

ICLEI Africa  
Knowledge Park III, Heron Crescent,  
Century Boulevard, Century City  
7441 South Africa  
Date of notification: 27 November 2014

## Notice of Request for Proposals

### Call for Technical Experts: Developing Green Building Policies/guidelines in two South African Municipalities

Please see below the request for proposals for technical support as part of the Urban-LEDS project being implemented in South Africa by ICLEI Africa, in partnership with UN-Habitat and funded by the European Commission.

All interested contributors should provide the following information:

1. Overview of the experiences and expertise of the proposer in the area of local government policy development and resource efficiency in buildings
2. Demonstrated knowledge of:
  - a. Policy formulation at local government level in South Africa
  - b. National Building Regulations and SANS 10400XA, rating systems, and current local and global developments in green building design and resource efficient retrofits of existing buildings
  - c. Linkages between green building and wider green spatial development, including but not limited to: energy efficiency, renewable energy, green space, sustainable urban infrastructure provision and sustainable transport.
3. A budget breakdown of the consulting fees offered based on the number of days suggested
4. Location of proposer's offices.

It is suggested successful applicants are likely to need to travel two to three times to each of the municipality's. The terms of reference below outlines the scope of the project. A letter of appointment will outline any further necessary details. Please note ICLEI Africa may return to provide comments to your application to make specific recommendations/comments. Innovation and suggestion of alternative methodologies to that suggested in the ToR are welcome. The closing date for submissions of interest is **7<sup>th</sup> January 2015 at 12:00 pm**.

To submit contributions with the subject line "Reply to ToR for Green Building Policy Experts", or to find out more about this RFP, please contact:

Stephen Davis, Technical Specialist, ICLEI Africa

021 202 0399



# Terms of Reference (ToR)

for assignments for the project “Promoting Low Emission Urban Development Strategies in Emerging Economy Countries” (Urban-LEDS)

## Call for Technical Experts: Development of Green Building Policies in two South African municipalities

*For external use*

<b>Task</b>	Draft a Green Building Policies in two Urban-LEDS municipalities
-------------	--

<b>Summary</b>	In the process of developing low emission development strategic frameworks and action plans in two Urban-LEDS model municipalities, a green building policy has been identified as necessary to achieve their 2030 visions. Experts are requested to co-create a green building policy with each of the two municipalities.
<b>Background</b>	<p><b>Green buildings and spatial planning</b></p> <p>The incorporation of resource – and particularly energy – efficiency into the built environment can be considered at multiple scales:</p> <p><b>Building-level.</b> The design, construction, and maintenance of buildings has a considerable impact on the environment. Green buildings can protect the environment, while meeting social priorities by providing affordable and pleasant living, and workspaces. A holistic approach to design is key, and should consider the life-cycle of buildings, their components and the economic and environmental impacts and performances. Most residential, commercial or public buildings use more resources, energy, water, space (flora and fauna) and raw materials than necessary. They generate wastes in their construction, operation and demolition. Additionally, their design influences the use of energy sources for lighting, heating and cooling. The local availability of resources may also not taken into consideration in the choice of construction materials, and water, and energy needs.</p> <p><b>Neighbourhood and City-scale.</b> Spatial planning offers a lens in which to integrate low emission development principles across sectors. In particular, key principles need to be incorporated including but not limited to:</p> <ol style="list-style-type: none"><li>1. Low emissions urban design/city form, enabling reduced operational, embodied and transportation energy</li></ol>



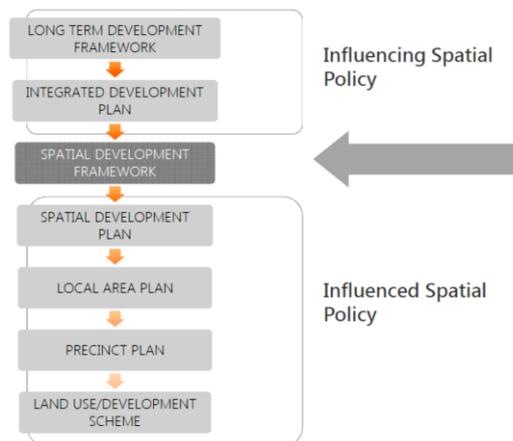
consumption and improved renewable energy generation potential.

2. Low emissions strategies in new development and redevelopment.
3. Sustainable urban growth.

Strategies to consider include:

- Compact, mixed-use development
- Infill Development
- Transit oriented development
- Urban agriculture/green infrastructure (also enables the integration between mitigation/adaptation to be addressed)
- Non-motorized transport

A link between building and city-scale planning/policy is important to avoid a situation where high-standard resource efficient green buildings are built embedded in mono-functional greenfield developments, disconnected from quality public space and poorly serviced by public transportation. Such links will need to be explored in the green building policy development. The schematic below highlights some of the major plans that affect the spatial form of development. A green building/development policy can seek to influence particularly the last 3 units of planning levers:



### Local government responsibilities

Local governments inform construction, urban design, buildings and transport systems policies.

They can incentivise and set targets, regulate city planning, land-use and housing areas or new city quarters. Local governments can also inform building standards for the housing areas for example for all new buildings or for the renovation of existing buildings to reduce energy consumption. Some cities in South Africa have formulated green building policies or guidelines. Cape Town, Johannesburg and Tshwane are leading the way in this arena and all have a green building policy or bye-law or guidelines. In introducing such a policy or guidelines, it is vital that the impacts on the poor are considered,



	<p>that the municipality's ability to enforce/implement is assessed, and that the policy is drafted with the involvement of relevant local stakeholders, especially local property developers.</p> <p><b>Green buildings and Urban-LEDS model municipalities</b></p> <p>Steve Tshwete and KwaDukuza municipalities have been working with ICLEI Africa on their low emission development strategic frameworks and action plans as part of the Urban-LEDS project. The frameworks and action plans will articulate a program for transitioning the municipalities to a development path which reduces their energy use and associated carbon footprint, while meeting human development needs.</p> <p>The need for a green building policy and improved spatial planning practices emerged as a result of the strategic framework development, as well as further emphasised after a learning exchange that was attended by staff from the two model cities, and hosted in collaboration with the City of Tshwane. This learning exchange focused on building capacity on the National Building Regulations, highlighted the specific challenges that each municipality faces with regards to enforcement of national building regulations, and the experiences of drafting City of Tshwane's bylaws were shared.</p>
<p><b>Description of the assignment, expected outcomes</b></p>	<p>A proposed methodology is suggested below, however respondents are encouraged to suggest improvements and motivate an alternative methodology in their submission.</p> <p>STEP 1: Kick-off meetings with ICLEI Africa to discuss process and timelines</p> <p>STEP 2: Assessment and review of:</p> <ul style="list-style-type: none"> <li>- Municipal capacity to implement green building policy and current levels and types of local developments</li> <li>- The municipalities' expected outcomes from drafting a green building policy, and associated implementation plan (if any).</li> <li>- Consideration of the Spatial Development Framework to analyse the degree to which it is promoting an integrated, sustainable and low-carbon approach to spatial planning</li> <li>- Consider in these reviews the completed work of Urban-LEDS so far, namely the results of the strategic scenario planning process.</li> </ul> <p>STEP 3: Drafting of a green building policy for existing and new buildings, which incorporates national building regulation requirements, and</p>



	<p>includes recommendations for its implementation in the specific context of each of the municipalities. This should be closely completed through working meetings with the staff from the planning departments and should enable them to own and co-create the policy based on local knowledge. Implementation recommendations should elaborate on how role players can be supported, and awareness raised among the community about the policy and its ramifications.</p> <p>Stakeholder engagement should occur during the period of this assignment, where basic introduction to the green building/development principles can be outlined and inputs sought to what the policy should contain. This should target, in collaboration with the municipality, property developers, architects, the construction industry, National Council for Regulatory Standards, local businesses and residents.</p> <p><b>STEP 4:</b></p> <p>Presenting a draft of the policy to ICLEI Africa’s Urban-LEDS team and the municipality, and drafting a brief report that captures the methodology used, insights and analysis, recommendations for implementation, and posting for stakeholder comment.</p> <p><b>STEP 5:</b></p> <p>Incorporating feedback from stakeholders, and finalising the green building policy.</p> <p>Throughout the process, the municipality will be responsible for:</p> <ul style="list-style-type: none"> <li>- Being available to provide information/opinion as requested by the service provider</li> <li>- Available to have working meetings with the service provider in order to co-create the policy</li> <li>- Organising and facilitating interaction in a meeting between the expert and municipal staff/external stakeholders in which the policy will be presented.</li> </ul>
<p><b>Concrete deliverables expected</b></p>	<ul style="list-style-type: none"> <li>• Draft report on the process, methodology, and insights generated through the drafting of the policy, and the feedback from various stakeholders</li> <li>• Green Buildings Policy together with recommended implementation guidelines for each of the municipalities.</li> <li>• Presentation (ppt or prezzi or other means) of report to municipal staff in each of the two municipalities.</li> </ul>
<p><b>Time frame, location</b></p>	<p>It is expected that the time required from inception to completion will be <b>3 months</b>.</p> <p>Terms of Reference posted: <b>27 November 2014</b></p>



	<p>Deadline for application: <b>7 January 2015</b></p> <p>Contributors hired: <b>14 January 2015</b></p> <p>Timelines for final deliverables to be agreed at the kick-off meeting mentioned in STEP 1 (date to be agreed).</p>
<b>Available budget</b>	<p>Payment to expert agreed on:</p> <ul style="list-style-type: none"> <li>- Reasonable day-rate payment agreed with contributors, including days for inception meetings, report writing and presentations.</li> <li>- Travel, accommodation and meal costs for two –three visits to KwaDukuza Municipality and two – three visits to Steve Tshwete Municipality</li> </ul>
<b>Deadline for indicating interest</b>	<b>12:00 pm on Wednesday 7th January 2015</b>
<b>Contact information</b>	<p>ICLEI - Local Governments for Sustainability – Africa  Knowledge Park III, Heron Crescent, Century Boulevard, Century City,  7441, South Africa  Tel: +27 21 202 0399  Fax: +27 87 809 6185  E-mail: <a href="mailto:urban-leds-southafrica@iclei.org">urban-leds-southafrica@iclei.org</a></p>

