

Call for Services: MICATool Pilot Cities

Call Text / Terms of Reference
January 2021



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INTRODUCTION

The Horizon 2020 Research and Innovation project, "MICAT – Multiple Impacts Calculation Tool", aims to develop a comprehensive approach and user-friendly online tool to estimate the multiple impacts or multiple benefits of energy efficiency measures¹. The MICATool (hereafter referred to as the "Tool") will be introduced, anchored, and applied in "real-world" energy and climate strategies at three governance levels: EU, national, and local/regional. All three levels are actively working towards ambitious climate goals, and the Tool can help justify their actions by highlighting the wider impacts of energy efficiency measures in their respective strategies.

Reducing energy demand is at the core of many local sustainability and climate mitigation strategies. The MICAT project seeks to engage with **three leading local/regional municipalities** through this Call for Services as "MICATool Pilot Cities" to co-develop and explore the Tool's efficacy in the context of the selected municipalities' local sustainability, energy efficiency, and/or climate action planning processes.

The MICATool is envisioned to support municipalities, public authorities, and local / regional policymakers by:

- Supporting local / regional governments to gain better insights into energy policy impacts by identifying causal chains from energy efficiency measures to their multiple impacts;

¹ Multiple Impacts of Energy Efficiency (MI-EE) are the ancillary benefits of energy efficiency measures that may have higher economic and social value than the measures themselves. Some examples of MI-EE include energy cost savings, emission reductions, better air quality, improved health and wellbeing, resource savings, local economic value and new employment opportunities, and increased building values.

- Making monitoring and reporting on energy efficiency measures and policy impacts more comprehensive and accessible to a wider audience (i.e., other governance levels and stakeholders);
- Demonstrating and communicating the multiple benefits of energy efficiency to a variety of local stakeholders (citizens, civil society organizations);
- Helping policymakers and officers identify concrete linkages between different policy fields (i.e., energy, health, social welfare, economy) and strengthen inter-departmental collaboration to achieve common policy goals;
- Assessing the economic benefits of energy efficiency measures.

European municipalities are invited to participate in the MICAT project to help develop and validate the Tool by convening local stakeholders, providing expert feedback on the Tool's development and functionality, and exploring how the Tool can effectively support the municipality's climate policymaking and planning work. The development process also envisions engaging with citizens and other important stakeholders about the added value of energy efficiency measures and investments, as demonstrated by the Tool.

1 WHAT DO WE OFFER?

The MICAT project can support three European municipalities' engagement in the project with training, networking opportunities, and financial support (up to 9,000€ per municipality) in exchange for their active participation and expertise to help develop and validate the Tool in a real-world context. The Tool's functionality will be crafted - to the greatest extent possible - to meet the interests and objectives of the participating municipalities.

ACTIVITIES AND EXPECTED OUTPUTS

With guidance and support from the MICAT project partners, the three selected municipalities will co-create and explore the Tool’s efficacy over a two-year period (March 2021 - March 2023), and ultimately help inform policy recommendations for local policymakers. This process is envisioned to occur in three primary steps, which are further described below (cf. figure 1).

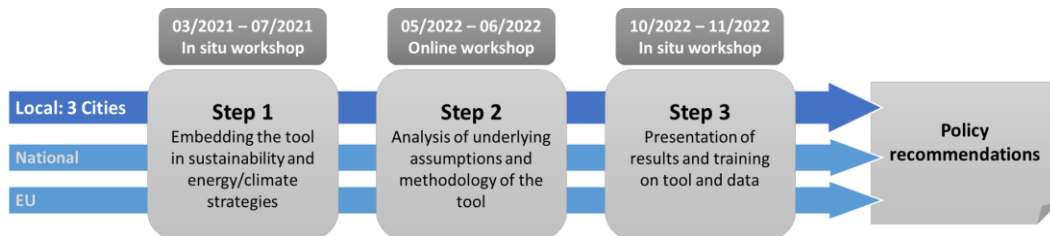


Figure 1: MICATool development and application process in the MICAT project

Step 1: Embedding of the Tool

When: June 2021 - July 2021

How: In situ workshop²

What: The first step in the Tool’s co-development process with municipalities is to anchor its application potential in local sustainability planning processes to specifically support energy efficiency strategies, and to ultimately define the Tool’s scope and the desired multiple impacts. The municipality will map the local existing climate policy and together with partners identify readily-available data and information related to the local climate mitigation / energy efficiency strategies as well as reporting and monitoring activities. It is important in this step to identify indicators that are most relevant at the local/regional

² Steps 1 and 3 were originally conceived as in situ workshops in the host municipalities, and Step 2 as an online workshop. The format will be planned in accordance with the participating municipalities’ public health situation and policies on COVID-19.

level and to understand which data are available or could be collected at the local level for the quantification of impacts. Another aim is to understand how multiple impacts have been and can be communicated to stakeholders. understand which data are quantified, collected, and available at the local level, as well as how the data is communicated.

Each municipality is expected to convene local stakeholders and co-host (with the project partners) an orientation and embedding workshop to discuss the Tool's potential functionality within the municipality's sustainability policies. Key outcomes of the workshop are to collectively select a group of indicators on multiple impacts that are most relevant at the local/regional level, and to address data gaps and pathways related to those indicators.

Step 2: Analyse underlying assumptions and methodology

When: May 2022 - June 2022

How: Online workshop(s)

What: The underlying assumptions for calculating and modelling energy efficiency measures and the resulting Multiple Impacts determine the practical value added in each municipality's context. In this step, the Tool's working assumptions and modelling principles (e.g. regarding cost-benefit analyses) are made transparent to participating municipalities and other local stakeholders to improve its credibility and potential uptake and application in local climate mitigation processes.

This step will engage municipal stakeholders in a series of online focus groups, where participants are invited to have an open and constructive discussion about the Tool's underlying logic and efficacy in a virtual group setting. These focus groups provide an opportunity for co-creation and feedback with the ultimate aim to improve the Tool's development and uptake by creating ownership with its functions. Further, transparency can constitute the basis for communication within the implementing organization or its stakeholders.

Step 3: Implementation & Training

When: October 2022 - November 2022

How: In situ workshop

What: The third workshop aims to make the Tool useful in the frame of the local climate neutrality efforts. The final version of the Tool and its functions will be introduced to the participating municipalities, policymakers, and key stakeholder groups (if applicable). The workshop will have two distinct functions, expressed in two distinct workshop parts:

- communicate the MICATool and the results to a broad audience
- training a smaller group of users (e.g. technical experts) to get acquainted with the continued application of the tool

Firstly, the tool will be run with the participation of the relevant stakeholders identified. The aim is to present the Tool and project findings in a public forum (digital or in situ) to inform the wider public about the multiple benefits of energy efficiency in the specific context of the municipality. In the second part of the workshop, smaller groups of potential users - such as technical experts, citizen groups, or administrative staff - are trained in the possibilities of a continued application of the tool.

REPORTING

Reporting will be done by ICLEI ES, based on the documentation of the activities and outputs to all project partners. Municipalities will be asked to give feedback on the reports and add a three page summary of their experience, including documentation material from the process, such as photos or graphs.

FUNDING

Up to 9,000€ are offered under a service agreement to the participating legal entity / municipality / agency.

2 WHO CAN APPLY?

ELIGIBLE APPLICANTS

The following authorities established in a Member State (MS) of the European Union (EU) are eligible to participate:

1. Any local urban authority (city, town, suburb) active in energy planning and climate policy with a population greater than 30,000 inhabitants.
2. Any regional authority responsible for local energy planning and climate policy.
3. Any associated authority or grouping of local urban authorities active in energy planning and climate policy (e.g. a city's climate protection agency). This may also include associations or groupings of public authorities, agencies and companies, NGOs and advocacy groups working in partnership in the same city-region.

MINIMUM QUALIFICATIONS

The MICAT project is seeking applicants who have both a topical interest in energy efficiency and the capacity (expertise and time) to provide practice-based guidance and constructive feedback during the Tool's development and validation stages. To that end, successful applicants must be:

1. Actively working with quantifiable energy efficiency data at the local or regional level and have permission to disclose the data to the MICAT partners;
2. Able to participate in three workshops with the MICAT project team, as described in Section 1. *Note: The workshops were originally planned to take place in-person, but may be hosted virtually if the current public health guidance precludes physical meetings. Participating municipalities will not be responsible for providing a communications platform for the workshops (e.g., Zoom or Go2Meeting).*
3. Able to convene local/regional stakeholders and host them in a workshop setting, as desired for the three planned workshops;
4. Able to participate in two MICAT General Assembly meetings, remotely or in situ;
5. Able to provide constructive verbal feedback to the project team in English, the project's working language.

DESIRABLE QUALIFICATIONS

1. Adopted sustainability goals and targets;
2. Currently working on a Sustainable Energy and Climate Action Plan (SECAP) or similar planning processes;
3. Developing/having developed the plans under point 2. either based on modeling or based on quantifiable data, both available for the MICATool development process.
4. Available data by sectors (e.g. public/residential buildings, industrial activities, transport, services)

3 HOW TO APPLY?

The MICATool Pilot City Application is comprised of two parts:

1. **The MICATool Pilot City Online Application**
2. **The MICATool Pilot City Application Signature Form**

Both the Online Application and Application Signature Form need to be completed and submitted to be considered for participation.

The MICATool Pilot Cities Call Text / Terms of Reference and the Frequently Asked Questions can be found on the MICATool Pilot Cities call web page.

The deadline for applications is **17:00 CET on 01 March 2021**.

4 SUCCESSFUL CANDIDATES

To become a successful candidate, the applicant must:

1. Fit the eligibility criteria listed above; and ensure that:
2. The MICATool Pilot City Online Application Form is complete with all required elements and submitted;
3. The MICATool Pilot City Application Signature Form is completed, signed, and submitted by email to Niklas Mischkowski [niklas.mischkowski@iclei.org];
4. The application forms are submitted in English (official language of the MICAT project) before 17:00 CET on 01 March 2021.

The MICAT Steering Committee will review the applications and select three candidates based on the named criteria by **22 March 2021**.

5 CONTRACTS AND PAYMENTS

CONTRACTUAL MANAGEMENT

As a MICAT representative, ICLEI - Local Governments for Sustainability, European Secretariat GmbH, Freiburg, Germany (ICLEI ES) will be responsible for the contractual management, support and activities monitoring. An individual contract will be signed between ICLEI ES and each sub-contractor (i.e., selected MICATool Pilot City).

Once the contract has entered into force, the selected planning authority, or association or grouping of planning authorities, can start the activities according to the schedule. The activities are expected to take place between March 2021 (Onboarding meeting) and December 2022 (final round of workshops). Selected municipalities are expected to join two additional project meetings to present workshop experiences and give feedback on the tool development. On a voluntary basis, they are warmly invited to follow and participate in other project activities until the project’s official end in September 2023, such as the final conference (see figure 2 below).



Figure 2: MICATool Pilot Cities engagement throughout the project runtime

PAYMENT PROCEDURE

To participate in the planned activities (see section 1), the selected MICATool Pilot City will receive total funding of 9,000€ (VAT included). After the contract has entered into force, a pre-payment of 4,500€ will be made to cover the expenses, participation, and organization of the first in situ workshop, based on an invoice issued by the respective planning authority to the Contractor. The remaining costs will be reimbursed upon satisfactory completion of the three workshops.

6 CONTACT

If you have any questions about any information contained within the call for services, please write to Niklas Mischkowski [niklas.mischkowski@iclei.org].