Terms of Reference for engaging Subject Matter Expert 2 (external consultant) under Climate Smart Cities

I. About the Project

The National Institute of Urban Affairs, New Delhi, along with TU Berlin and DIFU, is implementing the Climate Smart Cities Project in India funded by GIZ. The objective of the project is to anchor climate-friendly solutions for urban infrastructure projects and area-based development in the planning and implementation of projects under the Smart Cities Mission of the Government of India. It focuses on supporting cities through various instruments (technical handholding, training, peer learning) in implementing smart solutions.

The project works with three Indian Smart Cities of Bhubaneshwar, Coimbatore, Kochi and their respective state governments in the planning and implementation of smart and climate-friendly measures for infrastructure and area based development, and measuring and monitoring of their GHG emissions.

In addition to the technical assistance to the 3 partner cities, NIUA is implementing MoHUA’s ClimateSmart Cities Assessment Framework for all 100 Smart Cities. NIUA is currently looking for two subject matter experts to support the ongoing work under the project.

II. Aims

- Contribution to the New Urban Agenda (Habitat III) as well as the Sustainable Development Goals (SDG) 11.
- Promotion of climate-relevant solutions for urban infrastructure and increase the capacities of cities to contribute to reduction of Greenhouse Gas Emissions.
- Developing capacities of urban local bodies with the support of training institutes, in order to undertake climate conscious urban interventions
- Disseminating German & International experiences for including climate aspects into Smart City projects

III. Key Components

The scope of work being undertaken by NIUA under the project comprises of four key components:

1. Setting up a National Help Desk: Establishment of national help desk to transfer know-how and technical inputs for climate relevant measures for selected smart cities under the national mission
2. Capacity building: Development of training modules and working aids including conduction and dissemination, on smart climate relevant solutions
3. Establishment of multi-tier networking platform: City, State and National level networking platform for exchange of experience between Indian Smart Cities and disseminating international experiences for including climate aspects into Smart City Projects
4. Indo-German Working Group: For urbanization support to National Ministries, States and Cities in including climate relevant instruments in planning, implementation and monitoring

IV. Subject Matter Expert (SME)

1. Work Description
The work of the SME directly relates to component 2 of the above, i.e. Capacity building. The project is currently looking to engage two SME’s in the areas of Urban Planning, Green Cover and Biodiversity of the ClimateSmart Cities Assessment Framework.

The Subject Matter Experts will be engaged to develop and disseminate training material in order to build the capacities of Smart Cities to understand and perform better on the CSCAF indicators, such that informed climate actions are taken in the cities. The training will also be provided to select training institutes who can further disseminate the knowledge. The details of the CSCAF indicators can be found on: https://smartnet.niua.org/csc/key-documents.html

The expert is expected to have a clear understanding of the indicators and what is required from the cities to assess themselves on them.

The responsibilities of the SME 2 include the following, but are not limited to:
- Development of training sessions, working aids, Training manuals, ToT manuals other required material; as per topics below:
  a. Urban Biodiversity
  b. City Climate Action Plan
- Training material on stakeholder engagement linked to the above topics
- Rollout of training workshop as key trainer/expert

The tasks are divided into 3 main components:

1. Urban Biodiversity
2. City Climate Action Plan
3. Stakeholder Engagement

2. Target audience:

The training is targeted towards the Smart Cities, specifically the ULB officials involved with work around Urban Planning and Green Cover as well as officials from regional training institutes that provide capacity building around these themes.

3. Deliverables:

The deliverables are divided into three main components as per the topics:

3.1 COMPONENT I: URBAN BIODIVERSITY

Background: Urban biodiversity provides significant ecosystem services contributing to climate change mitigation and adaptation, such as carbon sequestration, air and water purification, mitigation of impacts of environmental pollution, noise reduction, and regulation of microclimate. High biodiversity increased the resilience of a city.

Purpose: To improve knowledge of the cities on urban biodiversity and equip them to increase the extent to which they are acting for protection, conservation and management of urban biodiversity.

Following are the expected deliverables under Component I:

3.1.1 Presentations- Prepare one or more presentations covering the topics under the indicators:
i. Urban Biodiversity: To include the definition of urban biodiversity, components of urban biodiversity, its link with climate change, challenges in dealing with urban biodiversity, stakeholders involved at various levels (internal and external)

ii. Rules and regulations: Legislations, guidelines, bye laws, policies related to urban biodiversity, for example, Biological Diversity Act 2002: definitions, important aspects, actions for cities. Formation and functions of National Biodiversity Authority, State Biodiversity Board, Biodiversity Management Committees, Local Biodiversity Fund. Powers and duties of various governments.

iii. Urban Biodiversity Plan: Components of an Urban Biodiversity Plan, examples of a plan, stakeholders engaged in formulating a plan, writing a ToR for the plan

iv. People’s Biodiversity Register and Assessment of Urban Biodiversity: Definition of a PBR, tools available for it. How does one assess urban biodiversity- conducting a baseline assessment for proper management, inventorising urban ecosystems and species

v. Fund allocation for Urban Biodiversity: Accessing funds for urban biodiversity, municipal budget allocation, PPP, private funding and other relevant mechanisms

vi. Implementation of measures: Measures for successful implementation of biodiversity plan- step wise implementation such as committee constitution, by laws formulation, DPR preparation, tender documents, project execution and monitoring, with examples. This should also include the understanding and calculation of City Biodiversity Index (to link with exercise)

All presentations to have guiding notes, captions and sources at all places, in addition to the content.

3.1.2 Case studies- Document minimum two case studies in the following topics from Indian cases to demonstrate

3.1.2.1 Successful implementation of plan/projects/strategy
3.1.2.2 Administrative, legal and budgetary processes
3.1.2.3 Community engagement, and any other relevant themes

The presentation should be in the form of slides, videos, photographs and interviews with involved persons, as long as the intent, process, challenges, solutions are highlighted. Sources of all case studies to be documented.

3.1.3 Exercises- Design a set of exercises for joint discussion, group work as well as individual work around the concept of assessment and inventorisation of urban biodiversity and calculation of city biodiversity index. It may start with a joint discussion on issues and challenges faced, solutions and prioritization and also include mapping of stakeholders involved as well as process diagram for carrying out work of this nature. To be conducted over a 1.5-2 hours duration. Identify data sources that are required from the cities and collect some of the data beforehand for some selected cities that are attending.

3.1.4 Manuals- A set of manuals is expected for each topic, which includes

i. Training manual- Document with content of all topics under the session-technical information in detail linked to the presentation, with references to more reading material- to help the participants in following the sessions

ii. Trainer’s manual- Document with details of how to conduct the sessions including exercises, tips, material required and additional input to help the trainers in conducting a similar training later. This manual will have references
3.1.5 Reference Material- A repository of supporting reference material must be provided in a clearly structured folder to include additional reading material, details of best practices, videos and images, examples of plan, strategies, tender documents, DPRs, ToRs, EoIs relevant to the training content.

3.2 COMPONENT II: CLIMATE ACTION PLAN

Background: As part of the Paris Agreement on climate change (2015), many nations committed to take immediate action to keep the global temperature rise below 2°C of pre-industrial levels. In 2016 India ratified the Paris Agreement and committed under its ‘nationally determined contributions’ (NDCs) among others to reduce the emission intensity of its GDP by 33-35% from 2005 level by 2030; to achieve about 40% cumulative electric power installed from non-fossil fuel based energy resources by 2030 and to create an additional carbon sink of 2.5 to 3 billion tonnes of CO2 equivalent through additional forest and tree cover by 2030. With much of India’s development dependent on cities, consistent with the objectives of the Paris Agreement, cities urgently need to plan and implement climate actions in an integrated and inclusive way through the following measures: mitigation of greenhouse gas emissions and adaptation to climate change impacts to foster wider social, cultural, economic and environmental benefits.

Purpose: To improve knowledge of the cities on climate action planning and equip them to implement the measures in the plan as well as monitor and streamline it.

Following are the expected deliverables under Component II:

3.2.1 Presentations- Prepare presentations covering the topics under the indicators:

i. Institutional Mechanism: Details for establishment of ULB Level Climate coordination cell and constitution of City Level Stakeholder Committee, including their roles and responsibilities

ii. Climate Action Plan: Climate Action Plan (mitigation and adaptation) city covering both climate change mitigation and adaptation based on a GHG emissions inventory and a climate change vulnerability assessment respectively, addressing all sectors listed above. The presentation to should cover all aspects of how to prepare this plan.

iii. Mapping and assessment: City level climate assessments- climate change vulnerability assessment, climate change mitigation areas assessment to be introduced. Mapping of encroachments and vulnerable areas introduced (may be linked to exercises in 3.2.3)

iv. Funding and Implementation: Possible funding mechanisms for implementation of measures such as municipal budget allocation, PPP model, private funding, State/Centre funding- with examples of implementation, challenges, solutions

v. Monitoring and streamlining: Framework for MRV system, regular monitoring of climate relevant actions, streamlining into masterplan for sustainability- possible ways, examples, challenges

All presentations to have guiding notes, captions and sources at all places, in addition to the content.

3.2.2 Case studies- Document minimum two case studies on the following topics from Indian cases to demonstrate:
3.2.2.1 Successful preparation and implementation of plan,
3.2.2.2 Administrative, legal and budgetary processes,
3.2.2.3 Monitoring and streamlining systems

The presentation should be in the form of slides, videos, photographs and interviews with involved persons, as long as the intent, process, challenges, solutions are highlighted. Sources of all case studies to be documented.

3.2.3 Exercises- Design a set of exercises for joint discussion, group work as well as individual work around mapping, assessment, plan preparation, MRV systems. It may start with a joint discussion on issues and challenges faced, solutions and prioritization and also include mapping of stakeholders involved as well as process diagram for carrying out work of this nature. To be conducted over a 1.5-2 hours duration. Identify data sources that are required from the cities and collect some of the data beforehand for some selected cities that are attending.

3.2.4 Manuals- A set of manuals is expected for each topic, which includes
i. Training manual- Document with content of all topics under the session-technical information in detail linked to the presentation, with references to more reading material- to help the participants in following the sessions
ii. Trainer’s manual- Document with details of how to conduct the sessions including exercises, tips, material required and additional input to help the trainers in conducting a similar training later. This manual will have references to the training manual as well as other reference material, links to other sources, videos and relevant information

3.2.5 Reference Material- A repository of supporting reference material must be provided in a clearly structured folder- to include additional reading material, details of best practices, videos and images, examples of plan, strategies, tender documents, DPRs, ToRs, EoIs, MRV system relevant to the training content.

3.3 COMPONENT III: STAKEHOLDER ENGAGEMENT

The theme of Urban Planning, Green Cover and Biodiversity sees the involvement of a large number of stakeholders at all levels and steps. Identifying and engaging the right stakeholders for the intended purpose is critical for a good assessment and planning of the city’s climate actions. The formation of various city level committees and cells is necessary in carry out the actions. These include the City level Biodiversity Management Committee, the Disaster Management Cell, the Climate Coordination Cell among others.

This module should introduce the various stakeholders involved in the process and their roles and responsibilities to the participants. For this purpose, the deliverables include:

3.3.1 Presentation- A short overview of the stakeholders involved in climate action at the national, state and city levels and the formation and roles of the various committees and cells. The participants should also be equipped with tools for stakeholder identification and mapping as well as engagement.

3.3.2 Exercise- A brief interactive exercise for the participants where they can try to identify the various stakeholders and their roles under a particular topic, and map their interlinkages. This may include a short demo followed by the exercise and then display of results.

3.3.3 Manuals- A set of manuals is expected, which includes
i. Training manual- Document with details of technical information linked to the presentation, with references to more reading material- to help the participants in following the sessions
ii. Trainer’s manual- Document with details of how to conduct the session including exercise, tips, material required and additional input to help the trainers in conducting a similar training later. This manual will have references to the training manual as well as other reference material, links to other sources, videos and relevant information.

In addition to delivering the above content, tasks for the SME also include support in rolling out of the training (for Component I and III) during the workshop- conducting and moderating the relevant sessions; and subsequently finalising the material based on feedback/comments received during the workshop.

4 Deliverables and Timeline

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<th>Component I and III</th>
<th>Timeline</th>
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| - Preparation of material  
  o Presentations  
  o Case studies  
  o Exercises  
  o Manuals  
  o Reference material | Draft structure of material- 5 days from contract rollout  
  Pre final material- 20 days from contract rollout  
  Trial session- 2/3 days (dates TBD)  
  Final material- 1 month after contract rollout |
| - Rollout of training  
  o Conducting and moderation of sessions during training workshop and training of trainers | Rollout- 4/5 days (dates TBD) |
| - Finalisation (to include feedback received) and submission of all material linked to Components I and III | 2 months from contract rollout |

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<th>Component II</th>
<th>Timeline</th>
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| - Preparation of material  
  o Presentations  
  o Case studies  
  o Exercises  
  o Manuals  
  o Reference material | 3 months from contract rollout |
| - Finalisation and submission of material linked to Component II | 4 months from contract rollout |

V. Qualification and Experience

The SME must have at least 5-6 years of experience in undertaking research activities and implementation focused on urban planning, biodiversity, climate change and related topics.

- Demonstrate expertise in the following thematic areas: climate change mitigation, adaptation and resilience, vulnerability assessment, climate action plan, biodiversity plan and related legislation
Experience of municipal capacity building, training module and working aid formulation is an added advantage.
Experience of organizing and conducting training workshops is an added advantage.
Excellent writing, moderation and presentation skills- able to communicate clearly, strategically and sensitively with participants
Skills in MS-Office, Adobe Suite, relevant planning/implementation/stakeholder mapping tools

VI. Application process

Application should contain detailed CV and a covering letter citing current position and expressing interest and suitability for the role advertised. It should also include a two page write up on the process that will be adopted for the task.
Mention ‘Climate Smart Cities: Subject Matter Expert 2’ in the subject line of your application.
Applications should be sent to Ms. Uditi Agarwal at uagarwal@niua.org
Applications should reach by 31st August 2020
Only shortlisted applicants will be contacted.

VII. Location of position

It is an external position and may be worked remotely from any location

VIII. Term of position

Short term contract- 40 working days (includes roughly 30 days of non contact hours and 10 days of online contact hours- meetings, webinars, training session)

IX. Remuneration: INR 4 lacs

X. No. of Positions: 1

XI. Last Date to Apply: 31st August 2020

XII. Start Date: Immediate