

TERMS OF REFERENCE (TOR)

CEE-ECG Phase II Consultancy on Advocacy, Monitoring and Updating Process

Procurement Nbr:	004/UCLG ASPAC/UAP/II/2026
Procurement Title	<p>Consultancy Services for:</p> <ol style="list-style-type: none"> 1. Advocacy and update the City Enabling Environment on Environmental Climate Governance (CEE-ECG) Rating Result in India (<i>India Nationality Preferred</i>) – 1 Person 2. Regional Monitoring and Evaluation and Update the CEE-ECG Assessment for five pilot countries (China, India, Indonesia, Thailand and the Philippines) – 1 Person
Purpose	<p>Hiring consultants to support:</p> <ol style="list-style-type: none"> 1. the advocacy, implementation, and policy uptake of the <i>City Enabling Environment on Environmental and Climate Governance (CEE-ECG)</i> results within the India context, in coordination with GIZ India, AIIISG, and UCLG ASPAC. 2. the regional monitoring, evaluation, and updating process of the <i>CEE-ECG</i> assessment across five pilot countries (China, India, Indonesia, Thailand, and the Philippines), including the development of policy briefs and recommendations.
Division	Strategic & Programme Division – Urban Act Project
Duty Station	Remote (with required stakeholder engagement activities)
Date	February 2026 – September 2026
Posting Date	06 March 2026
Closing Date	13 March 2026

A. BACKGROUND / INTRODUCTION

The *City Enabling Environment on Environmental and Climate Governance (CEE-ECG)* assessment was developed in 2024 with support from **Urban-Act Project – Integrated Urban Climate Action for Low-Carbon and Resilient Cities**, funded by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) through the **International Climate Initiative (IKI)**. Implemented by **GIZ** in partnership with **UCLG ASPAC**, **UNESCAP**, **TU Dortmund University**, and the **University of Stuttgart**, the project aims to strengthen enabling conditions for local climate action and resilient urban governance across Asia and the Pacific. Within this framework, the CEE-ECG was delivered as part of **Work Package REG I.1 (Comparative Research and Analysis)**, providing a comprehensive regional assessment of policy, institutional, and operational enablers for environmental and climate governance in five Urban-Act countries: China, India, Indonesia, the Philippines, and Thailand.

Following the completion of the CEE-ECG 2024 baseline assessment, **CEE-ECG Phase II (2025–2026)** will advance the process from research and analysis toward **advocacy, monitoring, evaluation, and updating**. This continuation bridges the findings of Work Package REG I.1 with ongoing advocacy and regional policy engagement under the Urban-Act Project. It ensures that the evidence and recommendations derived from the

CEE-ECG are translated into concrete action, sustained dialogue, and policy refinement at both national and regional levels.

To achieve this, two complementary consultancies are established under this ToR. At the **national level**, the *CEE-ECG India Consultation on Advocacy, Implementation and Policy Uptake* will coordinate closely with **GIZ India**, **AIILSG**, and **UCLG ASPAC** to apply CEE-ECG results within India’s evolving policy landscape. The consultant will facilitate advocacy, implementation, and contextual updating activities while producing policy recommendations and briefs to inform national and subnational governments.

At the **regional level**, the *CEE-ECG Regional Consultation on Monitoring, Evaluation and Updating Process* will lead cross-country coordination among the five Urban-Act countries, ensuring consistency in methodology and alignment between local implementation and regional frameworks. This consultancy will conduct monitoring and evaluation, refine indicators, and prepare regional policy briefs and recommendations to inform intergovernmental and multilateral dialogues.

The consultancies strengthen UCLG ASPAC’s role within the Urban-Act consortium as the regional actor linking **research (WP REG I.1)** with **advocacy and policy processes (WP REG II.2)**. The updated CEE-ECG results and policy recommendations will feed directly into regional advocacy platforms, culminating in their presentation at the 2026 UNESCAP Meetings and the ASEAN Governors and Mayors Forum (AGMF) 2026 in Manila — marking the transition from comparative assessment to applied policy influence under the Urban-Act Project.

B. Objectives

The overall objective of the *CEE-ECG Phase II Consultancy on Advocacy, Monitoring and Updating Process* is to strengthen the application, policy uptake, and continuous improvement of the *City Enabling Environment on Environmental and Climate Governance (CEE-ECG)* results under **Work Package REG I.1 – Comparative Research and Analysis** of the **Urban-Act Project**.

This phase ensures that the findings from the 2024 CEE-ECG assessment evolve into actionable strategies, policy recommendations, and regional learning processes that reinforce Urban-Act’s overarching mission to advance low-carbon, resilient, and well-governed cities in Asia and the Pacific.

Specifically, the consultancies aim to:

(1) CEE-ECG Consultation on Advocacy, Implementation and Policy Uptake in India

- Facilitate advocacy and implementation works based on the CEE-ECG recommendations, including learning exchanges and stakeholder consultations in collaboration GIZ India;
- Update the CEE-ECG assessment contextual analysis to reflect recent policy, governance, and institutional developments; and
- Develop policy briefs and recommendations to guide government action and support policy uptake at national and local levels.
- Coordinate with GIZ India, NIUA, AIILSG, and UCLG ASPAC to align CEE-ECG findings with India’s national and subnational policy context;

(2) CEE-ECG Regional Consultation on Monitoring, Evaluation and Updating Process

- Lead the regional monitoring and evaluation based on the CEE-ECG baseline assessment result in 2024 across the five Urban-Act pilot countries (China, India, Indonesia, Thailand, and the Philippines);
- Coordinate with national consortium partner to ensure methodological consistency, data validation, and harmonised reporting;
- Refine the assessment framework and indicators to reflect updated enabling environment conditions;
- Develop regional advocacy materials, including comparative policy briefs and recommendations, to support intergovernmental dialogue; and
- Contribute to the preparation and presentation of the final updated results and policy recommendations during the 2026 UNESCAP meetings and the ASEAN Governors and Mayors Forum (AGMF) 2026 in Manila.

C. Scope of Work

To achieve the objectives described above, two (2) consultants will be engaged under the supervision of UCLG ASPAC's Urban-Act Project Team, in coordination with GIZ, AIILSG, and other Urban-Act Consortium partners. These consultancies form part of the continuation of Work Package REG I.1 (Comparative Research and Analysis), ensuring that the *City Enabling Environment on Environmental and Climate Governance (CEE-ECG)* results transition effectively from research to implementation, advocacy, and policy refinement under Work Package REG II.2.

(1) CEE-ECG India Consultation on Advocacy, Implementation and Policy Uptake

The consultant will support the advocacy, implementation, and contextual updating of the *CEE-ECG India* results to ensure their relevance and integration into national and subnational policy processes. The work will include:

a. Coordination and Planning

- Coordinate closely with GIZ India, AIILSG, and UCLG ASPAC to review CEE-ECG India findings and identify key areas for advocacy and policy dialogue.
- Prepare an inception report and work plan outlining methodology, timeline, deliverables, and coordination mechanisms.
- Participate in joint planning meetings with the Regional Consultant and the Urban-Act team to align the India process with the overall regional updating cycle.

b. Advocacy and Implementation Support

- Facilitate stakeholder consultations, advocacy meetings, and learning events to promote the implementation of CEE-ECG India recommendations among local governments and associations.
- Support the preparation of communication and advocacy materials showcasing enabling environment progress, best practices, and governance challenges.
- Assist in the coordination and implementation of advocacy actions and technical discussions in collaboration with national and local partners.

c. Updating and Contextual Analysis

- Review and update the *CEE-ECG India context* by analysing the relationship between assessment results and recent developments in governance and policy.

- Conduct analytical mapping linking updated data with CEE-ECG dimensions (institutional, operational, administrative).
- Coordinate with the Regional Consultant to integrate updated India findings into the regional CEE-ECG framework.

d. Policy Development and Reporting

- Develop an Initial Policy Brief or Recommendation to support early advocacy and implementation activities, drawing on the baseline CEE-ECG India results.
- Prepare an Advocacy and Implementation Activity Report summarising events, learning exchanges, and progress.
- Produce a Final Policy Recommendation or Brief reflecting the updated CEE-ECG India context and outcomes of advocacy and implementation efforts.
- Submit a Final Report consolidating all outputs, findings, and lessons learned for inclusion in the regional comparative process and AGMF 2026 presentation.

(2) CEE-ECG Regional Consultation on Monitoring, Evaluation and Updating Process

The consultant will lead the regional monitoring, evaluation, and updating process for the CEE-ECG across five Urban-Act countries (China, India, Indonesia, Thailand, and the Philippines), ensuring consistency of methodologies and alignment with Urban-Act's advocacy and policy objectives.

a. Framework and Methodological Development

- Develop a proposal and updated methodological framework for the next CEE-ECG assessment, including refined indicators and evaluation criteria.
- Formulate a regional monitoring and evaluation plan aligned with the Urban-Act M&E framework under Work Package REG I.1.
- Ensure methodological continuity and comparability with the 2024 assessment, integrating country-specific updates.

b. Coordination and Capacity Support

- Coordinate with CEE-ECG India and Indonesia consultants to ensure harmonised approaches for advocacy, implementation, and updating.
- Provide technical guidance and backstopping to national partners for data collection and reporting consistency.
- Facilitate coordination and review meetings with Urban-Act focal points and consortium partners.

c. Monitoring and Evaluation of Implementation

- Monitor progress of advocacy and implementation activities across the five countries.
- Evaluate effectiveness, challenges, and lessons emerging from the application of CEE-ECG recommendations.
- Produce interim and final M&E reports consolidating achievements, gaps, and lessons learned.

d. Policy and Knowledge Products

- Develop two key regional policy outputs:
 - i. Initial Comparative Policy Brief, based on 2024 results and initial advocacy experiences across the five countries; and

- ii. Final Regional Policy Recommendation, incorporating updated findings and validated outcomes from the 2025–2026 updating process.
 - Produce additional regional knowledge materials (summary notes, comparative papers, or analytical insights) to support advocacy and learning.
 - Assist UCLG ASPAC in preparing presentation materials for APFSD 2026, the 82nd ESCAP Commission in Baku, and AGMF 2026 in Manila.
- e. Reporting and Coordination with Urban-Act Partners
 - Prepare a Final Regional Report (Updated CEE-ECG Comparative Report) integrating data, analysis, and policy recommendations.
 - Submit progress updates, datasets, and supporting documents to UCLG ASPAC and GIZ.
 - Collaborate with TU Dortmund University, University of Stuttgart, and other consortium partners to ensure regional alignment and knowledge integration.

D. Deliverables

Both consultants are required to produce a series of deliverables that demonstrate the achievement of objectives under Work Package REG I.1, ensuring continuity from research to implementation, monitoring, and policy advocacy. Each consultant will deliver specific outputs aligned with their respective mandates — the India Consultant on national advocacy and policy uptake, and the Regional Consultant on regional monitoring, evaluation, and updating — as outlined below.

(1) CEE-ECG India Consultation on Advocacy, Implementation and Policy Uptake

The consultant shall deliver the following outputs:

- a. Inception and Planning
 - An Inception Report and Work Plan outlining objectives, scope, methodology, coordination mechanism, and timeline, validated by UCLG ASPAC, GIZ India, and AIILSG.
- b. Advocacy and Implementation Activities
 - Documentation of Advocacy and Implementation Activities, including reports of meetings, workshops, and learning sessions conducted with Indian cities and local stakeholders.
 - Summary Notes or Learning Outputs from dialogues and peer-exchange sessions held during the advocacy phase.
- c. Analytical and Updating Outputs
 - An Updated CEE-ECG India Context Report analysing the linkage between CEE-ECG results and the current national/subnational policy and institutional setting.
 - Integration notes for regional coordination with the M&E consultant to ensure India’s updates feed into the comparative framework.
- d. Policy and Knowledge Products
 - An Initial Policy Brief or Policy Recommendation, prepared early in the consultancy as the main advocacy instrument based on baseline CEE-ECG India results.
 - A Final Policy Recommendation or Policy Brief, incorporating findings from the updated context and advocacy implementation process, addressed to both national and local governments.

e. Reporting

- A Final Advocacy and Implementation Report compiling all activities, key findings, progress, lessons learned, and recommendations for the regional presentation at AGMF 2026.

No	Deliverable	Description	Output Type
1	Inception Report and Work Plan	Outline of objectives, methodology, coordination mechanism, timeline, and expected outputs.	Report
2	Advocacy and Implementation Activity Report (Interim)	Documentation of advocacy meetings, learning sessions, and implementation activities conducted in collaboration with GIZ India and AILSG.	Report
3	Updated CEE-ECG India Context Report	Analytical review of policy, institutional, and governance developments in India linked to the CEE-ECG dimensions.	Analytical Report
4	Initial Policy Brief / Policy Recommendation	Policy document based on baseline CEE-ECG results, serving as initial advocacy material for India.	Policy Brief
5	Final Policy Recommendation / Policy Brief	Final policy document integrating results from the updated context and advocacy process, addressed to national and local governments.	Policy Brief
6	Final Advocacy and Implementation Report	Comprehensive report summarising activities, achievements, lessons learned, and recommendations for follow-up.	Final Report

(2) CEE-ECG Regional Consultation on Monitoring, Evaluation and Updating Process

The consultant shall deliver the following outputs:

- a. Planning and Framework Development
 - An Inception Report and Regional M&E Framework, outlining methodological design, updated assessment logic, indicator refinement, and coordination structure.
 - An Updated CEE-ECG Assessment and Rating Methodology document integrating inputs from national consultants.
- b. Coordination and Progress Documentation
 - An Interim Progress and Coordination Report, summarising national updates (India, Indonesia, Philippines, Thailand, China) and cross-country learning outcomes.
- c. Monitoring and Evaluation Outputs
 - A Monitoring and Evaluation Report assessing progress, challenges, and lessons from the implementation of CEE-ECG recommendations in the five countries.
- d. Policy and Knowledge Products
 - Two key regional policy outputs:
 1. Initial Comparative Policy Brief (based on 2024 results + early advocacy findings).
 2. Final Regional Policy Recommendation (integrating updated findings and validated 2025–2026 outcomes).

- Knowledge Materials (summary notes, comparative papers, and slides) prepared for advocacy events—APFSD 2026 (Bangkok), 82nd ESCAP Commission (Baku), and AGMF 2026 (Manila).
- e. Final Reporting
- A Final Regional Comparative Report (Updated CEE-ECG) consolidating all M&E results, updates, and recommendations across five countries.
 - Submission of datasets and coordination records to UCLG ASPAC and GIZ for integration into Urban-Act project outputs.

No	Deliverable	Description	Output Type
1	Inception Report & Regional M&E Framework	Comprehensive work plan, methodology, updated assessment framework, and coordination structure for the regional process.	Report & Framework Document
2	Updated CEE-ECG Assessment and Rating Methodology	Revised indicators and evaluation criteria reflecting updates from national contexts and new policy directions.	Technical Document
3	Interim Progress and Coordination Report	Summary of coordination activities, country updates, and preliminary findings from M&E activities.	Progress Report
4	Initial Comparative Policy Brief	Early advocacy output highlighting cross-country findings and lessons from the 2024 CEE-ECG results.	Policy Brief
5	Monitoring and Evaluation Report	Consolidated results of the M&E process, including achievements, challenges, and proposed adjustments.	Evaluation Report
6	Final Regional Policy Recommendation	Policy brief synthesising final findings and regional recommendations for intergovernmental advocacy.	Policy Brief
7	Final Regional Comparative Report (Updated CEE-ECG)	Comprehensive report compiling updated CEE-ECG findings across five Urban-Act countries, including policy recommendations for AGMF 2026.	Final Comparative Report

Joint Output

Both consultants will jointly contribute to:

- Preparation and presentation of the Final Updated CEE-ECG Results during the UNESCAP Committee Meetings and the ASEAN Governors and Mayors Forum (AGMF) 2026 in Manila.
- Development of presentation materials and executive summaries for dissemination under the supervision of UCLG ASPAC's Urban-Act Project Team.

Note: All documents, data, and materials developed, collected, or produced during this consultancy shall remain the sole property of UCLG ASPAC. The consultants(s) are prohibited from using, reproducing, sharing, or disseminating any part of these materials, whether for personal, institutional, or third-party purposes, without prior written authorisation from UCLG ASPAC.

E. Qualifications

The consultants are expected to have advanced technical expertise, extensive research experience, and a strong understanding of governance, environmental, and climate-related policy processes. They should also demonstrate the ability to coordinate multi-stakeholder and multi-country initiatives in alignment with Urban-Act's objectives.

(1) CEE-ECG India Consultation on Advocacy, Implementation and Policy Uptake

Essential Qualifications

- Advanced university degree (Master's or equivalent) in **public policy, environmental governance, urban development, international relations**, or other relevant disciplines.
- Minimum **ten (10) years of professional experience** in **policy research, advocacy, and programme implementation** related to urban, environmental, or climate governance in India.
- Proven experience in **coordinating with government institutions, local government associations, and development partners** such as GIZ, AILSG, or similar organisations.
- Strong skills in developing **policy briefs, analytical reports, and advocacy materials**.
- Familiarity with India's **national and subnational frameworks on climate and environmental governance**.
- Excellent communication, writing, and presentation skills in **English**; proficiency in **Hindi** or other Indian local languages is an asset.

Desirable Qualifications

- Previous engagement with international or regional initiatives related to **urban climate action, policy reform, or governance assessment**.
- Knowledge of the **CEE-ECG framework** or similar governance diagnostic tools.

(2) CEE-ECG Regional Consultation on Monitoring, Evaluation and Updating Process

Essential Qualifications

- Advanced university degree (Master's or equivalent) in **urban studies, public administration, political science, environmental policy, or development management**.
- Minimum **ten (10) years of progressive experience** in **regional research coordination, monitoring and evaluation (M&E), or governance assessment** across multiple countries.
- Demonstrated expertise in **indicator design, data analysis, and comparative policy research**.
- Experience producing **regional reports, policy briefs, and evaluation frameworks** for international development programmes.
- Strong understanding of **multi-level governance systems, local government networks, and climate policy** in Asia and the Pacific.
- Excellent written and verbal communication skills in **English**.

Desirable Qualifications

- Prior collaboration with **UCLG ASPAC, UNESCAP, GIZ, or similar regional organisations**.
- Familiarity with the **Urban-Act Project** framework and its multi-level governance approach.
- Experience contributing to **intergovernmental advocacy processes** such as ASEAN, ESCAP, or AGMF.

F. Supporting Team

The Consultant will work under the supervision of the Secretary General of UCLG ASPAC, in close collaboration with the Urban-Act Project and AGMF Secretariat

G. Budget

The budget ceiling for this consultancy, covering two individual consultants, is up to **EUR 22,000**. The indicative budget ceiling is structured as follows:

- 1) CEE-ECG India Consultation on Advocacy, Implementation and Policy Uptake – **up to EUR 10,000**
- 2) CEE-ECG Regional Consultation on Monitoring, Evaluation and Updating Process – **up to EUR 12,000**

H. How to Apply

Qualified and interested candidates/company are invited to apply for either of the following consultancy positions under the Urban-Act Project:

1. **CEE-ECG India Consultation on Advocacy, Implementation and Policy Uptake**, or
2. **CEE-ECG Regional Consultation on Monitoring, Evaluation and Updating Process**.

Interested consultant is requested to submit comprehensive proposal, consisting of these following documents.

- **Cover Letter** describing relevant experience, motivation, and understanding of the assignment.
- **Curriculum Vitae (CV)** highlighting qualifications and professional experience (maximum 5 pages);
- **Technical Proposal** (maximum 3 pages) outlining the proposed approach, methodology, and indicative work plan to deliver the tasks described in this ToR;
- **Financial Proposal** specifying the proposed professional fee in **EUR**, inclusive of all applicable taxes and administrative costs;
- **Two (2) samples of previous work** (such as reports, policy briefs, or similar publications related to governance, environmental, or climate policy);
- **Conflict of Interest Statement**, declaring that the applicant has no existing or potential conflict of interest with UCLG ASPAC, GIZ, or any Urban-Act consortium partners in relation to this consultancy.

Submit the Proposal to procurement@uclg-aspac.org and cc helmi.abidin@uclg-aspac.org; agung.zulhatta@uclg-aspac.org with the subject:

- [CEE-ECG India 2026] – Your Name/Company or;
- [CEE-ECG Regional 2026] – Your Name/Company

and complete the submission by filling this following online form https://www.surveymonkey.com/r/CEE-ECG_Update2026

All required documents must be uploaded via the online form no later than **13 March 2026** at 12.00 noon. Only shortlisted candidates will be contacted for further evaluation. Selection will be based on the quality of the technical proposal, professional qualifications, relevant experience, and the proposed financial offer.

Note: UCLG ASPAC reserves the right to negotiate the scope of work and timeline with the selected consultant(s) based on mutual agreement and project requirements.

UNITED CITIES AND LOCAL GOVERNMENTS

ASIA PACIFIC



I. Timeline

The consultancy will be implemented between **February 2025 and september 2026**, following a structured sequence of preparatory, consultation, advocacy, and reporting phases. The timeline below outlines key milestones and deliverables for both consultants — ensuring that the policy development, update planning, field consultations, and final advocacy outputs are completed in alignment with the Urban-Act project’s Work Package REG I.1 on *Comparative Research and Analysis*.

(1) CEE-ECG India Consultation on Advocacy, Implementation and Policy Uptake

No	Period	Key Activities	Expected Output	% of Payment (Indicative)
1	Feb 2026	Coordination with UCLG ASPAC, GIZ India, and AILSG; development of Inception Report, Work Plan, and Initial Policy & Update Plan Document for India context.	Inception Report • Policy & Update Plan Document	20%
2	Mar 2026	Conduct India CEE-ECG FGD ; present policy baseline; facilitate discussions and gather feedback on advocacy and update roadmap.	FGD Report • Stakeholder Mapping • Advocacy Summary	15%
3	Mar-Apr 2026	Prepare Initial Policy Brief based on baseline and FGD findings; internal consultation with UCLG ASPAC & GIZ India; refine update focus.	Initial Policy Brief • Consultation Note	15%
4	Apr 2026	Conduct India CEE-ECG 2nd FGD ; validate updated context; integrate new governance and policy data; finalise analysis.	Updated India Context Report • Validation Summary	20%
5	May-Jun 2026	Support regional coordination and advocacy events (ESCAP Baku); provide India update inputs to regional consultant; refine national advocacy strategy.	Country Update Note • Coordination Summary	10%
6	Jul 2026	Participate in regional events ; finalise Final Policy Recommendation/Brief and submit Final Advocacy and Implementation Report .	Final Policy Brief • Final Report	20%

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(2) CEE-ECG Regional Consultation on Monitoring, Evaluation and Updating Process				
No	Period	Key Activities	Expected Output	% of Payment (Indicative)
1	Feb 2026	Kick-off coordination with UCLG ASPAC and GIZ; design Updated Methodological Framework, Inception Report, and Regional Update Plan Document.	Inception Report • Regional M&E Framework • Update Plan	20%
2	Feb 2026	Provide technical backstopping to India and Indonesia consultants; prepare presentation materials for APFSD Side Event (Bangkok).	APFSD Materials • Coordination Notes	10%
3	Mar 2026	Develop Initial Comparative Policy Brief summarising 2024 results and early advocacy outcomes; submit for internal review.	Initial Comparative Policy Brief	10%
4	Apr 2026	Participate in ESCAP 82nd Commission (Baku) ; refine CEE-ECG update strategy and incorporate intergovernmental feedback.	Regional Advocacy Paper • Revised Framework	15%
5	Jun 2026	Coordinate data collection and validation across five countries; draft Monitoring and Evaluation Report and integration summary.	M&E Report • Integration Summary	20%
6	Jul–Sept 2026	Finalise Final Regional Policy Recommendation and Updated Comparative Report ; assist the presentation and submission of final deliverables.	Final Regional Policy Brief • Updated Comparative Report • Presentation Outputs	25%

Summary

- **Implementation Period:** February 2026 – August 2026
- **Preparatory Phase:** Policy & Update Plan Documents (Feb 2026)
- **Field Engagement:** India FGDs (February & April 2026)
- **Advocacy Milestones:** APFSD (Feb 2026), ESCAP Commission (May 2026), AGMF (August 2026)
- **Final Deliverables:** Consolidated Final Reports and Data Submission (Aug 2026)