

TERMS of REFERENCE

Authoring of the *Renewable Energy in Cities 2019 Status Report*

Background and Status

The global urban population today is nine times larger than it was 100 years ago, with an estimated 55% of the world's population living in urban areas or cities.¹ Experts calculate that cities account for around 70% of global greenhouse gas (GHG) emissions, use 80% of global energy supply, and consume 75% of all, natural resources.² Seventy percent of the C40 megacities are already dealing with the effects of climate change, and nearly all are at risk.

Cities are regarded as both part of the problem and the solution to climate change; they are the laboratories of social change; test-beds for larger action. Cities regularly lead on efforts to deploy renewable technologies in the power sector and can be key drivers for transitioning other energy end-use sectors by promoting electric vehicle integration, modernising public transport fleets, developing district heating and mandating the use of biofuels or solar water heating to meet municipal heating needs, developing building net-zero-emission building codes. Cities are where the future happens first³: at the city level, innovative policies and business models are being developed and implemented.

Local governments have legislative and purchasing power that they can use to implement change in their own operations and in the wider community. With such capacity, local governments can become beacons for change in their region or country, demonstrating the effectiveness of policies and local action. Local governments can also play a key role as facilitators of change, particularly in terms of raising awareness and facilitating community and business actions by a range of stakeholders. Often the participation of many different local, regional, and even national stakeholders is important to achieving planned outcomes.

Today, the development of renewable energy and underlying policy and regulatory frameworks at the local level are not being tracked in a comprehensive way. Reasons for this are plentiful: data are disperse, cities might not consolidate energy or renewable energy data *per se*, instead this data are often presented in the context of other priority areas/sectors, e.g. buildings/housing, transport, air quality, climate, but also city budgets.

It is against this background that REN21 will develop a *Renewable Energy in Cities (REC) 2019 Status Report* to map out the current range of renewable energy developments in cities around the world.

¹ <https://www.un.org/development/desa/en/news/population/2018-revision-of-world-urbanization-prospects.html>

² Bansard, J., Pattberg, P., Widerberg, O. 2017. Cities to the rescue? Assessing the performance of transnational municipal networks in global climate governance. *Int Environ Agreements* 17:229-246

³ Statement by C40, <https://www.c40.org/about>

Objective

To support commitments at the city-level there is a need to capture the full range of renewable energy activities across cities. The REN21 REC 2019 Status Report supports this process by mapping out the current range and trends of renewable energy developments in cities around the world. The aim is to consolidate data and make it visible to policy makers and other stakeholders, both within and outside of the city environment. This publication will be relevant to a diversity of public and private players at the subnational and national levels, and key messages will be prepared in order to meet the different target audiences and goals. Specific objectives of the report include to:

- **Investigate the role of cities in the energy transition:**
 - Understand the priorities and concerns of cities and consider what are (and what could be) entry points for renewable energy in cities
 - Raise awareness and show the economic, social, and environmental benefits of cities in promoting the energy transition
 - Empower cities to be leaders in the energy transition (electricity, heating, cooling, transport, community energy, positive energy territories)
- **Develop a collaborative, multi-stakeholder process to comprehensively monitor renewable energy developments at the city level:⁴**
 - Build a community of stakeholder and data contributors, directly or indirectly involved in renewable energy at the city level
 - Bring together different sectors, players and knowledge (city networks, private sector, energy efficiency, etc.)
 - Track policies and targets regarding:
 - Renewable energy in cities
 - Linkages between local-level and (sub-)national renewable energy policies
 - Role of renewable energy in the implementation of climate change mitigation strategies and targets (e.g. NDC) at the city level
 - Integration of renewable energy in sustainable development goals (SDGs) at the city level
- **Showcase good examples and case studies:**
 - Highlight good examples of city policies, initiatives and programmes
 - Highlight good examples of innovative business models
 - Show opportunities for the private sector to advance the energy transition
 - Promote good multilevel governance of renewable energy in cities

The research and writing process of this report will be collaborative and build on REN21's successful multi-stakeholder approach to tracking renewable energy developments.⁵ The work will build on the

⁴ The process will build on: existing global, regional and national data consolidation/reporting processes that might partly inform the reporting on renewable energy advancements at the local level (e.g. Carbon Registry, Non-State Actor Zone for Climate Action (NAZCA)), formal data from different levels of government, informal data from industry, trade associations, non-governmental organisations, research and academia, social businesses etc.

⁵ REN21 will draw on its extensive experience in managing and producing the [Renewables Global Status Report](#) series, where it involves a network of over 900 energy experts in the annual production process, collecting disperse information and consolidating it to produce the reference report on the status of renewable energy trends, markets, industry and policies. The experience and knowledge gained from this process will be applied to the REC Status Report.

knowledge, data, experience and work done-to-date within REN21's community of experts as well as by the existing transnational networks such as Energy Cities, C40, ICLEI, and the Covenant of Mayors. It will also involve networks of social entrepreneurship, citizens' communities or similar, that have complementary information and can contribute to close data gaps. Thus, preliminary activities will include holding focus group meeting with different players (public and private) to discuss the data collection process, to onboard partners and to define the report's structure. As with all REN21 products, the report will be open to extensive peer review.

Project Outline

The sheer geographical distribution of cities, their diversity (politically, economically, environmentally) and varied institutional capacity makes documenting the evolution and uptake of renewable energy challenging. Ensuring the cooperation and input of the transnational cities networks are paramount. Consultation with these networks will help define the report structure and the supporting framework needed for a continuous data collection and reporting process. The plan is to have regular updates⁶ of the Renewable Energy in Cities report, which is key to illustrate the development of renewable energy at the cities level and cities' involvement in the energy transition.

The following elements are envisaged to be included in the report:

- Documenting international, regional and national trends that influence on renewables in cities;
- Detailing types of local policies and activities to promote renewable energy;
- Surveying local renewable energy policies;
- Monitoring the renewable energy deployment in cities; and
- Documenting links between local and national policy development and implementation.
- Specifically, the following topics should be covered: (i) global overview and trends; (ii) policy landscape; (iii) finance; (iv) market trends and solutions; and (v) citizen involvement and community energy

Based on its experience with similar reports, e.g. the *Renewables Global Status Report* (2005 – ongoing), the REN21 Secretariat will coordinate the report production as well as lead on identifying collaborative data networks and developing a future strategy for the work.

A report authoring team will be contracted by REN21 to write the REC 2019 Status Report. The authoring team will work in close consultation with the project coordinator in the REN21 Secretariat and the Advisory Committee consistin of a selected group of experts as well as in collaboration with the REN21 community and other partners (e.g. city networks). The report will be based on information provided by contributors and reviewers from governments, international/regional organisations, private sector, NGOs, research and academia, and complemented by desk research. An open peer review process and report revision will subsequently be carried out.

⁶ With the current knowledge, biennial updates seem adequate. The exact frequency will be determined depending on data availability and the effort needed in collecting and consolidating data globally.

The REN21 REC 2019 Global Status Report will be presented at the International Conference on Climate Action (ICCA 2019), held 22-23 May 2019 in Heidelberg, Germany. The report will be a key contribution to the conference and a tool to further involve sub-national decision-makers and other stakeholders. The results will also feed into the REN21 Renewables 2019 Global Status Report that will be launched beginning of June.

Description of Required Tasks

REN21 seeks the services of an authoring team to carry out the following tasks:

1. Undertake research / collect data necessary to author *Renewable Energy in Cities Global Status Report* according to the chapter outline, with the support of the REN21 Secretariat

In this context, the contractor - in cooperation with the REN21 Secretariat will:

- Prepare a questionnaire to assess key, city-level renewable energy developments and to identify data sources and contributors.
- In collaboration with REN21 reach out to contributors and mobilise them to participate in providing data.
- Draw on relevant information collected by REN21 Secretariat
- Follow-up with contributors to close data gaps
- Research additional information to close data gaps. In addition to desk research, the contractor is expected to use his/her network of experts to contribute to the status report

2. Authorship

The contractor is expected to:

- Prepare the report outline
- Undertake research, data collection and analysis as necessary
 - Draw relevant information from the contributions collected by the REN21 Secretariat from contributors; follow up with contributors as necessary to close data gaps
 - Complement available information through desk research and interviews with experts
 - Design and oversee data collection processes, propose indicators, draft questionnaires, lead focus group meetings, etc.
- Produce a draft of REC 2019 Global Status Report, based on in-depth research and analysis
- Incorporate comments following the Advisory Group and peer review processes
- Produce related figures and tables
 - The contractor shall propose and co-develop figures and tables relevant to the section that help to illustrate the status of renewable energy and important trends. These will be discussed with the REN21 Secretariat
 - Provide data for relevant figures, tables, and reference tables for selected indicators
- Review chapter in layout to check for errors, inconsistencies in data and messaging, etc.

The contractor will work in close consultation with REN21 to ensure that relevant issues are addressed. In addition, the contractor will:

- Prepare the report in British English
- Ensure that:

- Data for relevant figures and tables generated are provided
- References/citations as well as and all assumptions for text, figures and tables are provided for all statistics and other information/data, and noted in full as endnotes. **Referencing for data will be done in accordance to REN21's authoring guidelines** (See Annex 1). All references will be included in report drafts and final report
- Recognise in the Acknowledgement section all contributors who provided data for the REN21 REC 2019 Global Status Report
- Draft front and back matter of the report (acknowledgments, glossary, methodological note, etc.)
- Consult and collaborate closely with the REN21 Secretariat on report preparation and incorporation of review comments received.
- Make available all relevant background information and data to REN21

Proposal Requirements

Qualification requirements of contractor

- Proven track record of knowledge regarding renewable energy in cities
- Capacity to conduct high quality research and ability to write coherently
- Related work experience
- Proficiency in English (the report will be drafted in English)
- Openness to the collaborative nature of the project

The submission should include:

- The contractor's specific interest in the project
- A detailed résumé of prospective authoring team members, highlighting related work experience
- An overview of written reports covering similar scope and focus
- A writing sample that illustrates the contractor's knowledge regarding renewable energy in cities
- a detailed breakdown of the number of work days and daily rates (it is estimated that the assignment will take approximately 80-100 work days). Where overhead costs are included in the proposal, these costs may not exceed 12% of the total proposal budget.

Proposals should be addressed to:

REN21 Secretariat
 c/o UN Environment
 1, Rue Miollis
 75015 Paris
 France

For submission by email please send to: lea.ranalder@ren21.net

The **deadline date** for receipt of proposals is **29 October 2018, 23:00 (CEST)**.

Report Timeline and Deliverables

Below is the proposed timeline for the production of the REC 2019 Global Status Report as envisaged by REN21:

By when	What	By whom
Oct. 2018	Contracting of REC 2019 Global Status Report authoring team Define structure of report	REN21/ authoring team
Oct. – Nov. 2018	Focus group discussions on structure, data, on-going collaboration Preparing of outreach material, mobilising partners (e.g. transnational, regional and city networks)	REN21/ authoring team
Oct. 2018 – Jan. 2019	Data collection process	Authoring team in consultation with REN21 and REN21 community
Jan. – Mar. 2019	Report writing	Authoring team in consultation with REN21
Mar. 2019	Review by Advisory Committee Open, online peer review of report	Via REN21+ (online system)
Apr.-May 2019	Report finalisation	Authoring team in consultation with REN21
Early May 2019	Design and printing of report	REN21
May 2019	Report presented at ICCA 2019 (22./23. May 2019, Heidelberg, Germany)	REN21, authoring team

Annex 1

REN21 Referencing Standards

This document outlines the referencing standards used by REN21 for its publications and databases. All contributors, authors and staff are asked to comply with the referencing standards presented here.

General Referencing Requirements

REN21 relies on an extensive network of experts to provide us with the latest information on global renewable energy development. The information provided by this network of contributors is vital to the production of REN21 products such as the Renewables Global Status Report (GSR), our flagship publication.

To maintain the quality and integrity of our products, it is essential that we be able to verify the accuracy of the information that we receive. Thus, it is vitally important that contributors provide us with full source information alongside their contributions. This can be achieved by providing as many of the following items as possible:

- The **name** of the author or researcher responsible for the source material.
- The **date** of publication of the source material, including day, month and year (or whichever is available).
- The name of the **publication/institution** that released or produced the source material.
- The **city** in which the publisher of the source material is located.
- For information accessed online, the full **web-link**, and the **day** on which the information was accessed.
- For information accessed from a printed publication, such as a journal, magazine, book, or newspaper: the **edition** of the publication, and the **page number** of the source material in the publication.

REN21 appreciates that the above information might not always be available. In such cases, we ask that you provide as much source information as possible

- Please provide full source/ reference information for all data, quotations, etc. (anything deserving of a reference) **in ENDNOTES** in your document.
- Endnotes should be after each sentence that contains a data point or other information requiring reference. If more than one reference applies to a single sentence, please make clear in the endnote which reference applies to which data/information.
 - Endnote numbering should restart at 1 with each new chapter.
- Footnotes are used to explain a point in the text. Numbering should restart at [i] for each new page.

Specific Referencing Requirements

The table below outlines the information and format required from contributors for various source types.

Source Type	Reference Style	Example
Report retrieved online	Institution or Author Name(s), <i>Title of Report</i> (Location of Publisher: Publisher Name, Publication Date), Page, URL.	RECS International, <i>The Use of the Guarantee of Origin</i> (Utrecht, The Netherlands: October 2005), p. X, http://www.recs.org/doctree/RECS%20International/05%20Evaluation%20Report.pdf . OR John Doe, <i>The Use of the Guarantee of Origin</i> (Utrecht, The Netherlands: RECS International, October 2005), pp. XX–XY, http://www.recs.org/doctree/RECS%20International/05%20Evaluation%20Report.pdf .
Web page or other Internet source	Institution, Title of Web Page, URL, Date Updated (if given), Date Accessed.	US Environmental Protection Agency (US EPA), “Partner list”, http://www.epa.gov/greenpower/partners/gpp_partners.htm , updated [DATE], viewed 1 June 2007.
Sources that are not officially published (conference documents, working papers, etc.)	Author Name, Title of Document, Document Type (City, Country: Institution/ Publication, Date), Page, URL [if available].	Karl Gawell and Griffin Greenburg, <i>Interim Report: Update on World Geothermal Development</i> , unpublished manuscript (Washington, DC: US Geothermal Energy Association, 1 May 2007), p. 5.
Book	Institute/Organization or Author, Title of Book, (Location of Publication: Publisher, Year), Page.	International Energy Agency (IEA), <i>Key World Energy Statistics 2007</i> (Paris: IEA/OECD, 2009), p. 24.
Journal or magazine article	Author Name, Title of Article, Volume and Issue Number, Date, Page(s), URL [if available].	Daniele Archibugi, “Innovation systems in a global economy”, <i>Technology Analysis and Strategic Management</i> , vol. 11, no. 2 (1999), pp. 527–39. OR Graham Jesmer, “US offshore wind project updates,” <i>Renewable Energy World</i> , 16 December 2009, [URL]. OR “Ethiopia, French firm sign 210m-Euro wind-powered electricity project,” <i>Ethiopian Review</i> , 9 October 2009.
Press release	Organization/Institution, Title of Release, Document Description (City: Date), URL [if available].	American Wind Energy Association (AWEA), “AWEA releases U.S. wind industry annual market report,” press release (Washington, DC: 8 April 2010).
Personal interview, correspondence, email etc.	Name, Affiliation, Location of Interviewee, “personal communication with REN21,” Date.	Andrew Person, International Energy Agency (IEA), Paris, personal communication with REN21, 12 January 2012.