# **REGIONAL**

**IFD/FMM**

**CAPACITY BUILDING NETWORK IN THE URBAN SECTOR – LEARNING FROM BEST PRACTICES AND INNOVATION IN LATIN AMERICA AND THE CARIBBEAN AND CHINA. RG-T2594**

**TERMS OF REFERENCE**

**Background**

Most Latin American and Chinese cities share a similar development: they urbanized rapidly with little planning, albeit in different periods and scale. In both China and LAC migration toward urban centers brought social and economic improvement, mostly in access to basic services, health and education. Such growth also put high pressure on the provision of urban services, with unintended consequences such as: high informality (160 million residents in LAC and 234 million in China live in informal settlements) and a rapid and significant increase in the value of urban land, which limited housing accessibility for most. Furthermore, this rapid urban expansion generated disequilibrium on the environment and the occupation of rural land. In the last decade, the growth rate of urban areas in Chinese and Latin American cities quadrupled.

Economic relations between China and LAC have deepened in the last decade, with China leading considerable investments and strengthening diplomatic relations in countries like Ecuador, Peru, Chile, Argentina and Brazil, among others. The time is right for this cooperation to become stronger and reach its cities. In a context of permanent urban expansion, both Chinese and LAC cities share the challenge of providing improved access to housing, jobs and urban services while minimizing the urban footprint. The rise and management of megacities, urban regeneration initiatives and the governance of metropolitan areas are other topics of interest across regions. There is great potential on establishing a knowledge exchange network between them.

The Bank has been working for a long time on the issues related to urban and territorial development policies, both in Europe and in developing countries, by promoting several instruments and programs to be applied in cities. Given the current context, it is relevant to explore existing synergies with Chinese cities. So this TC aims to facilitate the sharing of information, good practices and lessons learned on sustainable and innovative urban practices and policies between Latin America and the Caribbean (LAC) cities and Chinese cities. By establishing up a Capacity Building network between LAC and Chinese cities (“the LAC-China Urban Network”) It will contribute to the learning process of city policy makers, practitioners and managers of both regions, and will foster the implementation of innovative urban projects and policy reforms in a range of relevant topics.

This TC gives continuity to a fruitful cooperation began with the Bank´s participation in the Guangzhou Award Technical Committee and Jury in 2014 and continued in the first Latin America-China Policy and Knowledge Summit related to the impacts of rapid urbanization, of 2014. The activities of this TC will build on these experiences, in collaboration with the Guangzhou Institute for Urban Innovation (GIUI) and the Chinese People Association for Friendship with Foreign Countries (CPAFFC) -which manages the Chinese Sister Cities program. The TC will also build on the experiences and lessons learned from similar capacity building networks co-sponsored by the Bank, such as the URBELAC network that was created in 2010 by the Bank and the European Commission (EC) to develop cooperation among cities and strengthen urban development efforts. Such initiative had two chapters, 2010 and 2013 respectively, and yielded relevant results in terms of city and action plans that were designed and implemented as a result of fruitful exchanges through workshops and partnerships between European and LAC cities.

**Consultancy objective(s)**

The objective of this consultancy is to support the implementation of the LAC-China Urban Network.

**Main activities**

One consultant will develop all of the following the activities. However, if necessary, it will be possible to separate the consultancy for each of the categories described below. If this happens, it will be necessary to carefully define the coordination aspects and specify responsibilities.

Consultancy activities will be divided in three: (i) network tutoring; (ii) meetings organization; and (iii) results dissemination.

1. **Network Tutoring.** The consultant, with the support of the Bank, will supervise and coordinate the cities network activities, ensuring the accomplishment of the agreed work plan and results. It is expected that during their participation to the LAC-China Urban Network the cities’ teams will: (i) analyze the urban challenge they decide to address, establishing an indicator baseline and a monitoring system; (ii) identify priorities, concrete goals and define a timeframe for achieving them; (iii) discus best practices and concrete modalities of implementation with other cities on similar experiences and (iv) develop strategic actions. Under this activity the consultant will also supervise and guaranty compliance with the calendar of activities, the constant flow of information among the cities, and support in analyzing and systematizing the documents produced by each city.

To achieve the goals under this activity the consultant, in collaboration with the Bank, will:

* + Set up the steps, instruments and calendar of activities to start the development of the network.
* Define and validate, in accordance with the participating cities, the agenda and the calendar of activities. It will include among others: (i) meetings in LAC cities, Chinese cities, and the IDB Headquarters (as described under components 1 and 2 of this TC); and (ii) deadlines for elaboration (by each city team) of specific proposals and strategic actions for each LAC city.
* Analysis, systematization and distribution of any document and necessary material to support the cities and allow for a constant and correct flow of information.
* Support the development of strategic actions, collaborating with the cities’ teams to: (i) analyze their situation (based on the indicators identified) establishing a baseline and a monitoring system; (ii) identify concrete goals and define a timeframe for achieving them; and (iii) develop strategic actions. These strategic actions do not necessarily imply the development of new activities, but the definition of criteria to be included in the development of the already established urban plans (e.g., the insertion of criteria of social inclusion and energy efficiency in the rehabilitation of public spaces through innovative illumination systems or the rehabilitation of historic buildings with criteria of environmental, economic and energetic sustainability). This approach aims to develop strategic actions that are already integrated in the ongoing urban development activities facilitating and maximizing the cost efficiency of their implementation.

1. **Meetings organization.** This activity includes: (i) the organization of network meetings; and (ii) the realization of the Mayors roundtable. The network meetings are essential for cities’ teams to jointly analyze the proposals and the results obtained. It is a moment of particular importance for exchanging ideas, discuss policies and strengthen partnerships and collaboration between all players involved. To optimize costs these can be realized also by videoconference. The Mayor’s roundtable will be essential to strengthen connections among cities and disseminate projects results. The roundtable will be open to the participation of representatives from other LAC/international cities, and local, national and international institutions.

To achieve the goals under this activity, the consultant will, in collaboration with the Bank:

* Agree on an agenda and the calendar of the meetings with all the participants;
* Prepare and distribute all the necessary working papers and documents; and coordinate the activities of each participant;
* Coordinate and supervise logistical aspects (meeting room, translations services, technical facilities);
* Supervise travel arrangements, accommodations and other eventual requirements; and
* Design a survey to be handed over to meeting participants to measure their satisfaction with it and to get feedback on how the network is fulfilling its objectives.

1. **Results dissemination.** This activity includes the preparation and distribution of:
   * **Brochures**: summarizing objective activities and outputs expected. It will be prepared at the beginning of the project and distributed among all the cities interested in participating. The brochures are “informative”; they can be distributed to all the cities and institutions interested in the project and will be updated periodically.

* **Newsletter**: preparation and periodical distribution of newsletters. They will represent an instrument of communication “internal” at the network to periodically inform the participants on the activities developed by each city and by the network**.**
* **Best practice report**: upon project conclusion, the consultant will analyze and summarize the network experience and resume the best practices identified and the results obtained, as detailed in Component 3 of the TC. It will be an instrument for disseminating the LAC-China Urban Network and guide eventual future LAC-China collaborations.

**Monitoring**: for the duration of the TC, the consultant will report to the bank every 4 months on the advancements of the TC according to the work plan.

**Reports / Deliverables**

Each activity has the following deliverables.

**Network Tutoring**: (i) The agreements signed between the Bank and the LAC cities that will be selected to participate in the program; (ii) The acceptance from all participants from both regions of the work plan and calendar of activities; the validation and implementation of strategic actions in participating cities; and

**Meetings Organization**: Three international workshops and one Mayors’ roundtable.

**Results dissemination**: Brochures, newsletter and best practice report.

**Monitoring**: Three monitoring reports a year.

All reports must be submitted to the Bank in an electronic file. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations

**Payment Schedule**

The whole project will be executed in 24 months. Payments will be made at completion of each of the following phases:

**Start-up:** (i) Organization of the network; (ii) Identification of thematic areas (with the cities) and cluster activities; (iii) preparation of detailed calendar of activities. 35%.

**Exchange:** (i) Implementation and support to the network; (ii) organization and implementation of workshops; and (iii) development of strategic actions. 25%

**Validation:** (i) validation with local stakeholders; (ii) implementation of strategic actions; and (iii) preparation and realization of Mayor’s Roundtable in the Banks Headquarters. 20%

**Diffusion:** (i) publication of results; and (ii) project closing. 20%

**Qualifications**

* **Academic Degree / Level & Years of Professional Work Experience**: The consultant shall be an economist, architect or urban planner, with at least 15 years of experience working with cities, either as a manager or as a consultant to systematize and implement strategic projects.
* **Languages**: English and Spanish.
* **Areas of Expertise**: The consultant should have working knowledge and experience advising cities on topics such as: (i) sustainable urban growth; (ii) local development; (iii) institutional strengthening; and (iv) metropolitan governance. Experience working with LAC cities is required.
* **Skills**: The consultant should have the capacity to engage policy makers into the exchange, and to frame their needs and expectations within the capacity of the LAC‑China urban network. Experience facilitating similar knowledge exchange networks is a plus.

**Characteristics of the Consultancy**

* **Consultancy category and modality**: Products and External Services Contractual, Lump Sum
* **Contract duration**:80 non-continuous days, for a duration period of 24 months from the approval of the TC.
* **Place(s) of work**: Consultant’s city of residence.
* **Division Leader or Coordinator**: Carolina Piedrafita, Senior Housing Specialist, IFD/FMM.

**Payment and Conditions:** Compensation will be determined in accordance with Bank’s policies and procedures. In addition, candidates must be citizens of an IDB member country.

**Consanguinity:** Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

**Diversity:** The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.