

EcoLogistics Community

Terms of References for the implementation of the activities of the EcoLogistics Community in 2021

between
ICLEI - Local Governments for Sustainability e.V. (ICLEI WS)
 and
Sub-Contractor

Contract type:

This contract is a fixed price services contract

Duration:

1 January 2021 to 31 December 2021.

Scope of Services:

The Sub-contractor agrees to implement the following activities against the mentioned deadline:

Activity	Deadline
Update analysis and documentation to highlight Taoyuan's profile/case study/leadership and innovative solutions with ICLEI WS	15.03.2021
Continue the engagement with stakeholders at national and city level in Taoyuan	15.03.2021
Follow-up on the EcoLogistics Principles and Declarations with ICLEI WS	15.03.2021
Update the development of the indicators as well as certification of EcoLogistics	15.05.2021
Update and refine data collection from Taoyuan City for creating baseline GHG emission. (Lead Role)	15.05.2021
Follow-up the development of the indicators as well as certification of EcoLogistics	15.05.2021
Update the Low Carbon Action Plan for Urban Freight defining GHG emission reduction actions and corresponding targets	15.05.2021
Prepare a list of recommendations contextualized to the national level as part of the National EcoLogistics Policy Recommendations (NELPRs) based on	15.09.2020

the literature review conducted in December 2020.	
Support in organizing national consultation meeting for NELPR discussion	15.09.2021
Create a visual/multimedia detailed case study or handbook on Taoyuan's leadership and approach on urban logistics outlining the city's experiences and processes along with transferrable solutions and good practices	15.10.2021
Enhance engagement of Taoyuan at international outreach and events in collaboration with ICLEI WS	Throughout the year
Project management and admin. (Meetings/Calls/Reviewing report/Emails etc.)	Throughout the year
Business trips in Taiwan	Throughout the year
International travel in cooperation with ICLEI and Taoyuan City	Tbc (3 units*) *IF international travel is safe, arrange the travel and support the organization of one international event in fall 2021
Project reports and meeting(s) with ICLEI	Monthly progress report Final report by 15 December 2021 Coordination meetings, as needed

Payment:

For the implementation of the listed activities, the Sub-contractor will receive a sum of 49,920.00 Euros for personnel cost upon receipts of tranche of invoice upon the following payment plan:

- First tranche (15.03.2021 and 9,984.00 Euros)
- Second tranche (15.07.2021 and 29,952.00 Euros)
- Third tranche (15.12.2021 and 9,984.00 Euros)

All eligible material and travel costs will be able to be claimed by the Sub-contractor and then reimbursed by ICLEI.