



## TERMS OF REFERENCE

**ICLEI – Local Governments for Sustainability e.V.  
(ICLEI World Secretariat)  
Kaiser-Friedrich Str.7  
53113 Bonn, Germany**

### **Development of a global knowledge product on sustainable public procurement for climate and energy projects**

ICLEI World Secretariat (WS) seeks to appoint an individual consultant and/or legal entity to provide consulting services for the design, development of a global knowledge product on Sustainable Public Procurement for climate and energy projects within the framework of the [100% Renewables: Cities and Regions Roadmap](#) project

Issue date: 20 June 2024

Bids due: 11 July 2024

Please contact us with any queries by 27 June 2024 so that responses to queries may be shared with all bidders. Proposals will still be accepted if interest is not indicated, however bidders must accept that they may not receive responses to questions from other bidders.





## 1. Background

### **About ICLEI – Local Governments for Sustainability**

ICLEI - Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. With activities in more than 125 countries, we influence sustainability policies and drive local action for circular, equitable, resilient, nature-based and low- carbon development. Our Network, together with a team of experts, works to provide access to knowledge and partnerships and to build capacity for systemic change in urban sustainability.

### **About the 100% Renewables Cities and Regions Roadmap Project**

The 100% Renewables Cities and Regions Roadmap project (referred to in this document as ‘100% RE’, official website: <https://renewablesroadmap.iclei.org/>) is implemented by ICLEI - Local Governments for Sustainability and funded by the German Federal Ministry of Economics and Climate Protection (BMWK) through the International Climate Initiative (IKI).

The 100%RE Project provides support to local and regional governments (LRG) to promote progress towards 100% renewable energy strategies with increased awareness and stakeholder participation in the countries of Kenya, Indonesia and Argentina. The 100% RE Project works with cities and regions in the selected countries to build a pathway for cities in the global south to finance and implement renewable energy (RE) and energy efficiency (EE) measures by assessing local RE and EE potential as well as developing ready- to-finance (bankable) projects.

### **Background for the consultancy work**

Through ICLEI’s flagship project, the IKI 100% RE project, we have been at the forefront of sustainable practices in subnational urban (local and regional) contexts. Based on our global advocacy, we promote the widespread adoption of renewable energy and mitigate the effects of climate change through a sustainable energy transition on a global scale.

In the 100%RE project, one of the key objectives is to provide essential support to LRGs in navigating the development of bankable renewable energy and energy efficiency projects. Sustainable public procurement (SPP) and contracting for the implementation of these projects, has emerged as a key component of this effort. In line with our commitment to support LRGs, to make substantive contributions to the sustainable energy and climate change discourse, we are embarking on the development of a comprehensive global knowledge product (KP) for SPP for climate and energy projects. This KP will serve as a comprehensive repository explaining the intricacies of SPP practices within the broader context of sustainable energy transition.

SPP is a strategic approach used by LRGs to integrate sustainability principles into their procurement processes. It is highly relevant to LRGs as a powerful tool to advance sustainability and climate action while achieving ambitious development goals within communities. Adopting an SPP offers a number of benefits to LRGs. First, it facilitates the generation of social and economic benefits, including fair wages, accessibility, social inclusion, employment rates, job growth, local innovation and reduced life cycle costs. Secondly, SPP enables LRGs to align their procurement practices with environmental objectives, contributing to emissions reductions and supporting the transition to a more circular economy. Finally, by embedding sustainability considerations into procurement processes, SPP promotes responsible consumption and production practices, ensuring that gains made in one area do not come at the expense of others.



The envisioned document will provide a thorough exploration of the SPP process globally, thoughtfully contextualized within the imperatives of climate action and sustainable energy transition. It will outline the various stages involved in implementing SPP initiatives, highlighting global good practices and innovative approaches adopted by LRGs around the world. By presenting successful case studies and distilling key lessons learned, we aim to provide stakeholders around the world with actionable insights to strengthen their procurement strategies in support of renewable energy deployment and climate resilience.

In addition to exploring the benefits of SPP for LRGs, the global knowledge product on SPP should address the following questions:

1. What are the benefits of SPP for our LRGs and our community? Are there opportunities for cost savings and return on investment?
2. What existing policies do we have that relate to this project? What are we already doing to integrate sustainability into our procurement practices?
3. Does sustainable procurement work in practice and what are some real-life examples?
4. How is procurement organized and who needs to be involved from start to finish in implementing sustainable procurement practices?
5. What are the potential risks associated with sustainable procurement and how can they be mitigated?
6. How can sustainable procurement contribute to broader environmental and social objectives, such as climate change mitigation, biodiversity conservation and social equity?
7. What key performance indicators (KPIs) or metrics are used to measure the effectiveness of sustainable procurement practices?
8. How can sustainable procurement practices be integrated into the LRG's broader strategy and decision-making processes?
9. What are the emerging trends and innovations in sustainable procurement and how can they be used to improve our efforts?
10. What capacity building and training initiatives are needed to support the adoption and implementation of sustainable procurement practices?
11. How can collaboration with suppliers, partners and other stakeholders increase the impact and effectiveness of sustainable procurement initiatives?
12. How can technology and digital solutions be used to streamline and improve sustainable procurement processes?
13. What are the long-term implications and benefits of investing in sustainable procurement for our LRGs and our community?

This Terms of Reference (ToR) document will serve as a comprehensive guide outlining the scope, objectives and deliverable of this key activity as we seek to engage the expertise of an external consultant or firm to lead this initiative on a global scale.

## 2. Objective and Scope of Work

### **Objective of Work:**

Under the guidance and supervision of the Sustainable Energy Team, ICLEI WS, the objective is to a) develop a knowledge product on Sustainable Public Procurement (SPP) for climate and energy projects and b) product of a capacity building training module on Sustainable Public Procurement. These deliverables will be developed, designed and carefully crafted (*branding and design guidelines to be shared by ICLEI WS*) document of 20-30 pages.



*(Relevant documents and/or information generated by the context of 100% RE project, inputs will be provided by ICLEI WS)*

**Scope of Work: -**

As outlined in the description provided, and in answering the questions given in the background section, the scope of work includes:

- Design and development of the KP on SPP (in DOC and PDF formats, in English)
- Product of a capacity building training module on SPP (in PPT and PDF formats, in English)

The timeline for completion of this work, estimated at a maximum duration of 4 weeks, is outlined below:

**I. Description of the work for SPP KP:**

**Section-1: Introduction**

Introduction to Sustainable Public Procurement (SPP), definition of SPP, benefits and importance of SPP for LRGs, Principles of SPP, criteria and aspects of SPP, challenges and solutions

**Section-2: Stages of SPP**

Integrating sustainability in the SPP process, SPP process, RfS, RfP and RfQ documents, Various stages involved in SPP process including securing funding, planning, tendering, implementation, risk mitigation & sustainability, activities under each stage, Risk mitigation, stakeholder management, policy environment.

**Section-3: Requirements for SPP**

Information required from 3 Individual projects – 100%RE project: Argentina, Indonesia, Kenya: Utility scale ground mount solar PV, off-grid rooftop solar PV project with energy storage, RE & EE measures across public healthcare centers and implementing 4 measures, respectively. highlight further processes in implementation such as tendering process, technical specifications, qualification of the suppliers and awarding a contract, clauses, etc.

**Section-4: Environmental aspects for SPP**

Available tools for SPP provision, life cycle costing, co-benefits of SPP, product carbon footprint, environment management systems, Applicable to each project, existing platform for SPP and relevance, risk assessment, environmental standards and impacts.

**Section-5: Case studies and global best practices**

Case studies and global best practices (total 6 case studies, not less than 2 per each region - Argentina, Indonesia, Kenya) in the context of SPP.

**Section-6: Further guidance**

Frequently asked questions, Important websites, Reference documents and Bibliography

**II. Description of Capacity Building Training Module on SPP:**

Presentation slides (Power Point Presentation slides, infographics, and relevant website links, etc.) of training materials based on addressing the questions from the background section and KP SPP description.

### **3. Qualifications Required**

The Individual Consultant(s) should possess the following minimum qualifications:



a. Graduate degree (at the master’s level) in environmental management, business administration, public procurement, public policy, public administration or closely related fields.

- Proven experience in public procurement, including preparing action plans, conducting reviews and formulating development recommendations.
- Experience in strategy development and formulation
- English language skills are preferred.
- Excellent analytical and facilitation skills are essential, as well as exceptional presentation and reporting skills.
- Ability to meet deadlines effectively and prioritize multiple tasks.

#### 4. Duration of the contract

The overall duration of this work will depend on the work proposal submitted, with a maximum term of 6 weeks after signing the contract and will be agreed upon between the parties during the signing, as well as any adjustments to products and deadlines.

*In the event of delays due to the consultant without mutual and prior agreement for an extension period, ICLEI reserves the right to impose a penalty of 2% of the total allocated budget for each week of delay.*

#### 5. Evaluation criteria

Bids will be evaluated according to the following criteria:

Demonstrated understanding of the ToR and work required to deliver	15%
Detailed methodology	25%
Qualifications and skills of the experts in the service provider’s team	15%
Demonstrated experience of the service provider’s team	25%
Detailed budget	20%

#### 6. Timelines

*Submission and delivery timelines are as follows:*

- Issue date of the Terms of Reference: 20 June 2024
- Clarifications on the ToR : 27 June 2024
- Response to the queries received from interested bidders: 4 July 2024  
(bidders must accept that they may not receive responses to questions from other bidders)
- Deadline for submission of expression of bids: 11 July 2024 before 16:00 CEST
- Notification to the successful bidder: 17 July 2024
- First draft of the global knowledge product on sustainable public sub -national procurement for climate and energy projects and draft capacity building training module: 25 July 2024



- Final version of the knowledge product and capacity building training module: 8 August 2024

## 7. Submission Process

Kindly send the following documents to participate in the selection:

- Curriculum Vitae of the key members of the team/consortium - 1 pdf document of up to 2 pages for each person. It should be named "**100RE- Global SPP- First Name Last Name**";
- Project list and contact references for at least three similar works or products developed by the service provider (company/consortium or individuals) related to the topic (maximum 1 page per work/project), in the format of your choice but including at least: name of the activity/product, specific role within the product development of the company/consortium or individuals participating in the ToR, final deliverables, amount of the product awarded to the contractor, timeframe, activities developed, funder, partners (if applicable). It must be named: "**100RE-Global SPP-Portfolio**".
- Company/organization **registration** document(s) and/ or certificate of incorporation in the main country of operation for companies forming the consortium.
- Proposal document: It should be named "**100RE-Global SPP-product-Proposal**" and must contain the following information:
  - ❖ **Work plan and methodology** proposing the steps that will be developed for the fulfillment of the knowledge product throughout the contract period. Indicating the start and end date of each section and the responsible party/team member.
  - ❖ **Budget proposal**: A detailed budget breakdown must be submitted, indicating hourly/daily rates, number of hours/days per section of the work, as well as any other costs necessary to fulfill this assignment.

*Interested bidders can send a confirmation of interest and enquiries to Sastry Akella – [sastry.akella@iclei.org](mailto:sastry.akella@iclei.org) with Rohit Sen – [rohit.sen@iclei.org](mailto:rohit.sen@iclei.org) copied in before 27 June 2024 so that all responses can be shared with other bidders by 4 July 2024.*

*Kindly submit your proposal, budget, and supporting documents to Sastry Akella – [sastry.akella@iclei.org](mailto:sastry.akella@iclei.org) with Rohit Sen – [rohit.sen@iclei.org](mailto:rohit.sen@iclei.org) copied in.*

*Submissions should be made by 16:00 (CEST) on 11 July 2024.*

Please use the subject line: '**Service Provider: 100%RE Global Public Procurement KP**' when submitting your proposal.

*NOTE: If you have not heard from ICLEI within 3 months of submitting your application, please assume that either ICLEI has decided not to appoint a service provider for this work, or that your application was unsuccessful.*

## 8. Value of Contract and payment terms

The total value of the contract is not specified in the tender, the final contract value will be determined based on the scope of the work and the financial offer provided by the winning bidder.

Payments will be made upon delivery of the products, after approval by ICLEI WS:

- Preparatory phase: 30% of the total budget within 10 days of signing the contract.



- Global knowledge product on SPP: 40 % of the total budget within 10 days after product validation
- Capacity building training module on SPP: 30% of the total budget within 10 days after product validation.

## 9. Additional Information

### **Document format:**

The final format for the knowledge product 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 for the Knowledge Product is LRGs, community groups and similar organizations. However, as a global knowledge product, it aims to provide an overview of sustainable public procurement practices applicable to a wide range of organizations.

### **Source of data:**

The development of this knowledge product 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 product rests with the ICLEI World Secretariat. However, during the preparation process, no information should be shared publicly or made available online in order to maintain confidentiality and avoid premature dissemination.

### **Quality assurance and evaluation criteria:**

To ensure the quality, accuracy and relevance of the final deliverable, bilateral meetings with the ICLEI WS 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.

- Please find additional information on ICLEI: <http://iclei.org/>
- For more information on the 100% Renewables Cities and Regions Roadmap project: <https://renewablesroadmap.iclei.org/>