

Terms of Reference (TOR)

Consultant for Climate Finance Project Workshop Design under the Urban-Act Project

Project Duration: April 2025 - June 2025 (3 months)

I. Background

The **Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act) Project** aims to support the transformation of cities toward low-carbon and resilient urban development in the Philippines, China, India, Indonesia, and Thailand.

In the Philippines, the Institute for Climate and Sustainable Cities (ICSC) will undertake activities to support pilot cities of the Urban-Act Project namely, Antipolo (Rizal), Bacolod (Negros Occidental), and Tagbilaran (Bohol). Recognizing that access to climate finance remains a challenge at the local level, ICSC is focusing on strengthening local government capacities in project prioritization, climate finance resource mobilization, and technical project development to ensure that cities can align their development interventions for climate action with available climate finance opportunities.

In view of the above, ICSC seeks to engage a Consultant with expertise in climate action, project development, and resource mobilization to support its work packages. These include conducting multi-stakeholder consultations in Urban-Act pilot cities to prioritize interventions that can be developed into project concepts that promote climate-resilient urban action. These consultations will ensure that local governments identify bankable climate projects and explore financing options to advance their climate commitments.

II. Objectives of the Consultancy

The Consultant will provide technical advisory to ICSC in developing and facilitating the training workshop to design the capacity-building process on project concept note development for Urban Act Philippine project partners, ensuring that the process is participatory and identified project concepts are GEDSI responsive.

Specifically, the consultant will :

1. Design and facilitate multi-stakeholder consultation workshop processes in each pilot city to help prioritize climate action projects according to their respective development priorities and climate risks, and roll out the training needs assessment;
2. Working closely with ICSC, develop the capacity-building workshop design and develop the training modules for project concept development catered for accessing climate finance for Urban Act partners;
3. Facilitate the roll-out of the training workshops, ensuring that city partners work as a joint consortium, while also developing their respective climate project concepts.

III. Scope of Work

The Consultant shall perform the following tasks:

1. Multi-stakeholder Consultations on Prioritization of Climate Action Projects

- Roll out a training needs assessment on climate finance project concept development among Urban Act partners;
- Support Urban-Act pilot cities in identifying climate projects based on local needs and climate risks.
- Facilitate the multi-stakeholder consultations (1 workshop per pilot city) to shortlist and prioritize climate actions as identified or aligned in the cities' Local Climate Change Action Plans (LCCAP), Comprehensive Development Plans (CDP), and/or other relevant plans and policies of the city.
- Ensure that the prioritization process integrates climate risks and vulnerabilities, with considerations for Gender Equality, Disability, and Social Inclusion (GEDSI).

2. Development of a Training Design on the Development of Resource Mobilization Framework and Project Concept Development

- Informed by the results of training needs assessment, develop a project concept development training design towards the development of resource mobilization framework for Urban-Act pilot cities and development of project concepts guided by ICSC's [Climate Change Adaptation Framework](#) and Local Climate Finance Investment Plan - A guidebook for local government units and other relevant stakeholders.
- Identify potential climate finance sources (e.g., Green Climate Fund, Adaptation Fund, Asian Development Bank, Cities Development Initiative For Asia, etc.) to align projects with their funding criteria.
- Facilitate the training workshops involving Urban Act partners to explore and identify a common climate intervention that can be developed into a joint concept for submission to a medium-to-large finance facility, while city partners simultaneously develop project concepts for access to climate finance facilities.

IV. Expected Deliverables and Timeline

The Consultant is expected to deliver the following outputs within the period of engagement:

Deliverable	Description	Timeline
Inception Report	Workplan outlining approach, methodology, and timeline	Within 2 weeks of contract signing
Multi-Stakeholder Consultation Reports and TNA	Reports summarizing consultations, prioritization outcomes, stakeholder inputs, and key recommendations, including findings from the TNA.	Month 1
Resource Mobilization Framework Development and Project Concept Development Training	Analysis of climate rationale and potential financing options for priority projects identified in the consultations. Design of training workshops for Urban Act partners and pilot cities for Project Concept Development Training.	Month 2
Presentation and Submission of Findings	Synthesis of discussions and key findings. Presentation of outputs, including priority climate interventions and financing strategies.	Month 3

V. Qualifications of the Consultant

The Consultant should possess the following qualifications:

- Advanced degree in Climate Science, Environmental Planning, Urban Development, Public Policy, or a related field.
- At least 5 years of experience in climate finance, climate risk assessment, project development, or urban resilience.
- Strong familiarity with Climate and Disaster Risk Assessment methodologies and applications in urban planning.
- Demonstrated experience in project concept note development for climate finance applications.
- Knowledge of national and international climate finance mechanisms (e.g., Green Climate Fund, Adaptation Fund, People's Survival Fund, Asian Development Bank).
- Experience facilitating multi-stakeholder dialogues and consultations with national and local government agencies.
- Strong analytical and writing skills with experience in preparing technical reports and policy recommendations.

Desirable:

- Previous experience working with local government units (LGUs) on climate adaptation and urban resilience.
- Experience working in the Philippines or Southeast Asia on urban climate finance-related projects.

VI. Duration and Location

- The contract duration is expected to run for 3 months.
- The Consultant will be expected to conduct on-site work in pilot cities (Bacolod, Tagbilaran, Antipolo), as needed.
- Some activities may be conducted remotely.

VII. 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.

To uphold transparency and integrity, applicants must disclose any potential conflicts of interest that may arise from existing professional or personal affiliations that could affect their ability to perform their duties impartially. Failure to disclose such conflicts may result in disqualification from consideration or termination of the contract if already engaged.

VIII. Application Process

Interested applicants shall submit their letter of interest, and curriculum vitae not later than **30 March 2025** to jobs@icsc.ngo with the subject line “**Application for Consultant for Climate Finance Project Workshop Design under the Urban-Act Project**”. 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.