

# EcoLogistics Community – Information sheet

## I. Background

ICLEI - Local Governments for Sustainability (Hereinafter referred to as “ICLEI”), through the EcoLogistics project, established the EcoLogistics Initiative in 2016 as a community of leading cities that wish to move towards world-class excellence in achieving sustainable urban freight, supported by a group of Partners from research institutes, business, experts, user and governmental sectors.

As of 2019, ICLEI has nine cities dedicated to the balance between economic development and sustainability in the urban freight sector. As the awareness of sustainable urban freight is on the rise, cities through ICLEI’s alliances and networks, Such as the EcoMobility Alliance, are keen to drive their urban sustainability to new levers through sustainable urban freight.

ICLEI wishes to further facilitate the cities’ scientific and technical exchange and to jointly develop new and innovative solutions and policies from environmentally friendly urban freight.

Stemmed from cities’ ambition for a cleaner and more efficient freight sector, the EcoLogistics Community has been and shall be a platform to disseminate the transport development of its cities to a world audience through ICLEI’s membership base of over 1,750 local and regional governments.

Taoyuan City is taking up the chair position as the Community Chair (Hereinafter referred to as “the City“ or “the Chair”) for the term of 2020-2021 (24 months).

## II. The EcoLogistics Community

The purpose of the EcoLogistics Community is to represent, and to drive to new levels, the world’s excellence in sustainable urban freight patterns in a select group of leading cities by:

- providing Community Cities with technical and knowledge support - based on the best case examples - in devising plans and projects;
- facilitating knowledge exchange among Community cities to strengthen their skills to reach even higher levels of EcoLogistics;
- supporting cities to implement innovative solutions that can effectively accelerate action toward EcoLogistics;
- bringing in Partners from the expert, business, user association and governmental/ international organization sectors in order to support Community cities through their input and advice;
- facilitating sharing of experience and information among Community Cities.

## III. Local coordinator

ICLEI and Taoyuan City shall cooperate closely in important decisions such as the programs and communications to be disseminated through ICLEI’s global network and among Community partners. In light of this, a Local Coordinator of ICLEI EcoLogistics Community in Taiwan (hereinafter referred as “Local Coordinator”) who will be in charge of all the local implementation and communications of the Community is sought for the year 2021.

### 1) The purpose

The purpose of the position of the Local Coordinator is to improve the communication between the Secretariat of ICLEI EcoLogistics Community in Bonn, Germany, (Hereinafter referred to as “Secretariat”) and Taoyuan about the project implementation on the ground, strengthen ICLEI’s excellence in sustainable urban freight in Taoyuan, and assist the promotion of Taoyuan’s best practices of sustainable urban freight through ICLEI’s global network.

### 2) The tasks

- To coordinate the mutual needs and expectations of Taoyuan and the Secretariat.

- In cooperation with the Secretariat, to attend local meetings on behalf of the Secretariat, including, but not limited to, inter-sectorial meetings, multi-stakeholder meetings and national meetings to scale up multi-level governance cooperation.
- In cooperation with the Secretariat, to accompany Taoyuan to participate in Community-related international events as needed. The decision will be discussed jointly and taken with mutual agreement between Taoyuan and the Secretariat.
- To provide local information and materials on urban freight to and requested by the Secretariat for case studies, city profiles and Community reports.

### 3) Overall Project Management and Administration

- Develop Annual Work Plans (AWP) for the January-December period for assigned tasks that are aligned with the mutually agreed Project Work Plan of the sub-contract agreement and submit to Secretariat by the **20 January 2021, 23:59 CET**.
- Ensure timely completion and quality of the deliverables
- Ensure timely feedback/comments to the shared document/reports/outputs/deliverables according to tasks.
- Participate in meetings of the Project Management Group (PMG) – Zoom/ WebEx/Skype/Group/Bilateral.
- Ensure availability for attending future planned project meetings.
- Send a project update via email to the PMG, at the end of every month in regards to respective tasks.

### 4) Project Implementation

- Implement work packages and project activities as listed in the mutually agreed Project Work Plan in a timely manner to ensure achieving the project outputs, outcome, and impact.
- Contribute to the list of stakeholders at national and city level including all possible actors.
- Analyze and document an overview for Taoyuan on following to contribute to the city profile/case study.
  - Socio-economic-infrastructure profile with focus on freight transport
  - National freight policies, city mobility plans, city logistics plan etc.
  - National determined contributions (NDCs) in relation to freight transport
  - Illustrate the urban logistics & supply chain in Taoyuan.
- Provide active input in the development of self-monitoring tool for measuring GHG emissions and collect the relevant data from Taoyuan for the tool.
  - Estimated GHG emission from urban freight in Taoyuan.
- Support actively the capacity building workshops at city/national level. Develop capacity building activities for the city officials and members of the local multi-stakeholder working groups in Taoyuan City on creating and developing action plans on low carbon urban freight.
- Support Taoyuan City in liaising with national governments to: secure their support in project implementation, facilitate dialogues with Taoyuan, involve them as appropriate in project events, facilitate vertical integration of project results, and to keep them engaged throughout the life of the project
- Support the development of Low Carbon Action Plan for Urban Freight (LCAP-UF)
  - Define GHG emission reduction actions and corresponding targets
  - List all demonstration projects contextualized for Taoyuan City.
- Support the development of the indicators as well as certification of EcoLogistics
- Analyze current (or future) development plans for Taoyuan and elaborate on urban freight policies in relation to the existing (or proposed) plans.
- Prepare a literature study of a low carbon urban freight transport (EcoLogistics) policies outlines/recommendations at national level. (best practice)
- Prepare a list of recommendations contextualize to the national level as part of the National EcoLogistics Policy Recommendations (NELPRs)
- Support in organizing national consultation meeting for NELPR discussion

- Develop a detailed case study for Taoyuan outlining the project's experiences and the process city undergoes during the project and the expected results of the project.
  - Support the project team at ICLEI WS in translating (in Chinese and English) the deliverables; outputs, report etc.
  - In cooperation with the project team at ICLEI WS, support Taoyuan with international events
- 5) **Knowledge Management and Project Visibility**
- Identify and pursue opportunities to promote the project
  - Disseminate project results through communication tools and social media in coordination with ICLEI WS communication team.
  - Support in providing visibility and disseminating project results at the national and local level events.
  - Appropriately acknowledge the project, partners, and donor in any communication product and event in which project processes, learning, outputs, and/or outcome are used
- 6) **Reporting**
- The Local Coordinator will submit monthly progress reports to the Secretariat.
  - The Local Coordinator will assist in completing the progress and financial reports submitted by the Secretariat to Taoyuan.
- 7) **Limitation**
- The Local Coordinator is part of the Secretariat and represents ICLEI Sustainable Mobility only on issues related to EcoLogistics Initiative and the Community in Taiwan. The Local Coordinator must abide by the General Data Protection Regulation 2016/678 (EU). All other legal ICLEI global, regional and domestic representations and operations in Taiwan remain governed by ICLEI Kaohsiung Capacity Center.

#### **IV. Qualification and Experience**

- A Master's degree or above in sustainability, environmental studies or transport studies.
- 10+ years of experience in sustainability, environmental engineering/policy or transport planning/policy with good understanding of sustainable transport and research.
- 5+ years of professional experience of working with local governments.
- 5+ years of professional experience of coordinating with international partners in the field of sustainability, environmental protection or transport
- 5+ years of professional experience of workshop and event organization
- Good communication and writing skills
- Proficiency in English and Mandarin
- Understanding of local dialect is not compulsory but can be a bonus

#### **V. Application documents**

- CV in both English and Mandarin with no more than 2 pages for each.
- Portfolio of professional experience of working with local governments, coordinating with international partners and workshop and event organization in both English and Mandarin
- Portfolio of communication and writing works in both English and Mandarin
- Technical proposal of the tasks (2-3) and project implementation (3-4) in English
- Financial proposal of the personnel cost, material and administrative cost, and travel cost (based on the Terms of Reference) in English

#### **VI. Selection process**

25% on the CV, 25% on relevant experience, 25% on technical proposal, 25% on financial proposal