



SPARK
Sparkling active mobility actions
for climate-friendly cities



Terms of Reference (ToR) for **POLICY RESEARCHER**

Project Duration: Approximately 3-5 Months

Project Title: Sparkling active mobility actions for climate-friendly cities (SPARK)

Implementing Organization: ICLEI – Local Governments for Sustainability (World Secretariat)

Implementing Partners: Institute for Climate and Sustainable Cities (ICSC), ICLEI Southeast Asia

Project Keywords: Tactical Urbanism, Active Mobility, Climate-friendly Mobility, Street Improvement, Street Design, Human-centered Design

Please email any tender-specific questions to: mobility@icsc.ngo.

Please be advised that only the shortlisted applicants shall be contacted.

I. BACKGROUND

The “**Sparking active mobility actions for climate-friendly cities**” or **SPARK Project** aims to increase the role of active mobility in building resilient and safe transport systems, contribute to national emission reduction targets, and promote climate-friendly mobility behavior. Two cities in Metro Manila will demonstrate the potential of avoiding GHG emissions through improved government capacities and policy recommendations for active mobility through **tactical urbanism and open data**. This project is being implemented by [ICLEI-Local Governments for Sustainability \(ICLEI\)](#) and the [Institute for Climate and Sustainable Cities \(ICSC\)](#) with funding support from the German Federal Ministry for Economic Affairs and Climate Action (BMWK) through the International Climate Initiative (IKI) Program. Read more about the project [here](#).

One of ICSC's key deliverables is to provide recommendations on potential sources of financing for tactical urbanism initiatives. This encompasses assessing existing policy frameworks and analyzing policy gaps and opportunities from national to local (city) levels.

II. POSITION OBJECTIVE

ICSC is currently seeking researcher(s)/consultants to undertake the following research objectives:

1. Develop a policy brief examining existing national policies, guidelines, regulations, and frameworks related to active mobility such as tactical urbanism initiatives in the Philippines, and city-specific local ordinances, regulations related to active mobility in the two case cities, namely Quezon and Pasig City. This will analyze how national-level policies influence local-level implementation, including the mandates and priorities of relevant government agencies to identify areas where national frameworks either enable or hinder active mobility initiatives of cities and localities. These include:
 - a. Situate tactical urbanism within existing national policy frameworks and programs related to tactical urbanism and/ or active mobility/non-motorised transport, identifying policy overlaps, gaps and opportunities for policy coherence;
 - b. Informed by lessons from case studies of the two pilot intervention cities, identify national policy recommendations that can enhance existing national policy frameworks and programs that would enable tactical urbanism interventions to be replicated in other urban communities in the country, and address policy overlaps on tactical urbanism and/or active mobility;
 - c. Identify local policy recommendations within the two case cities for tactical urbanism to be an integral enabler for active mobility promotion in the cities.
2. Informed by two ongoing city-level case studies looking at economic costs and benefits of active transport initiatives such as tactical urbanism, develop a policy brief exploring potential finance options and modalities that will inform local governments on how to mainstream and sustain tactical urbanism as an enabling approach towards active transport infrastructure development in the Philippines. Scope include:
 - a. Identify policy recommendations that would enable access to finance within local investment planning and budgeting processes, and other special windows that can support and sustain tactical urbanism initiatives;
 - b. Explore other financing options for tactical urbanism beyond government budgets, including private-sector contributions, public-private partnerships (PPPs), and intergovernmental transfer mechanisms related to climate.

III. EXPECTED ROLES, RESPONSIBILITIES, AND DELIVERABLES

The Consultant shall be directly supervised by the Urban Development Program Director and will be managed by the Manager for Urban Development for coordination. S/he/They shall:

1. Co-develop a research framework, methodology, and budget for the above research topics;
2. Organize the required data collection activities including meetings, interviews, focus group discussions ensuring that schedules are closely coordinated with the members of ICSC's Urban Development Team;
3. Provide regular status of the progress of the research to the designated managing supervisor of the Urban Development Team;
4. Draft two policy briefs,, complete with citations, within the submitted project time frame;
5. Submit at least three drafts of the policy report integrating comments and inputs of relevant stakeholders and peer reviewers within the submitted project time frame; and;
6. Present the research findings and recommendations in the discussions organized by ICSC's Urban Development Team.

IV. DURATION AND LOCATION

The consultancy duration is scheduled to span within **4-5 months**, commencing in May and concluding approximately September 2025. All research activities will be conducted within Metro Manila.

V. PAYMENT TERMS

The actual time required for each task may vary based on the specific requirements of the project and project team. Adjustments to the timeline due to unforeseen circumstances and external factors can be accommodated and shall be discussed between the contractor and ICSC.

NO	DELIVERABLE	%
1	Ten (10) working days upon signing of contract	10%
2	Upon approval of research framework and methodology	25%
3	Upon submission of the first draft report. The draft report should be shared along with a PPT highlighting key findings (possibly an interim presentation, and a final presentation will be arranged for partners' feedback).	25%
4	Upon submission of the second draft report with PPT of key findings incorporating feedback from the project consortium.	25%
5	Upon successful completion of the final case study	15%

	reports, or once all required project components have been delivered and approved by the project consortium.	
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VI. QUALIFICATIONS

Interested individual or research teams may apply on any of the research topics, and should have the following qualifications:

1. Established experience (at least five years) of combined research and/or policy work in different areas of research, policy analysis, and program implementation related to climate policy, active mobility, urban development, or sustainable transport in the Philippine context.
2. International exposure to policy development work, advisory roles, and cost-benefit analyses is an advantage;
3. Strong technical writing skills, with the ability to analyze, and communicate data to various stakeholders;
4. Organized, with good attention to detail and developed ability to prioritize tasks to meet tight deadlines and organize work in a complex institutional setting; and
5. Good interpersonal skills and have established working relations with local government fiscal planners.

APPLICATION PROCESS

Interested applicants shall submit their applications by April 20, 2025. Please send the following documents to mobility@icsc.ngo with the subject line “[position] Application – [Applicant’s Surname]” (e.g. *Policy Researcher Application – dela Cruz*):

- Letter of Intent (addressed to Ms. Maria Golda Hilario, Director for Urban Development)
- Resume (please do not attach your photo, as part of ICSC’s equal opportunity standards)
- Portfolio of similar reports/projects

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

EVALUATION CRITERIA

Applications will be evaluated against the following criteria

EVALUATION CRITERIA	WEIGHT
Qualifications/Education and Training	30%
Work Experience	30%
Adequacy of the approach, methodology, and work plan	20%



Expectation for Consultancy services rate	20%
Total Score	100%