

TERMS OF REFERENCE

City-level Researcher for Urban Climate Finance (Tagbilaran City)

Project duration: July 2024 – September 2024 (3 months)

Introduction

The Institute for Climate and Sustainable Cities (ICSC) is an implementing partner of the Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act) Project, together with the German Development Cooperation (GIZ), Clean Air Asia (CAA), with Department of the Interior and Local Government (DILG) as the main political partner.

The Urban-Act Project is a regional project that supports the transformation of cities towards low-carbon and resilient urban development in the Philippines, India, Thailand, China, and Indonesia. It aims to improve conditions for the planning and implementation of evidence-based and inclusive urban climate actions in line with the Nationally Determined Contributions (NDCs) and the 2030 Sustainable Development Agenda.

One of the project components that ICSC is implementing delves into local budgeting for climate-sensitive urban development. This covers the conduct of:

- (1) *city-level scoping study on enabling conditions for urban climate finance including technical needs assessment for climate proofing the cities' development investment and allocation planning, i.e. Local Development Investment Program (LDIP)/ Annual Investment Program (AIP) /Devolution or Transition Plan, monitoring, and reporting, and validate results with key stakeholders; and*
- (2) *Technical support and development of recommendations for mainstreaming climate considerations including GEDSI perspectives into the cities' LDIP/AIP.*

In line with the above, the methodology developed by the Cities Climate Finance Leadership Alliance (CCFLA) on “*Subnational Assessment of Enabling Framework Conditions for Subnational Climate Finance*” shall be utilized to conduct the city-scoping study which will cover pilot cities of the Urban Act Project, in particular, the cities of Antipolo, Bacolod, and **Tagbilaran**. The said methodology includes a diagnostic tool that offers a standardized approach to assessing the conditions for accessing climate finance of pilot cities of the Urban Act project. For guidance, the latest version of the tool as of February 2024 has 49 dimensions which will be used to provide a good understanding of the city's conditions. These dimensions are divided into four categories, as follows:

1. **Climate Policy:** Assess the subnational government’s climate policy and planning. Identify if the subnational government has sufficient institutional capacity to achieve climate action goals and meet national standards. Sub-categories:
 - 1.1. Subnational climate change policies
 - 1.2. Subnational climate action implementation

2. **Budget and Finance:** Assess the subnational government’s financial architecture and resource mobilization to achieve climate action goals. Sub-categories:
 - 2.1. Subnational funding sources for Urban Climate Action
 - 2.2. Subnational green budgeting
 - 2.3. Subnational revenue mobilization
 - 2.4. Subnational private finance mobilization
 - 2.5. Subnational creditworthiness, borrowing, and access to capital
 - 2.6. Subnational engagement of co-financing and/or innovative financing

3. **Climate Data:** Assess the data available for mitigation and adaptation planning for the subnational government and how well data and analysis are incorporated into planning and strategy. Sub-categories:
 - 3.1. Subnational-level climate data reporting
 - 3.2. Subnational-level climate data availability and analysis partnerships

4. **Vertical and Horizontal Coordination:** Assess how well the subnational government cooperates horizontally (across, with other jurisdictions) and vertically (with other levels of government, ranging from local to national) to conduct climate policy and planning and achieve climate action goals. Sub-categories:
 - 4.1. Subnational government coordination
 - 4.2. Public involvement and stakeholder engagement
 - 4.3. Subnational cooperation and peer learning

The findings of the scoping study will be utilized to contribute to the next step of assessing the investment and allocation planning of Tagbilaran City. The project shall also provide technical advice to the city on how climate considerations (including GEDSI) will be integrated into the LDIP/AIPs, in close coordination with pilot city stakeholders.

Outputs and results of the study will be presented and validated through validation workshops with key stakeholders that will be organized by the ICSC.

Objectives

The ICSC is currently seeking a researcher to implement a city-level scoping study on enabling conditions for urban climate finance and provide technical support and

recommendations to mainstream climate change considerations and Gender Equality, Disability, and Social Inclusion (GEDSI) perspectives into Tagbilaran City's investment plan/s.

The researcher will cover Tagbilaran City for the Urban-Act Project. The main objectives of the researcher are the following:

1. Develop the city-level scoping study on the enabling conditions that facilitate climate financing, utilizing the CCFLA's methodology on "*National Assessment of Enabling Framework Conditions for Subnational Climate Finance*"; and
2. Utilize the findings of the city-level scoping to assess the pilot cities' City Development Investment Programs/Annual Investment Programs, with a focus on climate considerations and GEDSI-related provisions.

Expected Roles, Responsibilities, and Deliverables

The City-level Researcher shall be directly reporting to the Urban Development Program Director and will be managed by the Urban Development Analysts for coordination. S/he shall be responsible for the following:

Conduct of the Scoping study in one Pilot City

1. Review and finalize the framework and methodology for the scoping study in coordination with the Urban Development Team, ensuring that it aligns with the research objectives but also acknowledges and integrates the specificities of the local context;
2. Conduct data collection activities as needed, including meetings, interviews, and focus group discussions, in coordination with the Urban Development Team;
3. Provide regular status of the progress of the research to the designated managing supervisor of the Urban Development Team; and
4. Prepare a draft scoping study report on the assigned Pilot City, complete with citations, within the submitted project time frame;

Provide technical support and develop recommendations for mainstreaming climate considerations (including GEDSI) into the cities' LDIP/AIP.

1. Conduct a comprehensive review of existing policies, plans, and guidelines pertinent to development investment and allocation planning within the city. Analyze existing institutional frameworks, processes, and coordination mechanisms for integrating climate considerations into investment planning;
2. Utilize findings from the scoping study to develop tailored recommendations and strategies for integration into the LDIP/AIP of the respective pilot city. Develop actionable recommendations and strategies to enhance the capacity of the pilot city in climate-proofing investment and allocation planning;
3. Identify barriers, challenges, and opportunities in terms of accessing, utilizing, and monitoring financing for urban climate actions and plans of the pilot city; and

4. Identify best practices and lessons learned from pilot cities in integrating climate change considerations (including GEDSI) into their investment planning processes.

Conduct of the consultation-validation workshop

1. Present the research findings and recommendations in the workshop to be organized by ICSC's Urban Development Team in every pilot city;
2. Facilitate discussions and gather additional inputs, insights, and recommendations from relevant stakeholders;
3. Document all inputs, feedback, and recommendations gathered during the workshop sessions; and
4. Analyze and synthesize workshop outputs to incorporate into the final version of the study.

Qualifications

Interested applicants should have the following qualifications:

1. A strong background in urban development, climate finance, or related fields.
2. Demonstrated experience in conducting research, scoping studies, and needs assessments.
3. Experience with local government planning and budgeting processes, and capacity building requirements.
4. Excellent analytical, report writing, and presentation skills.
5. Ability to work collaboratively with stakeholders and synthesize inputs from diverse sources.
6. ***Familiarity with the local context and previous experience working with the target city would be an advantage.***

Equal Opportunity Employer

The Institute for Climate and Sustainable Cities (ICSC) is an Equal Opportunity Employer, dedicated to creating a workplace that celebrates diversity and values the unique contributions of every individual. We are committed to providing fair and equal opportunities for employment and advancement, regardless of ethnicity, religion, gender, sexual orientation, gender identity or expression, age, or disability. At ICSC, we believe that a diverse and inclusive team enhances our ability to innovate and address the urgent challenges of climate change and sustainable urban development. We welcome applicants from all backgrounds to join us in our mission to create a more resilient and equitable future for communities around the world.

Application Process

Interested applicants shall submit their letter of interest, and curriculum vitae not later than **6 June 2024** to jobs@icsc.ngo with the subject line “Application for Tagbilaran City, City-Level Researcher – [Pilot City-Surname]”. Please note that photographs should not be included in the curriculum vitae. Additionally, applicants are requested to include two references with contact details in their application.

Due to the number of applications we are expecting to receive, please be advised that only the shortlisted candidates shall be contacted.