

REQUEST EXPRESSION OF INTEREST

INDIVIDUAL CONSULTANT NATIONAL EXPERT PUBLIC ADMINISTRATION ASSISTANT FOR STUDY OF SUSTAINABLE FINANCING SCHEME FOR URBAN DEVELOPMENT

Grant No. : TF0B8114

Reference No. ID-RENBANG-441783-CS-INDV

The Ministry of National Development Planning/National Development Planning Agency has received financing from the World Bank toward the cost of the Global Environment Facility (GEF) Grant, namely Sustainable Cities Impact Project (SCIP). The component 3 of the project focus on piloting innovative financing approaches and instruments, including Study of Sustainable Financing Scheme for Urban Development. As part of this activity, innovative and sustainable financing schemes will be identified and analyzed for their compliance and compatibility with Indonesia's regulatory framework and feasibility. These schemes will be gathered from benchmarking studies with international best practices, which may include philanthropy, global bonds, land value capture, SDG-Linked Bonds, Sin Taxes, and others. This study will provide insight and information for sub-national government (SNG) regarding innovative sources of finance and how to access those sources of finance. The output of this activity is to become a reference for other SNGs in Indonesia. This study will be focus on 5 pilot cities that have been selected with specific criteria. These cities are Palembang, DKI Jakarta, Semarang, Balikpapan, and Bitung.

The individual consulting services (“the Services”) include:

1. Development of study’s plan and implementation arrangement, including activities risk mitigation and stakeholders’ engagement plan as guided by the project’s Environmental and Social Management Framework (ESMF).
2. Data and reference collection through literature study and knowledge exchange with relevant experts in innovative and sustainable financing, including benchmarking studies from literature review of international best practices.
3. Identification of financing gaps and challenges at project’s cities, and development of potential sustainable financing road map to address the identified gaps and challenges.
4. Conduct compatibility analysis of alternative/innovative financing schemes against the identified sub-project based on the project’s cities priority.
5. Deliver Focus Good Discussions (FGDs) and workshops as needed for information gathering, validation, and initial dissemination in the project’s cities.
6. Develop and disseminate sustainable financing guideline/Pocketbook package based on the study, including technical instructions on how sub-national governments (SNGs) can access sustainable financing schemes.
7. Developing a roadmap for SFSU Study and Project Development Objective (PDO) achievement assistance while fostering knowledge management for Component 3

The activity will be executed by 1 (one) Individual Consultant for 9 months from the start date. Further detailed Terms of Reference (TOR) for the assignment can be found at the following website: <https://bit.ly/TORKonsultan3F11> .

The Ministry of National Development Planning/National Development Planning Agency now invites eligible individual consultant (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are as follows:

1. Having degree on Economy/Public Administration or other relevant subject on administration.
2. Having 1 year experience in budgeting and planning for cities development.
3. Willing to be assigned to various locations to support the work that is being carried out.
4. Having computer skills especially Microsoft office (Word, Excel, and Power Point).
5. Fluently to communicate in English for professional writing and speaking communication.

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers dated November 2020 (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours (09.00 to 17.00 GMT+7).

Expressions of interest must be delivered in a written form along with Curriculum Vitae to the address below by e-mail no later than Wednesday, 18 September 2024 at 16.00 WIB.

Jakarta, 04 September 2024

**Pokja IV Unit Kerja Pengadaan Barang/Jasa
Kementerian PPN/Bappenas
Email: ulp@bappenas.go.id**

TERMS OF REFERENCE

PUBLIC ADMINISTRATION ASSISTANT

PROJECT BACKGROUND AND OBJECTIVES

Indonesia's population which living in the cities currently reaches 50% from overall population, this number predicted to be increase to 67,1% (220 million people) in the 2045. This is challenging for cities sustainable development, especially in the provision of quality urban environment. High population growth in the urban areas should be balanced by integrated intersectoral policy intervention and strong institutional capacity in city government. In order to realize sustainable urban development in 2045 through strengthening urban planning and supporting economic transformation and sustainable development that are in line with the global agenda, the city governments should prioritize the provision of quality urban environment, efficient public transportation, and sustainable urban infrastructure development. World Bank through a grant from the Global Environment Facility to initiate the Indonesia Sustainable Cities Impact Program (GEF SCIP), with Palembang, DKI Jakarta, Semarang, Balikpapan, and Bitung as the project's cities.

This project is expected to have a strategic role in strengthening the capacity of cities in preparing sustainable and integrated development plans through prioritization of capital investment planning that considers environmental carrying capacity aspects and biodiversity conservation in accordance with the National Urban Policy, Environmental Development Policy and Low Carbon Development Policy. GEF Indonesia SCIP will be integrated with the on-going sustainable development programs such National Urban Development Program (NUDP) and Low Carbon Development Indonesia (LCDI) which strategic goals are aligned with sustainable city objectives with an emphasis on low emission and low carbon development. Moreover, the integration of GEF Indonesia SCIP with existing projects is expected to increase the impact on overall program and act as a leverage for the implementation of sustainable development principles in Indonesia's urban development.

GEF Indonesia SCIP funding come from Global Environment Facility (GEF) through World Bank. This project consist of 5 project components (i) Component 1: integrated spatial planning and urban management; (ii) Component 2: catalyzing integrated investment in priority areas; (iii) Component 3: piloting innovative financing approaches and instruments; (iv) Component 4: policy dialogue and knowledge management for related stakeholders; (v) Component 5; project management.

Component 3, piloting innovative financing approaches and instruments, will be implemented through several activities focusing on cities development that promote innovation and sustainable principles of Capital Investment Planning Framework. This framework works to identify alternative sources of fund such as sub-national debt and obligation, Public-Private Partnership, Multilateral funds, or Corporate Social Responsibility (CSR), and additionally, to promote investment schemes that incorporate sustainable development principles and its derivatives such as Green Economy and Circular Economy. This effort is in line with the national agenda for sustainable economy. The framework development will require a study

to provide insight and information for cities on innovative sources of finance and guidance to access the identified sources of finance.

As part of these activities, innovative and sustainable financing schemes will be identified and analyzed for their compliance and compatibility with Indonesia's regulatory framework and feasibility. These schemes will be gathered from benchmarking studies with international best practices. The plan is to utilize these alternative and innovative financing schemes to bridge the financing gap and achieve a consistent 6% growth in GDP for years to come. In accordance with that plan, this study will provide insight and information for SNG regarding innovative sources of finance and how to access those sources of finance. The output of this activity will become a reference for other SNGs in Indonesia.

The implementation of this activity will be a joint consultancy service that aims to: (a) **Identify** various sources of funding and innovative and sustainable alternative financing mechanisms or schemes that can support urban development, (b) **Benchmark** the implementation of alternative financing schemes that have been practiced in international practice, (c) **Conduct preliminary analysis related to financing problems at the Sub-national government level** in Indonesia in meeting infrastructure needs, (d) **Analyze the suitability of a selection of alternative financing schemes** with the type of infrastructure and the characteristics of the area to be financed, (e) **Formulate a Pocketbook on profiles of alternative financing schemes** identified from the results of this study that can be used as a technical instructions for SNGs in the implementation of development financing.

The subject consulting services ("The Services") include Study of **Sustainable Financing Scheme for Urban Development (SFSU)**, as stated in component 3: **identifying sources of innovative finance**, conduct initial analysis, in regards of **financing risks and constrains** in National and Sub-national level, conduct innovative financial scheme **compatibility and operability with the infrastructure and regional characteristics**, and finally **compiling the study in the form of Pocketbook** that can be used by relevant stakeholders which will later be detailed in Annex 1.

Public Administration Assistant (hereafter: "The Consultant") will be responsible to deliver the tasks required to deliver the Services under the direction of Directorate of Planning Development Fund ("The Owners"). The Consultant will be delegated day-to-day operational responsibility by the Program tasks as assigned in this Terms of Reference (TOR). The Consultant shall also respond to the Directorate of Planning Development Fund (The Owner) in delivering the required tasks and be responsible for its daily operational tasks as assigned.

SCOPE OF WORK

The **Public Administration Assistant** is expected to lead and coordinate a group of consultants to deliver a consolidated study on insight and information for cities regarding innovative financing sources, and guidance to access it, and lead the implementation of the required activities to deliver the study. The required activities are, but not limited to the following (details of the objective and expected contribution of each consultant to the tasks is provided in Annex 1):

1. Development of study's plan and implementation arrangement, including activities risk mitigation and stakeholders' engagement plan as guided by the project's Environmental and Social Management Framework (ESMF).
2. Data and reference collection through literature study and knowledge exchange with relevant experts in innovative and sustainable financing, including benchmarking studies from literature review of international best practices.
3. Identification of financing gaps and challenges at project's cities, and development of potential sustainable financing road map to address the identified gaps and challenges.
4. Conduct compatibility analysis of alternative/innovative financing schemes against the identified sub-project based on the project's cities priority.
5. Deliver Focus Good Discussions (FGDs) and workshops as needed for information gathering, validation, and initial dissemination in the project's cities.
6. Develop and disseminate sustainable financing guideline/Pocketbook package based on the study, including technical instructions on how sub-national governments (SNGs) can access sustainable financing schemes.
7. Developing a roadmap for SFSU Study and Project Development Objective (PDO) achievement assistance while fostering knowledge management for Component 3

The Consultant is expected to be based in Jakarta, able to present him/herself in **The Owner** office as needed and will regularly coordinate with **The Owner** and shall develop a detailed budget estimation to implement the tasks and relevant activities considered necessary to deliver a quality study product, including the Pocketbook, capacity building on sustainable finance, and its knowledge management.

DELIVERABLES

The consultancy service will be estimated to span 9 (nine) months from the date the contract is signed. The Consultant must prepare a detailed individual schedule of activities as part of the technical proposal. This schedule should include any additional activities that are deemed necessary to meet the study objectives, as suggested by the Consultant in line with their understanding of the expected study outputs. Below is an outline of the project implementation schedule for the various activities that fall within the scope of the Consulting Services, which serves as a guide. The Consultant is welcomed to propose enhancements to this detailed schedule of activities in their technical proposal, adding any further activities they consider essential based on their understanding of the studies to be produced. Specifically, to increase public participation and to augment the materials required, the Consultant may suggest organizing a meeting with stakeholders at both the central and regional levels.

EXPERTISE REQUIREMENTS

The consultancy services require candidates with the following qualification:

1. Having degree on Economy/Public Administration or other relevant subject on administration
2. Having 1 year experience in budgeting and planning for cities development
3. Willing to be assigned to various locations to support the work that is being carried out.
4. Having computer skills especially Microsoft office (Word, Excel, and Power Point).
5. Fluently to communicate in English for professional writing and speaking communication.

DATA COLLECTION AND ANALYSIS METHODS

In order to achieve the project aims, the consultant could perform any data collection method and analysis based on, but not limited to these options:

1. The data collection method is mainly carried out secondary using a documentary review of scientific publications, reference books, project documents and activity reporting, infographics, and various relevant sources related to development financing which are supported by the primary method (field surveys/FGDs).
2. The data collection method and spatial or tabular data analysis is implemented in accordance with scientific rules which can be held accountable and applicable standards/regulations.
3. Data mapping and compiling is carried out on all information collected using the right software, programs, and tools to ensure the results of mapping and compiling a digital database that can guarantee the continuity of analysis in the future using the collected data.
4. The financing performance analysis method is carried out using linear regression analysis with data provided by the Central Bureau of Statistics (BPS) as well as K/L/D (as data guardians/wali data) or from tabular database owned by consultants or by acquisition of other tabular data that is reliable and available on the market. For unavailable data, the primary data collection method is used.
5. Other analytical methods such as policy and investment analysis consider the regulatory, institutional and planning frameworks at the central and regional ministries/institutions that are relevant.
6. Consultant may propose additional methods to ensure the quality of the review output. The data collection and analysis methods which agreed with the internal team will be used in the consultant's intermediate and final reports.
7. All aspects in study method must be explained clearly, including and not limited to:
 - a. All methods and technics will be used.
 - b. The theory to be built along with the assumptions to be used; and
 - c. Conformity analysis techniques, policies, and institutions.
8. Consultant is responsible to develop working methodology using scientifically acceptable methodologies, can use mathematical models or software assistance accompanied by scientific explanations that are coherent and can be accounted for.

DATA OWNERSHIP AND ACTIVITY RESULTS

All deliverables should be written in Indonesian language according to the General Guidelines for Indonesian Spelling (PUEBI) and the Big Indonesian Dictionary (KBBI) provision. All report and data will

need to be submitted both in hard and soft copy, including raw and processed data, both in the form of tabular and spatial data, with the most compatible format to the owner needs, and will become the property of the owner.

The consultant must maintain the confidentiality of data, reports, and the results of this activity, and does not distribute them to other parties without the approval of the Director of Development Funding Planning and not using reports and data for the benefit of other parties.

ADDITIONAL PROVISIONS

The consultant is required to independently provide all necessary resources and equipment to execute the specific tasks assigned. This includes, but is not limited to, the following:

1. **Devices:** The Consultant must supply all necessary devices, such as computers/laptop, tablets, or any other hardware required for the completion of their tasks.
2. **Software Licenses:** The consultant must ensure that all software used is properly licensed. Use of any illegal or unlicensed software is strictly prohibited.
3. **Other Resources:** Any additional resources, materials, or tools required to complete the tasks must also be provided by The Consultant at their own expense.

Annex 1:

SPECIFIC TASKS

For each of 7 (seven) of works as essential activities have been identified in supporting **The Owner**. However, the Consultant should make its own assessment, identify additional activities and requirements and prepare their work plan accordingly. This study will be focused in 5 pilot cities but not limited to cover other cities or region as well.

SPECIFIC TASKS	SPECIFIC JOB DESCRIPTION
<p>Task 1</p> <p>Development of study’s plan and implementation arrangement, including activities risk mitigation and stakeholders’ engagement plan as guided by the project’s Environmental and Social Management Framework (ESMF)</p> <p>The objective of Task 1 is to ensure the successful execution of all subsequent tasks by creating a comprehensive plan, preparing necessary resources, and identifying potential risks and mitigation strategies. This preparation must include, but is not limited to, using the Environmental and Social Management Framework (ESMF).</p> <p>This task involves developing a detailed work plan with a timeline and schedule for all activities, including milestones, deliverables, and deadlines, while still complying with and aligning with tasks already determined by The Owner. A stakeholder engagement plan will be created to identify key stakeholders and outline a plan for their engagement throughout the project. Finally, coordination with individual consultants will ensure that all team members understand their roles and responsibilities, facilitating communication and collaboration among them. This activity will generate an Inception Planning Report.</p>	<p>The Public Administration Assistant will receive the comprehensive work plan, detailed timelines, and allocated resources prepared by the Sustainable Finance Specialist. He/She will meticulously review and comprehend all assigned directions, roles, and responsibilities. Additionally, He/She may offer relevant inputs as necessary.</p>
<p>Task 2</p> <p>Data and reference collection through literature study and knowledge exchange with relevant experts in innovative and sustainable financing, including benchmarking studies from literature review of international best practices</p> <p>This will be carried out as an initial stage in order to identify various sources of funding and alternative financing schemes that are in line with the innovative and sustainable principles as mandated in sustainable development which are the key targets in SCIP activities. The activity components include (i) conducting a literature review (study) of reference books, journals, proceedings, reports that discuss the use of financing schemes with innovative and sustainable principles; (ii) Comparative Studies with countries that have implemented Sustainable Financing. (iii) Preparation of clustering or typology of financing schemes based on their forms followed by descriptions of their implementation and regulatory and institutional support in implementing countries; and (iv) Conduct an initial analysis to provide arguments regarding the level of suitability and operability in Indonesia. This study must also cover SCIP’s five priority thematic areas of investments: (i) circular economy and waste management; (ii) stormwater and wastewater</p>	<p>The Public Administration Assistant will compile comprehensive data and reports on the findings generated by other consultants and stakeholders, ensuring the integration of these findings. This includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Conducting thorough reviews of tasks to ensure accuracy and completeness. 2. Collaborating with other consultants to verify the work, ensuring consistency and accuracy in the findings.

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<p>management; (iii) energy efficiency and renewable energy; (iv) sustainable transport; and (v) urban and peri-urban biodiversity conservation.</p> <p>Task 2 focuses on compiling and analyzing existing literature and benchmarks to identify best practices and successful case studies of innovative and sustainable financing schemes. This includes conducting a comprehensive literature review of academic articles, reports, case studies, and other relevant documents. Benchmarking will be performed to identify and analyze successful implementations in various regions, with a focus on their applicability to the Indonesian context. The findings will be documented as an output in a form of structured paper that highlights key insights, trends, and best practices, and a gap analysis will identify areas that need to be addressed in the Pocketbook. This output will be detailed and compiled with result from Task 3 and Task 4; serving as a foundational document for the entire project.</p>	
<p>Task 3</p> <p>Identification of financing gaps and challenges at project’s cities, and development of potential sustainable financing road map to address the identified gaps and challenges</p> <p>This task will be carried out to provide an overview of financing problems and constraints in existing financing implementation. This study is expected to find the gaps between financing scheme status quo that can be solved by potential innovative financing scheme. These gaps should be analyzed both at the national level in Indonesia and specifically in the 5 pilot cities. In carrying out this analysis, the consultant is expected to be able to carry out (i) collecting data and information related to APBN/D posture and its realization, (ii) compile profiles of funding and the implementation of development financing in pilot cities, and (iii) use analytical qualitative methods through FGD and/or interview with the expert, and quantitative based on primary or secondary data to measure the performance of development financing in the regions.</p> <p>The objective of Task 3 is to identify and map the specific development financing problems faced by the 5 pilot cities. Data will be collected through surveys, interviews, and existing reports to gather information on the financial challenges and needs of these cities. Key problems and bottlenecks in current financing mechanisms will be identified and analyzed to understand their root causes and impact on urban development. The findings will be documented in a detailed report that outlines the specific financing problems for each pilot city. This paper will be</p>	<p>The Public Administration Assistant will facilitate coordination with other consultants and stakeholders to ensure the compiled and finalized report findings align with the information provided, thereby ensuring the accuracy and consistency of the report.</p>

SPECIFIC TASKS	SPECIFIC JOB DESCRIPTION
<p>comprehensive and technical, providing critical insights for subsequent tasks.</p>	
<p>Task 4 Conduct compatibility analysis of alternative/innovative financing schemes against the identified sub-project based on the project's cities priority</p> <p>This task will be carried out to close the gaps between innovative financing scheme in international practice with the national and sub-national regulation frameworks and financing scheme characteristics. Using the linkage matrix method and suitability cluster graphics, this study is expected to provide an overview related to the grouping of alternative financing schemes obtained from benchmarking studies in the context of cities in Indonesia. It is hoped that the linkage matrix can provide users with considerations or descriptions of alternative financing schemes and their suitability in terms of: the choice of funding sources; estimated funds that can be obtained; flow of implementation or planning mechanism, distribution up to disbursement and utilization, types of infrastructure that focused on biodiversity or supporting climate efforts that can be financed based on benchmarking experience; difficulty and ease of use of the budget; distribution, reporting, and other governance mechanisms; output and outcome targets in terms of the level of sustainability and independence; level of risk (fiscal and non-fiscal) for the use of the selected scheme; up to the characteristics of socio-economic and political conditions needed to support its implementation.</p> <p>After obtaining the suitability matrix, a study will be carried out to assess or determine these choices for cities in Indonesia. Using a cluster graph accompanied by a description, the alternative financing options are then directed to group cities in Indonesia based on the typology and characteristics of budget posture, fiscal capacity, macro and microeconomic conditions, socio-political conditions, and infrastructure development progress. The activity components include: (i) Financing Scheme Assessment using the suitability matrix; (ii) Analysis of the Conditions of Cities and Their Typologies using qualitative and quantitative analysis methods including (but not limited to) statistical and policy analysis related to fiscal capacity, task budget posture, investment prospects, and development performance, (iii) Schematic Clustering Financing based on Type of Infrastructure and City Typology uses cluster, descriptive and tabulation methods. Finally, the results of the analysis are compiled (iv) into a draft which contains an information matrix of profiles of innovative and sustainable alternative financing schemes with scoring, supporting explanations, and linkages to the types of infrastructure and cities</p>	<p>The Public Administration Assistant will consolidate the outputs from tasks 2 and 3, subsequently integrating these findings into the overall results of task 4. This includes but is not limited to, ensuring the seamless integration of these outputs into the comprehensive results of task 4.</p>

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<p>that can be financed. This analysis must also cover SCIP’s financing scheme alternatives for five priority thematic areas of investments: (i) circular economy and waste management; (ii) stormwater and wastewater management; (iii) energy efficiency and renewable energy; (iv) sustainable transport; and (v) urban and peri-urban biodiversity conservation.</p> <p>Task 4 aims to evaluate the compatibility and feasibility of various alternative and innovative financing schemes for the 5 pilot cities. Potential financing schemes will be identified and a feasibility study will be conducted for each, considering regulatory, institutional, and economic factors. A compatibility analysis will assess how well each scheme fits with the specific needs and contexts of the pilot cities. Recommendations will be developed on the most suitable financing schemes for each city, and the findings will be documented in a structured paper. This task will generate an Sustainable Financing Road Map for Project Cities: Sustainable and Innovative Financing Brief, Gap Analysis, and Compatibility Assessment. Output of this task consists of compiled data and analysis of Task 2, Task 3, and Task 4.</p>	
<p>Task 5 Deliver Focus Good Discussions (FGDs) and workshops as needed for information gathering, validation, and initial dissemination in the project’s cities</p> <p>Task 5 involves validating and refining the findings from Tasks 2, 3, and 4 through Focus Group Discussions (FGDs) in the 5 pilot cities. FGDs will be planned and organized, including logistics, participant invitations, and agenda setting. Facilitating the FGDs will gather input and feedback from local stakeholders on the findings from previous tasks. Qualitative data will be collected from FGD participants to validate and refine the analysis. Detailed reports will be prepared for each FGD, summarizing the discussions, feedback, and recommendations. These reports will support the development of both the comprehensive papers and the pocket book.</p> <p>This activity is intended to support the implementation process of identification and analysis. This includes (i) FGDs to sharpen innovative and sustainable alternative financing schemes with relevant parties such as academics, representatives of relevant Ministries such as Bappenas, Ministry of Public Works and Housing (PUPR), Ministry of Home Affairs, representatives of donor and philanthropic agencies in Indonesia and outside Indonesia, and other related institutions, ii) FGDs to review the performance description of infrastructure financing in Indonesia including its potential and problems by involving parties such as academics,</p>	<p>The Public Administration assistant will support the planning and preparation of the FGDs by preparing essential materials such as terms of reference, invitation letters, venue arrangements, and budgeting. They must ensure that the FGD structure supports the creation of the Finance Schemes Compatibility Report and the Pocketbook by collaborating with other consultants. Additionally, the assistant will actively take notes during the FGDs to compile comprehensive reports for each session.</p>

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<p>representatives of the Ministry of development affairs, representatives of local governments of cities in Indonesia, (iii) Workshop discussing the suitability of alternative financing with city typologies in Indonesia which discussed the findings of the study results and stakeholder arguments against these findings, especially the linkages between the choice of financing schemes and the type of infrastructure and city typology, and finally, (iv) Seminar on Dissemination of the results of the study aimed at presenting the results of the final design of the pocket book and the material in it especially to local governments at least invite representatives from 2 (two) Pilot Cities. FGDs will be conduct in the 4 different pilot cities.</p>	
<p>Task 6 Develop and disseminate sustainable financing guideline/Pocketbook package based on the study, including technical instructions on how sub-national governments (SNGs) can access sustainable financing schemes.</p> <p>This activity aims to disseminate the study results into a Pocketbook with additional technical instructions to serve as a reference for SNGs in development financing. The Pocketbook will include best practices for sustainable and innovative financing for urban development, detailing enabling conditions. It will also cover the compatibility of sustainable and innovative financing schemes with city characteristics and development strategies. The contents will compile the findings from previous studies and FGDs. The Pocketbook will comprise the following items at a minimum:</p> <ol style="list-style-type: none"> 1. List of available innovative financing scheme that can be accessed by local government 2. Enabling conditions that can support local government to accessed innovative financing (creditworthiness, legal, institutional, fiscal policy etc.) 3. Potential challenges for the local government to access innovative finance 4. Other recommendation for local government to mitigate the potential challenges and increase the enabling condition <p>The Pocketbook will be accompanied by separate technical instructions, providing in-depth, step-by-step guidance on identifying, applying for, and implementing various financing schemes effectively. There will be a minimum of 10 technical instructions, each tailored to specific financing schemes, offering practical tools for SNGs.</p> <p>The objective of Task 6 is to create a comprehensive Pocketbook</p>	<p>The Public Administration Assistant will assist the Public Administration Expert, in the process of writing and organizing the contents. He/She will also oversee the layout of the Pocketbook design and contents. This task includes, but not limmited to:</p> <ol style="list-style-type: none"> 1. Compiling and Ensuring the Pocketbook covers all the essential information 2. Examining and following up on input from relevant stakeholders to improve the Pocketbook. 3. Continuously update the Pocketbook to reflect evolving best practices and changes in administrative or institutional arrangements.

SPECIFIC TASKS	SPECIFIC JOB DESCRIPTION
<p>that consolidates the findings from all tasks and disseminate it to relevant stakeholders, particularly the public and local governments of the 5 pilot cities. Content from Tasks 2, 3, 4, and 5 will be compiled and organized into a structured and coherent Pocketbook.</p> <p>Working with a visual designer, an attractive and user-friendly layout will be created. The Pocketbook will be reviewed and edited thoroughly to ensure accuracy, clarity, and coherence. It will then be printed and distributed to relevant stakeholders. A dissemination event will be organized to launch the Pocketbook, inviting all relevant stakeholders to attend.</p>	
<p>Task 7 Developing a roadmap for SFSU Study and Project Development Objective (PDO) achievement assistance while fostering knowledge management for Component 3</p> <p>Task 7 focuses on sharing knowledge and lessons learned from the project to inform future activities and ensure the achievement of project development objectives. Key insights, challenges, and lessons learned throughout the project will be documented and shared with the next consulting firm and other stakeholders. A comprehensive Final Report must be generated, summarizing the entire project, including methodologies, findings, and recommendations. Stakeholder feedback will be gathered and incorporated into the final report. A transition plan will be developed to ensure a smooth handover to the next consulting firm or phase of the project. This report must also explain how all the previous tasks align with the overall Project Development Objectives (PDO) to contribute to their achievement. The Final Report must include, but is not limited to, the following components:</p> <ol style="list-style-type: none"> 1. Introduction: this part provides an overview of the consultancy project, outlining its objectives and significance within the context of SCIP activities and sustainable development goals. This section should also include an Executive Summary of each scope of work completed by the Consultant. 2. Theoretical Basis: reviews the theoretical foundations pertinent to innovative and sustainable financing schemes, drawing insights from literature, frameworks, and models. This part will focus on the financial conditions of the 5 piloting cities and cover literature related to SCIP's five priority thematic areas of investments. 3. Research Methods: details the methodology utilized in 	<p>The expert will support the knowledge management process, which will be led by the Sustainable Finance Specialist/Directorate of Development Funding Planning. Additionally, the expert will assist in compiling the final report in a neat format, ensuring that all crucial information is accurately and thoroughly included.</p>

SPECIFIC TASKS	SPECIFIC JOB DESCRIPTION
<p>conducting the consultancy, including approaches to literature review, benchmarking studies, data collection, focus group discussions (FGDs), and analysis.</p> <ol style="list-style-type: none"> 4. Analysis and Results: presents the findings and outcomes derived from the literature review, benchmarking studies, and analysis of development financing problems and alternative schemes. This section will include data analysis, interpretation of results, and relevant insights. It will also focus on the financial conditions of the 5 piloting cities and cover literature related to SCIP's five priority thematic areas of investments. 5. Road Map of Sustainable Financing Scheme for Urban Development Study: This roadmap will be used by The Consultant and the next consulting firm to utilize the study findings and results in carrying out the overall PDO in Component 3. 6. Conclusions and Recommendations: Summarizes the key conclusions drawn from the analysis and offers actionable recommendations for SCIP's further actions and strategies in implementing innovative and sustainable financing schemes. <p>Other than generating the Final Report, The Consultant must also carry out assistance to the next consulting firm. This consulting firm responsible for continuing Component 3 activities will focus on integrating the capital investment plan into regional/city planning and budgeting documents. This task will assist the next consulting firm by various means, including, but not limited to: (i) participating in internal meetings and providing necessary input; (ii) actively reporting progress on determined activities on a weekly basis; (iii) proactively offering suggestions and inputs in planning agendas for SCIP activities; and (iv) collaborating with Consulting Firm Services to deliver optimal desired outcomes.</p>	

JOINT DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT

Deliverables	Responsible Personnel	Due Date Indication	%Payment (from total contract)
Inception Planning Report	Sustainable Finance Specialist	2 weeks	5%
Sustainable Financing Road Map for Project Cities	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	2 nd Month	5%
<ul style="list-style-type: none"> - First draft of Pocketbook - FGDs materials, including draft of briefs and reports. 	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	2 nd Month	10%
2 Technical instructions of regional financing options	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	2 nd Month	5%
2 Technical instructions of regional financing options	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	3 rd Month	10%
2 Technical instructions of regional financing options	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	4 th Month	5%
2 Technical instructions of regional financing options	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 	5 th Month	5%

Deliverables	Responsible Personnel	Due Date Indication	%Payment (from total contract)
options	<ul style="list-style-type: none"> • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 		
2 Technical instructions of regional financing options	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	6 th Month	5%
Final draft of Pocketbook and Pocketbook dissemination materials	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	7 th Month	25%
Draft of final report	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	8 th Month	10%
Final reports	<ul style="list-style-type: none"> • Sustainable Finance Specialist • Finance Expert 1 • Finance Expert 2 • Public Administration Expert • Visual Communication Expert • Public Administration Assistant • Graphic Designer Assistant 	9 th Month	15%
Total			100%

THE SERVICES JOB ASSIGNMENT

Study of Sustainable Financing Scheme for Urban Development				
RESOURCES	CODE	TASKS	TASK DETAILS	PERSONNEL ASSIGNMENT
Sustainable Finance Specialist	SFS	1	Development of study's plan and implementation arrangement, including activities risk mitigation and stakeholders' engagement plan as guided by the project's Environmental and Social Management Framework (ESMF).	All tasks will be executed by all resources under the coordination of SFS. Task execution will be monitored and evaluated by the SCIP Team from the Directorate of Development Funding Planning.
Finance Expert 1	FE1	2	Data and reference collection through literature study and knowledge exchange with relevant experts in innovative and sustainable financing, including benchmarking studies from literature review of international best practices.	
Finance Expert 2	FE2	3	Identification of financing gaps and challenges at project's cities, and development of potential sustainable financing road map to address the identified gaps and challenges.	
Public Administration Expert	PAE	4	Conduct compatibility analysis of alternative/innovative financing schemes against the identified sub-project based on the project's cities priority.	
Visual Communication Expert	VCE	5	Deliver Focus Group Discussions (FGDs) and workshops as needed for information gathering, validation, and initial dissemination in the project's cities.	
Public Administration Assistant	PAA	6	Develop and disseminate sustainable financing guideline/Pocketbook package based on the study, including technical instructions on how sub-national governments (SNGs) can access sustainable financing schemes	

Graphic Designer Assistant	GDA	7	Develop road map for implementation to deliver project development objective relevant indicator with sustainable financing, implement the proposed approaches to implement	
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This resource planning for the Study of Sustainable Financing Schemes for Urban Development (SFSU) may be subject to changes from the initially planned scheme. Nevertheless, the recruited consultant is obligated to ensure successful generation of the expected outputs as outlined in the scope of this study.

