.</p>	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 workers 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.
- 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

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. Demonstrated capacity to use open-source platforms, open data standards and interoperability to support local capacities to exercise informed autonomy to create and/or build sustainable local risk knowledge.
7. Demonstrated capacity in developing strategic documents outlining and guiding local or national government's priorities on disaster risk management.
8. Experience in monitoring and evaluation, including budgeting and financial control.
9. Experience as a trainer and/or leading the design, organization, and facilitation of capacity-building workshops and events that encourage participants to interact, learn, and network.
10. Skilled in organizing and facilitating meetings with software and tools, including Zoom, Microsoft Office applications, Google applications, and online content management systems.
11. 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.
12. 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 engineering, disaster risk management, or a 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 flood risk context of Izmir and/or community-level resilience work in Türkiye. • Familiarity with the climate adaptation and disaster risk context of Izmir. • Proven track record in coordinating fieldwork and delivering timely reports.
Key Expert(s)	<ul style="list-style-type: none"> • University degree (Master's preferred) in urban planning, environmental engineering, disaster risk management, or a related field. • Minimum 5 years of experience in flood risk assessment, disaster risk reduction, or related work. • Demonstrated experience in leading or contributing to vulnerability assessments at the neighbourhood or municipal scale. • Experience in developing inclusive training materials and conducting workshops with diverse audiences (e.g. women, youth, migrants). • Strong communication and interpersonal skills; ability to build trust and work with vulnerable groups.
Junior Expert(s)	<ul style="list-style-type: none"> • University degree (Master's preferred) in environmental engineering, urbanism, or any related field. • Minimum 3 years of experience supporting implementation of resilience-building activities, ideally in community-based or NGO projects. • Experience in field documentation, local coordination, or logistical support. • Familiarity with the Pazaryeri area or similar neighbourhoods in Izmir is desirable.

Application

The application should include the following documents:

1. Submit a Technical Offer, responding to the following:
 - 1.1. Work plan on the ToR activities will be implemented;
 - 1.2. Approach for organization and facilitation of activities on the ground;
 - 1.3. Presentation of staff characteristics (Annex 2) and CVs of team members;
 - 1.4. Organizational profile.Documents longer than 5 pages will not be considered for evaluation.
2. Submit a Financial Offer (Please use template in Annex 3)
 - 2.1. 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 20,000 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 Pazaryeri**” 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 06 July 2025 (End of day, Izmir Time)

ANNEX 1 - SPECIFIC TASKS

Task 1: Climate awareness and flood preparedness training programs

Subtask 1.1: Support the local consultants of ICLEI on the development of a methodology for the training sessions (number of people to engage, identification of target groups prioritising Youth, Women and Children, etc.)

This includes:

- Support the preparation of presentation materials (in Turkish / English) for communities and stakeholders, if needed.
- Support in the logistics needed for the training: finding a suitable venue for the workshops in Pazaryeri, finding a catering service, finding a local supplier for the printing materials, etc.

Subtask 1.2: Implementation of the final training program in Pazaryeri

- 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.
- Support on the communication and outreach of training sessions.

Subtask 1.3: Development of a report on lessons learned and recommendations for future 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 Pazaryeri and in other communities in Izmir.

Task 2: Conduct a neighbourhood-level flood risk and vulnerability assessment and protection of critical services for 5 neighbourhoods of Pazaryeri community

Subtask 2.1: In collaboration with ICLEI and city government, the organisation will lead the flood risk and vulnerability assessment in the community. This includes:

- Data collection from community members and other studies that have been previously done. Use the T0 study conducted in the CRC project as a reference.
- Analysis of vulnerabilities at the neighbourhood level.
- Mapping of critical community services affected by floods.
- Definition of appropriate type and scale of flood barriers that could be implemented in the neighbourhoods.
- Identification of local actors responsible for barrier management.
- Development of a report collecting all the previous points.

Subtask 2.2: Support with the dissemination and implementation of flood barriers

- Support the ICLEI team with the process related to identification and purchasing of flood barriers.

- Contact the persons responsible for installing and maintaining the barriers, as well as the persons responsible for managing the critical infrastructure identified in Subtask 2.1.

Subtask 2.3: Conduct a training for community members and stakeholders on how to install, maintain, and mobilise barriers during flood events.

- Support on the communication and outreach of 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 sessions should be suitable for any member of the community, from people who are experts in flood protection to people who are inexperienced.
- Support in the logistics needed for the training: finding a suitable venue for the workshops in Pazaryeri, finding a catering service, finding a supplier for the printing materials, etc.
- Develop a report that defines the main outcomes of the training session and recommends methods of implementing barriers for the community.

Task 3: Submission of a closing report

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 (Advantageous)	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)	No. of 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 awareness and flood preparedness training programs	Training content for climate awareness and flood preparedness			
	Multiple training sessions (for at least 200 community members)			
	Development of a report on lessons learned and recommendations for future training			
Neighbourhood-level flood risk and vulnerability assessments	Flood risk and vulnerability assessment for 5 neighbourhoods of Pazaryeri community			
	Identification of the flood-prone critical services in the community and appropriate type of flood protection system/solution based on the assessment			
	Support with the implementation of flood			

	barriers for selected area			
	Identification of responsible local actors for flood barrier management			
	Training for responsible community members and stakeholders on flood barrier management			
Closing report				
Final sum				

Important Note:

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

- The proposed 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:

Local 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