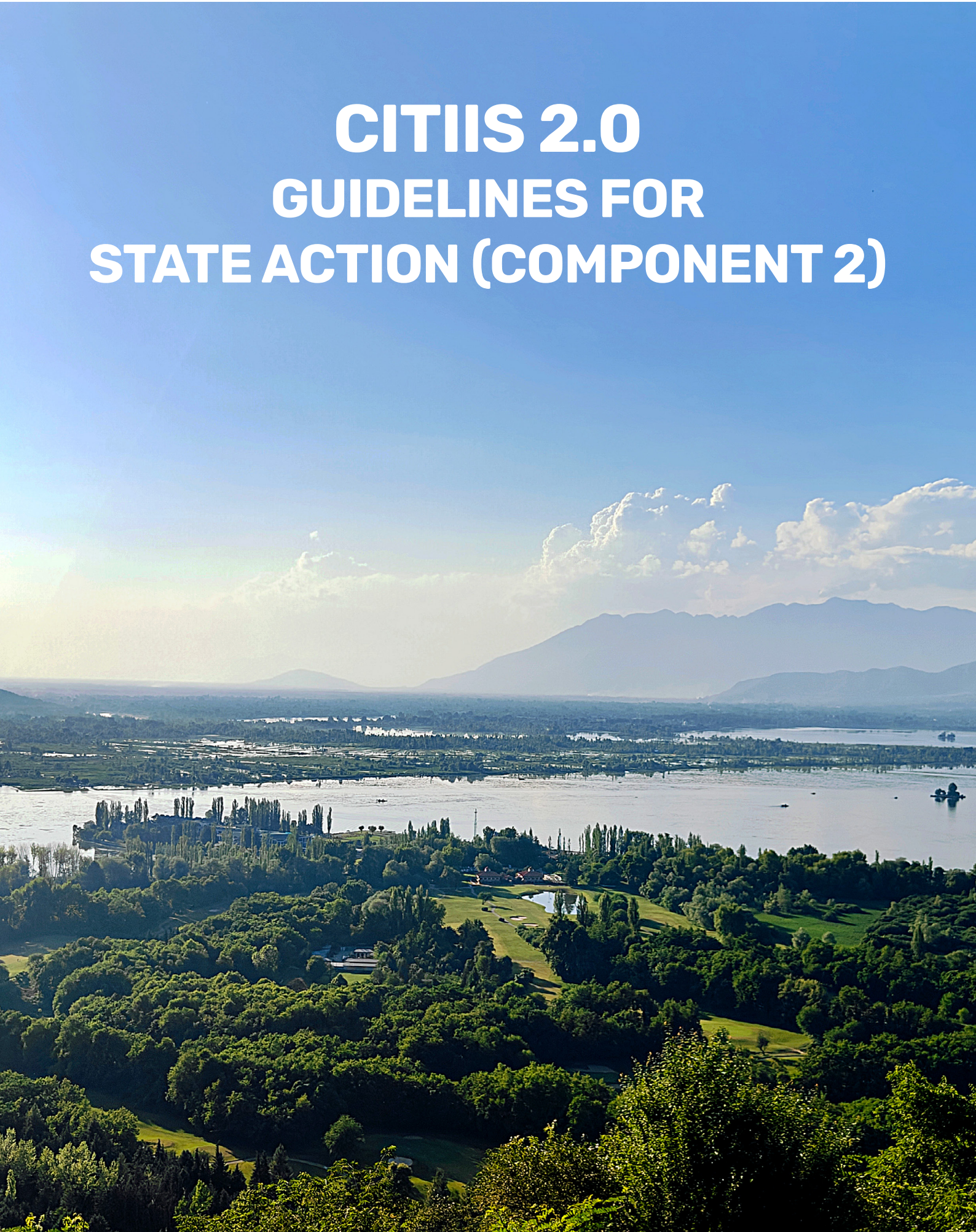




# CITIIS 2.0 GUIDELINES FOR STATE ACTION (COMPONENT 2)







# **CITIS 2.0**

## **GUIDELINES FOR STATE ACTION (COMPONENT 2)**

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# 1. Background





## 1.1. The Smart Cities Mission

- 1.1.1. The Smart Cities Mission was launched in 2015. It has helped develop and nurture innovative practices in areas like affordable housing, urban mobility, water, sanitation, renewable energy, and social services such as health and education.
- 1.1.2. It focuses on sustainable and inclusive development with the idea of looking at compact areas, and creating replicable models that will act as lighthouses for other areas in the city and other aspiring cities.

## 1.2. CITIIS 1.0

- 1.1.1. The City Investments To Innovate, Integrate and Sustain (CITIIS 1.0) program was launched by the Ministry of Housing and Urban Affairs (MoHUA) in March 2018 to put in place a complementary instrument to India's Smart Cities Mission (SCM) by providing financial assistance through a EUR 100-million loan from the French Development Agency (AFD) and EUR 6-million grant from the European Union (EU).
- 1.1.2. The **three components of the CITIIS 1.0** program are:
  - 1.2.2.1. **Component 1:** It entails project financing for 12 projects under four thematic areas of urban infrastructure development viz., Sustainable Mobility, Public Open Spaces, E-Governance and ICT, and Social and Organisational Innovation in Low-Income Settlements. 12 projects selected through a rigorous competitive process are being implemented.
  - 1.2.2.2. **Component 2:** It entails capacity development activities at the State level. This has been operationalised through a partnership between MoHUA, the State Government of Odisha, and NIUA.
  - 1.2.2.3. **Component 3:** A PMU established at NIUA is responsible for the overall management of the program. The PMU provides support to the cities on key areas such as Project Management, Environmental & Social Safeguards, Monitoring & Evaluation, Knowledge Capitalisation, and Communications & Outreach.

## 1.3. CITIIS 2.0

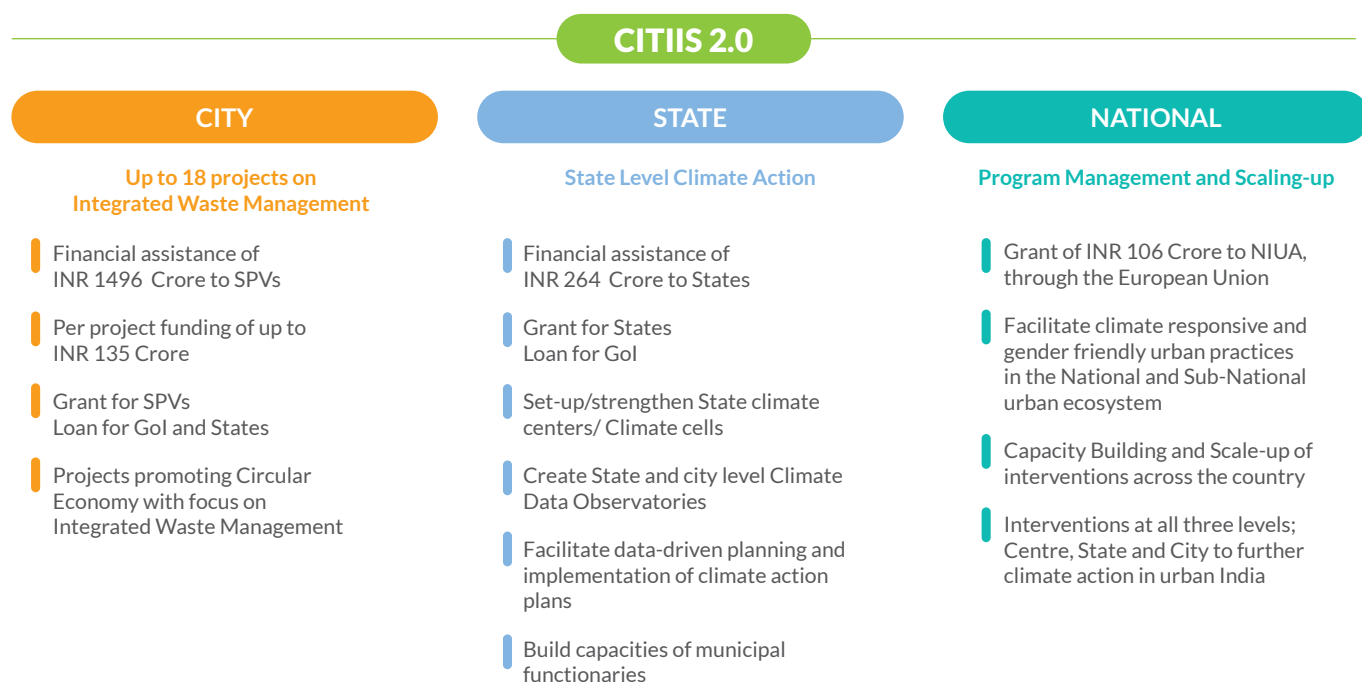
- 1.3.1. The Government of India has undertaken various initiatives to promote climate-sensitive planning and development. During COP26 under the United Nations Framework Convention on Climate Change held at Glasgow in November 2021, the Honourable Prime Minister of India presented the five nectar elements (Panchamrit) of India's climate actions, which include achieving the target of net zero emissions by 2070. Moreover, there are eight National Missions under the National Action Plan on Climate Change which are focused on climate change adaptation and mitigation. One of them is the National Mission on Sustainable Habitat (NMSH) anchored at MoHUA.
- 1.3.2. CITIIS 2.0, the second phase of the CITIIS program, has been conceived by MoHUA in collaboration with AFD, KfW, EU, and NIUA to supplement such climate initiatives of Gol and MoHUA through its unique model. The program builds upon the learnings and successes of CITIIS 1.0 and is designed to supplement MoHUA's actions undertaken through ongoing national programs while deepening the values of innovation, inclusion, and sustainability.

## 1.4. Objectives of CITIIS 2.0

- 1.4.1. Foster climate-sensitive planning and action – The program will nurture climate planning and action in States and cities through evidence-driven approaches.
- 1.4.2. Drive investments into urban climate action – The program will provide financial assistance for competitively selected projects promoting a circular economy with a focus on integrated waste management.



1.4.3. Build institutional mechanisms, leverage partnerships and anchor capacity building – The program will help put into place a climate governance framework at the State and City levels as well as provide a three-tier technical assistance structure with domestic, international, and transversal experts to support capacity development for climate action in cities and states.



1.4.4. The Operational Guidelines for Component 1 of the CITIIS 2.0 program were launched on 09<sup>th</sup> October 2023, followed by the launch of the challenge process on 16<sup>th</sup> November 2023. Following a jury process, 18 cities have been selected under Component 1 of the program for promoting a circular economy with a focus on integrated waste management. The Smart Cities selected under Component 1 are: Agartala, Agra, Bareilly, Belagavi, Bilaspur, Guwahati, Jabalpur, Jaipur, Madurai, Muzaffarpur, New Town Kolkata, Panaji, Rajkot, Srinagar, Thanjavur, Thiruvananthapuram, Udaipur and Ujjain.

1.4.5. These guidelines are dedicatedly for Component 2 of the CITIIS 2.0 program, focused on State actions.



## 2. Introduction



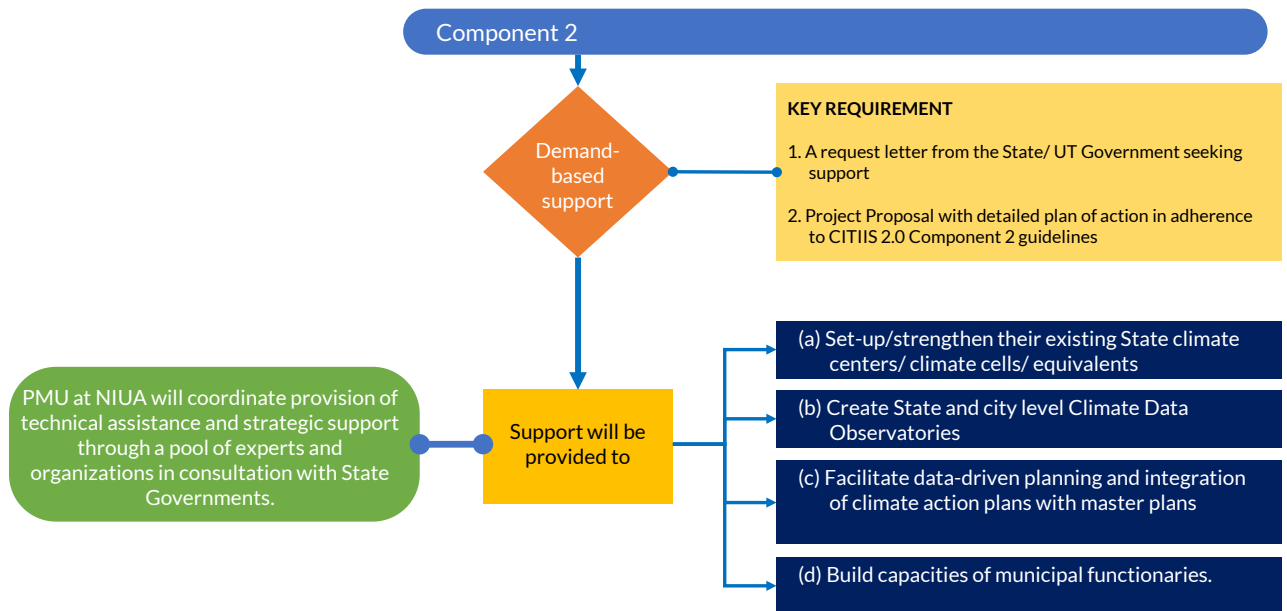


## State-Level Action on Strengthening Climate Governance Mechanisms for Climate Action Through Data-Driven Planning & Capacity Building

- 2.1. State capacities for climate aspects are often constrained. The climate governance structure in India is driven by two main policies, the National Action Plan on Climate Change (NAPCC) at the National level and the State Action Plans for Climate Change (SAPCC) at the State level. The NAPCC adopts the “co-benefits” model which entails measures that promote the development objectives while yielding co-benefits for addressing climate change effectively.
- 2.2. Some commonly raised concerns about the implementation mechanisms put in place through the NAPCC pertain to institutional, systemic and process barriers, including financial restrictions, issues with interdepartmental coordination, and lack of technical expertise.
- 2.3. Component 2 of the CITIIS 2.0 program envisages strengthening climate governance mechanisms for climate action through data-driven planning and capacity building. Under Component 2, INR 264 crore (EUR 30 million) have been allocated to support States & Union Territories with climate action. The support will be provided in the form of a financial and technical assistance grant from the Government of India. The awarded grant will be utilised to assist States in strengthening existing climate governance mechanisms for climate action through:
  - 2.3.1. Setting up/strengthening existing State Climate Centres/Climate Cells/ equivalent departments;
  - 2.3.2. Creating State and City-level Climate Data Observatories;
  - 2.3.3. Facilitating data-driven planning and implementation of climate action plans. The plan shall lay special emphasis on solid waste management, wastewater management and water security through integration with the master plans of the cities. The plan shall take into consideration the estimated need for water, its current availability, future projections, and subsequent measures to ensure the water balance is maintained;
  - 2.3.4. Building the capacities of municipal functionaries through programs such as Leadership in Climate Change Management (LCCM).
- 2.4. Partner States through the respective State Government (Urban Development/equivalent department), shall enter into a tripartite agreement with MoHUA and the National Institute of Urban Affairs (NIUA) for the implementation of the program.

### Seeking assistance under CITIIS 2.0 program

- 2.5. To seek assistance under the CITIIS 2.0 program, the Principal Secretary/equivalent from the State Urban Development Department/equivalent shall submit a request letter to MoHUA, marking a copy of it to Program Director, CITIIS ([citiis@niua.org](mailto:citiis@niua.org)), along with a project proposal detailing the existing governance mechanisms for climate governance/climate action in the State as well as the State’s plans to implement it with the assistance provided through CITIIS 2.0, while adhering to the program structure and guidelines. In addition to the awarded grant, the State Governments shall be required to provide necessary funds for the implementation of the activities, as defined in the implementation matrix and the disbursement indicators.



### Overview of Component 2

- 2.6. Once all the interested State Governments submit the request letter and proposal within the timeline, the grant shall be allocated to the States based on two equally weighted factors (i) Number of Urban Local Bodies in the participating State; and (ii) Urban Population of the participating State. However, the minimum amount to be allocated to each State shall depend upon the total number of states participating in the program. If all States in the country participate, a benchmarking of top 10 participating states based on the aforementioned two equally weighted factors will be done and all states falling below the benchmark shall receive an equal grant of INR 5 Crore.
- 2.7. Apart from the grant, each partner state shall also be eligible to seek technical assistance through a pool of international mentors and transversal experts. This technical assistance component shall be financed through a grant from the European Union. The international mentors and transversal experts shall be procured and managed by the CITIIS PMU at the National Institute of Urban Affairs.
- 2.8. MoHUA shall disburse the awarded grant under CITIIS 2.0 to the State Government, and the State Urban Development Department shall be required to maintain a separate bank account for the awarded grant, which would be audited annually. The awarded grant shall be disbursed in three tranches, in a ratio of 30:40:30, as per the disbursement indicators detailed later in the document.



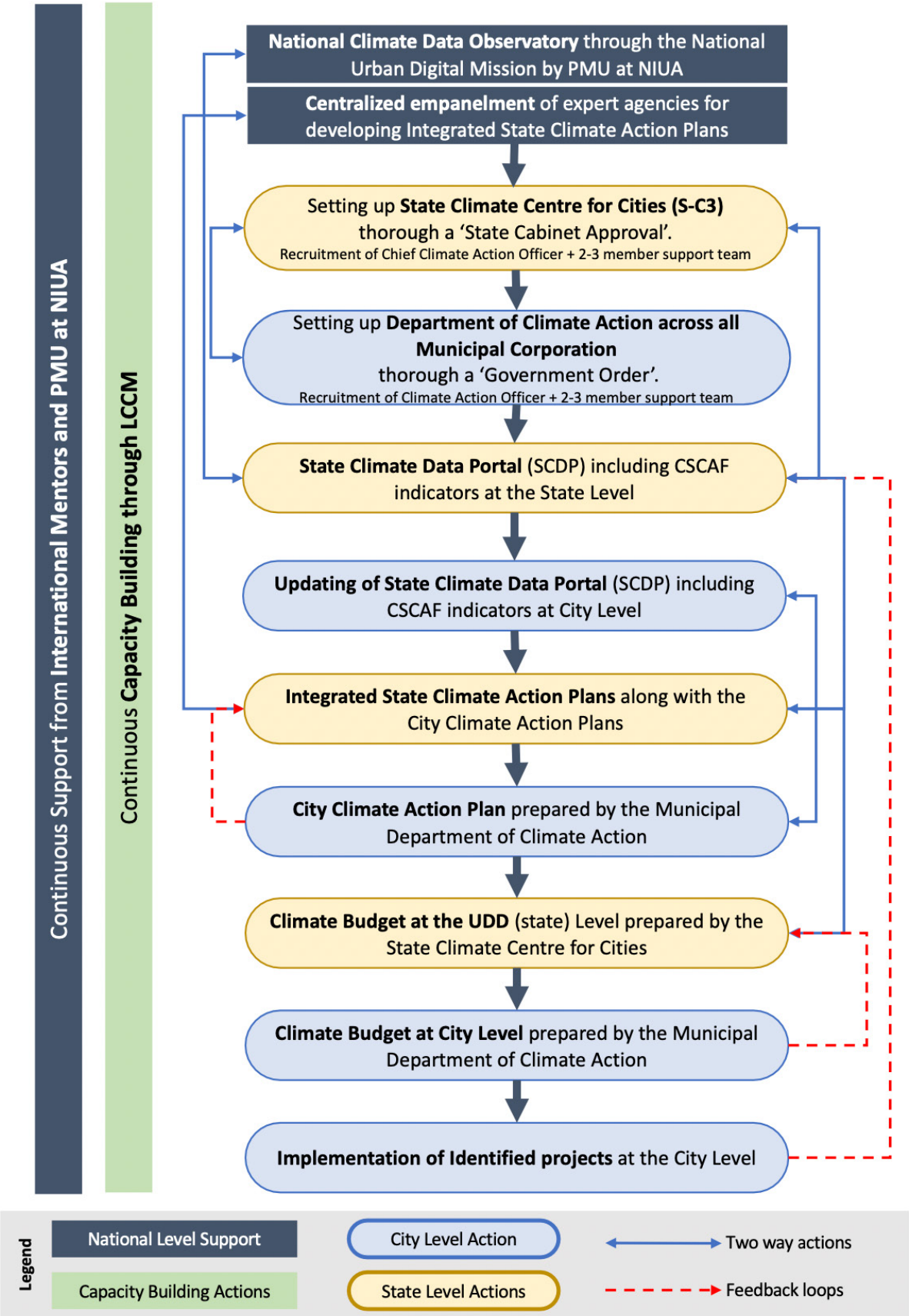
An aerial photograph of a road with a central green overlay. The road has a concrete median and asphalt lanes. There are trees on both sides, including a prominent tree with bright red flowers in the center. A person is walking on the median, and a motorcycle is on the road. The green overlay contains the text '3. Theory of Change/ Systems Chart of Component 2' in white.

# 3. Theory of Change/ Systems Chart of Component 2



3.1. The initiatives proposed under Component 2 involve climate action and governance driven by the imperatives to address climate challenges. It aligns with the theory of change by recognising the drivers of change, implementing structured processes across different stages of change, and investing in capacity building to support sustainable and impactful transformations in climate governance and action. The flowchart presented below provides an illustrative explanation of how these changes would be introduced in the present institutional system.

**CITIIS 2.0 | Component 2 Change Theory | Systems Chart**





# 4. Implementation Matrix





# Implementation Matrix for Component 2

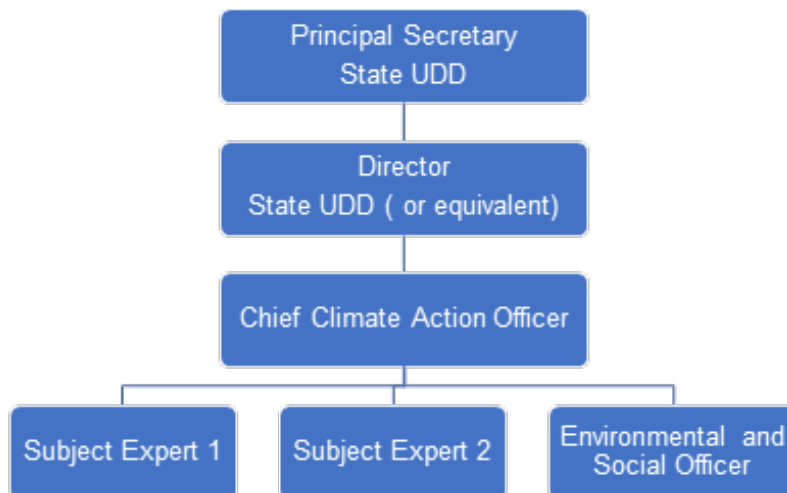
Specific actions to be undertaken by the National PMU at NIUA	Specific actions to be undertaken by the State Governments	Specific actions to be undertaken by the Municipal Corporations
<p>1. <b>Setting-up of a National Climate Data Observatory (NCDO)</b> through the National Urban Digital Mission (NUDM), it shall include the 28 indicators of Climate Smart Cities Assessment Framework (CSCAF). It will be a stack-based approach where States will have a sub-domain for collating data from their respective cities. The data sets will be aggregates at the National level.</p> <p>2. <b>Centralized empanelment of expert agencies</b> for developing Integrated State Climate Action Plans (ISCAP). It shall be an integrated contract for hazard mapping, vulnerability assessment, area/risks and specific recommendations</p>	<p>1. <b>State cabinet approval</b> for the establishment of a State Climate Centre for Cities (S-C3) under the State Ministry of Urban Development/ equivalent; or designating the existing the State Climate cell/ equivalent department as S-C3; as per the program guidelines.</p> <p>2. <b>Setting-up of the State Climate Centre for Cities (S-C3)</b> with appointment of a dedicated Chief Climate Action Officer and at-least 2-3 key personnel.</p> <p>3. <b>States to draw a list of key personnel to undergo the LCCM program.</b> It shall include officials from relevant departments such as Solid Waste Management, Water &amp; Sanitation, Urban Forestry, Urban Environment, Urban Forestry, Mobility and Finance among others.</p>	<p>1. Municipal Corporations to <b>draw a list of key personnel to undergo the LCCM program.</b> It shall include officials from relevant departments such as Solid Waste Management, Water &amp; Sanitation, Environment, Urban Forestry, Mobility and Finance among others.</p>
<p>1. <b>Continuous Management at the PMU level</b> for the empaneled agencies/ resources for the State Climate Centre for Cities and preparation of State level Climate Action Plans</p> <p>2. <b>Operationalization of the National Climate Data Observatory</b></p> <p>3. <b>Monitoring the activities</b> being undertaken for the preparation of State level Climate Action Plans</p>	<p>1. <b>Institutionalizing the functioning of Climate Action across all Municipal Corporations</b> and appointing a city-level Climate Action Officer along-with 2-3 key personnel, as per the program guidelines.</p> <p>2. <b>Identify key areas of concern/ priority areas</b> such as urban flooding, urban heating, droughts, cyclones etc.</p> <p>3. <b>Mobilization of the expert agencies for developing the Integrated State Climate Action Plans (ISCAP)</b></p> <p>4. <b>At-least 25% of the identified key personnel to undergo the LCCM program</b></p> <p>5. <b>Operationalization of the State Climate Data Platform (SCDP)</b>, including the 28 indicators of Climate Smart Cities Assessment Framework for all Municipal Corporations across the State</p>	<p>1. <b>Setting-up of a Department of Climate Action across all Municipal Corporations</b> and appointing a city-level Climate Action Officer along-with 2-3 key personnel, as per the program guidelines.</p> <p>2. <b>Development of City-level climate action strategies</b> by the appointed Climate Action Officers, as per the program guidelines.</p>
<p>1. <b>Development of Integrated State Climate Action Plans and City Climate Action Plans</b> with three key components: (a) Water security plan (b) Streets &amp; public realm plan, and (c) State/ city contextualized heat island effect management plan OR urban flooding management plan - focusing on low-lying slums, urban infrastructure such as underpasses etc. OR rejuvenation of water bodies such as water channels, natural and man-made drainage channels OR for coastal areas – development of plans addressing cyclones, mangroves protection, creek development etc..</p> <p>2. <b>Emphasis shall be laid on integration of the Climate Action Plans developed through this process</b> with the Master Plans/Development Plans of the respective cities.</p> <p>3. <b>Issuance of notification by the State Government for formulating Climate Budget at UDD</b> as well as Municipal Corporations through integration with the existing budgeting process, as per the program guidelines.</p>	<p>1. <b>Development of the first Climate Budget by the Municipal Corporation</b></p> <p>2. <b>At-least 25% of the senior city officials</b>, including the city-level Climate Action Officers and officials from relevant departments are <b>trained and certified under LCCM.</b></p>	<p>1. <b>Continued updating of the SCDP</b>, including 28 the indicators of Climate Smart Cities Assessment Framework (CSCAF) for all Municipal Corporations across the State on an annual basis. E&amp;S provisions as necessary shall be applicable.</p>
<p>1. <b>Preparation of the first Climate Budget</b> through integration with existing budgeting process at State (UDD) level as well as Municipal Corporations across the State.</p> <p>2. <b>At-least 25% of actions identified in the ISCAP are included in the Climate Budget</b>, implemented and data updated on the State Climate Data Platform (SCDP)</p> <p>3. <b>Successful organization of State-level Climate Investments Summit</b> with participation from all Municipal Corporations, other State departments and the private sector.</p>	<p>1. <b>At-least 25% of actions identified in the Climate Budget, implemented and data updated on the State Climate Data Platform (SCDP)</b></p> <p>2. <b>At-least 50% of the senior city officials</b>, including the city-level Climate Action Officers and officials from relevant departments are <b>trained and certified under LCCM.</b></p>	<p>1. <b>At-least 25% of actions identified in the Climate Budget, implemented and data updated on the State Climate Data Platform (SCDP)</b></p> <p>2. <b>At-least 50% of the senior city officials</b>, including the city-level Climate Action Officers and officials from relevant departments are <b>trained and certified under LCCM.</b></p>



# 5. Specific State Action I: Establishing the State Climate Centre for Cities (S-C3)



- 5.1. With the approval of the State Cabinet, a State Climate Centre for Cities (S-C3) would be established under the State Department of Urban Development/equivalent, or the existing State Climate Cell/equivalent department would be designated as the S-C3.
- 5.2. The purpose of the S-C3 shall be to address climate change challenges in cities and foster sustainable urban development. The centre aims to develop and implement strategies, policies, and initiatives that mitigate the impact of climate change, enhance resilience, and promote environmentally responsible practices across urban areas in the State.
- 5.3. The S-C3 shall operate under the authority of the Principal Secretary, Urban Development Department/equivalent of the State, and it shall collaborate with relevant stakeholders including relevant government departments/agencies, academia, research institutions, think tanks and international agencies to further climate action in the State and its municipal governments.
- 5.4. The organisational structure of the S-C3 shall be as follows:

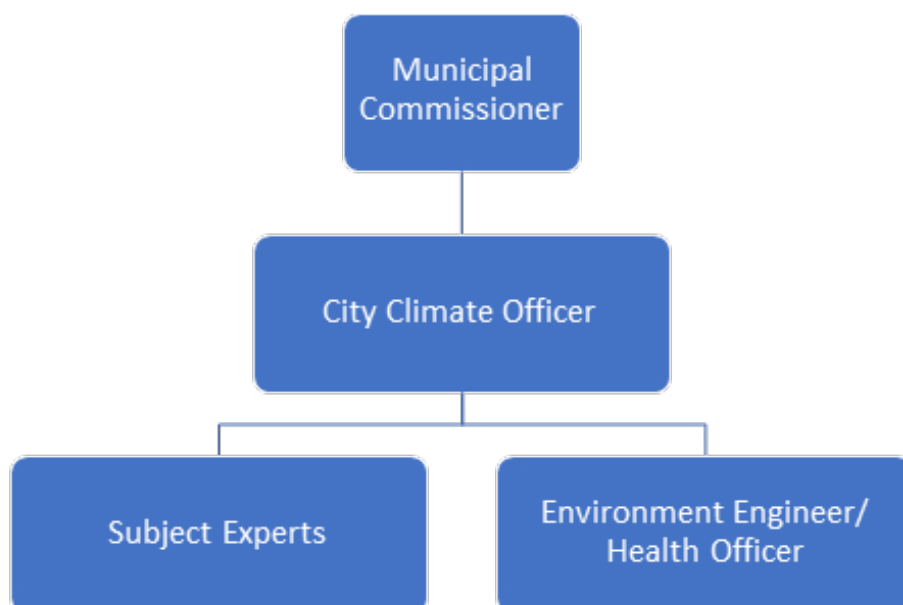


- 5.4.1. **Director, State Urban Development Department/equivalent:** A senior official not below the rank of Director will be the nodal officer from the State. They shall head the S-C3 and supervise the implementation of all activities under Component 2 of the CITIIS 2.0 program in the State.
- 5.4.2. **Chief Climate Action Officer:** Each State Climate Centre for Cities (S-C3) will appoint a Chief Climate Action Officer responsible for providing technical and operational support, and leadership to the S-C3. The Chief Climate Action Officer's role shall include planning, implementing, monitoring, and evaluating all activities under the program. They will closely collaborate with City Climate Action Officers and the CITIIS PMU at NIUA. This collaborative approach ensures effective coordination and alignment between state-level and city-level climate action efforts. Indicative terms of reference for the role of Chief Climate Action Officer are provided as Annexure 1. The role of the Chief Climate Action Officer, along with two or three support teams, shall include, but not be limited to:
  - 5.4.2.1. Collection, analysis, and management of climate-related data specific to the urban environment
  - 5.4.2.2. Research and analysis of climate risks, vulnerabilities and impact
  - 5.4.2.3. Develop climate adaptation and resilience plans in collaboration with cities, local governments, and other stakeholders
  - 5.4.2.4. Capacity building and peer learning through training, workshops, and technical assistance to city officials, planners, and other stakeholders.
  - 5.4.2.5. Communication and public outreach efforts
  - 5.4.2.6. Expertise and support in the development of climate policies and regulations related to urban areas.
- 5.4.3. **Subject Expert(s):** Subject expert(s) on climate change (including a Gender Expert) shall be hired to support the activities being undertaken in the S-C3 and will report to the Chief Climate Action Officer.



**5.4.4. Environmental and Social Officer:** The Environmental and Social Officer will work with the Chief Climate Action Officer to provide expertise related to environmental issues.

- 5.5. It shall be the responsibility of the S-C3 to establish a Department of Climate Action across each of the Municipal Corporations in the State. The Municipal Corporations shall establish a dedicated Climate Action Department which will be tasked with developing a comprehensive climate action strategy at the city level. The department will be led by a Climate Action Officer and supported by two or three key personnel, including a gender expert, and environmental safeguards specialist.
- 5.6. One of the key responsibilities of the Department of Climate Action at the Municipal Corporation will be to collect data for the 28 indicators outlined in the ClimateSmart Cities Assessment Framework (CSCAF). These data sets will be integrated into the State Climate Data Platform (SCDP) and used for the preparation of the city-level climate action plans and subsequently the climate budget.
- 5.7. Additionally, the department will align the climate budget with the state-level climate action agendas. The department shall ensure that at least 25% of the actions identified in the climate action plan are integrated within the municipal budget.
- 5.8. The organisational structure of the Municipal Climate Action Department shall be as follows:



**5.8.1 Municipal Commissioner:** The Municipal Commissioner is the administrative head of the Municipal Corporation. They will be the official responsible for all the data collected and the officer reporting to the state-level official at the Urban Development Department.

**5.8.2 City Climate Action Officer:** The City Climate Action Officer shall be responsible for the implementation of the climate action plan and the climate budget as well as the collection of the Urban Outcomes Framework (including CSCAF) indicators. They will report to the Municipal Commissioner and work closely with the State Chief Climate Action Officer and the CITIIS PMU at NIUA.

**5.8.3 Environmental Engineer/Health Officer:** The Environment Engineer or the Health Officer at the Municipal Corporation will work with the City Climate Action Officer to provide data related to the Urban Outcomes Framework, including the CSCAF indicators, and the incorporation of the climate action plan into the municipal budget.

**5.8.4 Subject Experts:** Subject experts may be hired, as needed. They will work with the team and report to the City Climate Action Officer.

- 5.9. The S-C3 will also facilitate effective communication and public outreach efforts to raise awareness about climate change issues specific to urban areas. It will engage with the public, community organisations, and the media to educate and mobilise citizens towards climate action.



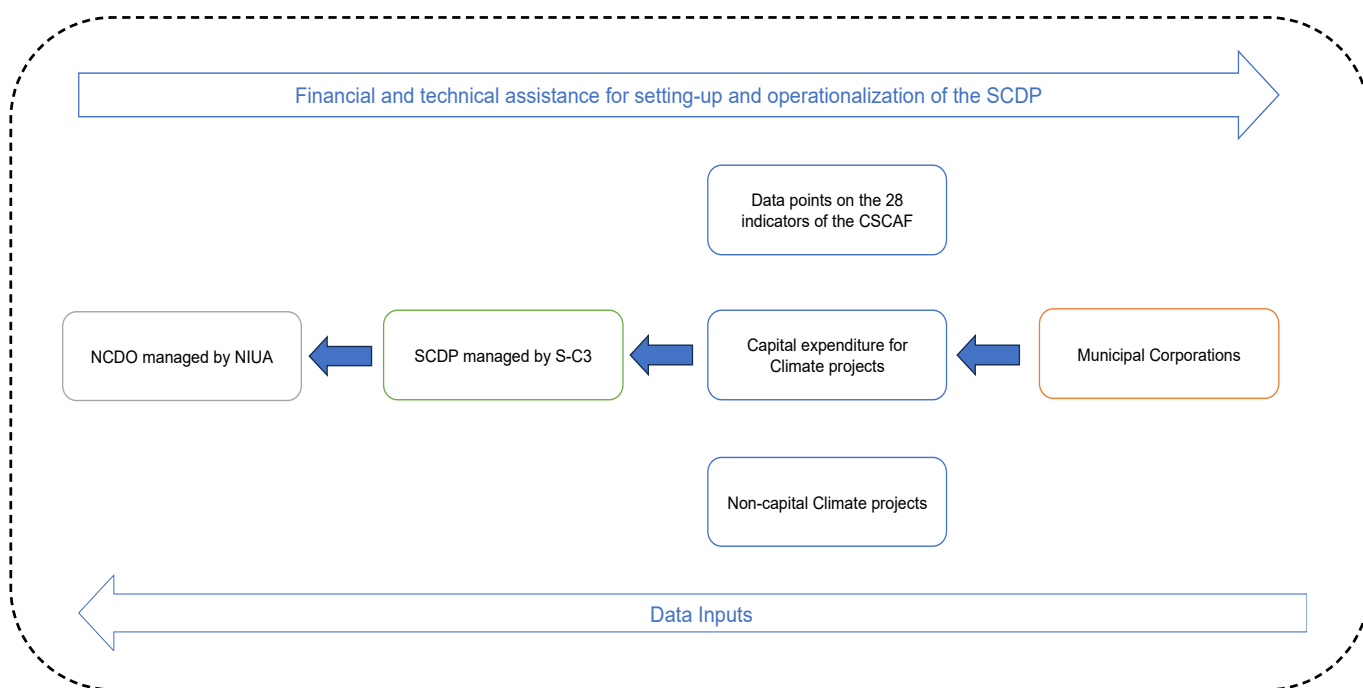
# 6. Specific State Action II: Creating State- and City-Level Climate Data Observatories





- 6.1. The State Governments will be required to maintain the State Climate Data Platform (SCDP), which shall be built upon the National Climate Data Observatory (NCDO) under the National Urban Digital Mission (NUDM). Different user roles shall be defined, with varying levels of access to data and functionalities, including those for officials of MoHUA, PMU at NIUA, State Governments, municipal bodies, and external guests such as research institutions and international agencies. The PMU at NIUA will develop the stack-based observatory, and the State will be responsible for allocating resources to maintain, manage and input respective data/details on the Climate Data Observatory.
- 6.2. The State Climate Data Platform (SCDP) is an online platform designed to provide users with comprehensive, up-to-date, and easily accessible climate-related data and data related to climate actions/climate projects in the State. The portal aims to serve various stakeholders, including policymakers, researchers, businesses, and the general public, by offering a user-friendly interface with data visualisation and analysis tools.
- 6.3. The SCDP shall be operationalised through a stack-based approach. A stack-based approach typically involves selecting and combining a set of technologies, tools, and frameworks that work together to build different layers of a web application. As the technologies within the stack are chosen to work seamlessly together, it reduces compatibility issues, and development can be faster and more streamlined. The SCDP shall host three main data categories:

Data Type 1 (CSCAF)	Data Type 2 (Climate Actions- Infrastructure/ CapEx)	Data Type 3 (Climate Actions)
The S-C3 shall be responsible to collate data from all Municipal Corporations in the State on the 28 indicators of the ClimateSmart Cities Assessment Framework (CSCAF) on an annual basis and update it on the SCDP.	The SCDP shall also be a project management platform for all climate infrastructure projects (capital expenditure) being implemented by the State as well as Municipal Corporations.	The SCDP shall ensure that all non-infrastructure climate actions undertaken by the State and Municipal Corporations are also captured on the portal, such as climate awareness campaigns, a service contract on PPP basis, etc.



**Operational Model for the State Climate Data Platform**





28 Indicators of the CSCAF



# 7. Specific State Action III: Facilitating Data-Driven Planning & Implementation of Climate Action Plans





- 7.1. The S-C3 shall provide strategic insights to the State and cities for addressing climate change, reducing emissions, enhancing resilience, and achieving sustainable development goals through the development of an Integrated State Climate Action Plan (ISCAP) at the State level as well as Climate Action Plans for the Municipal Corporations. These plans shall follow a comprehensive, coordinated and gender-inclusive strategy, taking into consideration all actors of the quadruple helix viz. government, non-government organisations, academia and communities, to address the challenges of climate change.
- 7.2. Each ISCAP and city-level Climate Action Plan for the Municipal Corporations shall have three key components:
- 7.1.1. **Water Security Plan:** India is a vast country with varied hydrogeological situations resulting from diversified geological, climatological and topographic setups. The National Water Policy (2012) adopted by the Government of India regards water as a scarce natural resource, fundamental to life, livelihood, food security and sustainable development. It emphasises that the efforts to develop, conserve, utilise and manage this resource have to be guided by a national perspective.<sup>1</sup> The S-C3 shall facilitate select Municipal Corporations to develop a Water Security Plan, taking into consideration rainfall patterns, surface water, groundwater and other means. The plan shall assess:
- Current needs
  - Current availability
  - Future projections
  - Measures to bridge the gap between availability and projections
- 7.1.2. **Streets and Public Realm Plan:** A Streets and Public Realm Plan is a comprehensive and strategic urban planning document that focuses on the design, development, and enhancement of streets and public spaces within a city or urban area. The plan aims to create a safe, attractive, and accessible environment for pedestrians, cyclists, and motorists, while promoting social interaction and improving the overall quality of public spaces. The plan shall emphasise on:
- Streetscape design
  - Complete streets
  - Non-motorised transport
  - Public open spaces
- 7.1.3. **State/City Contextualised Action Plan:** The ISCAP shall integrate a contextualised component at the State level as well as the local level depending upon its specific geological, climatological and topographic setup. It shall include at least one of the following:
- Heat Management Plan
  - Urban Flood Management Plan
  - Disaster Management Plan, Mangrove Protection, Creek Management Plan, etc.
- 7.3. **Climate Budgeting:** The State Climate Centre for Cities (S-C3) shall play a crucial role in facilitating the development of a climate budget at the Urban Development Department (UDD) level, as well as for Municipal Corporations. The S-C3 will provide technical expertise to integrate climate considerations into the budgeting process of the UDD and the Municipal Corporations. This involves analysing the cost implications of climate actions, identifying potential funding sources, and assisting in budget allocation for climate-related projects and initiatives.
- 7.4. A dedicated climate budget allows cities to invest in projects and initiatives that enhance climate resilience, making them better prepared to cope with extreme weather events. The climate budget ensures that financial resources are effectively allocated to climate-related activities, facilitating the transition to low-carbon and climate-resilient urban development.

<sup>1</sup> [https://cgwb.gov.in/Documents/GEC2015\\_Report\\_Final%2030.10.2017.pdf](https://cgwb.gov.in/Documents/GEC2015_Report_Final%2030.10.2017.pdf)

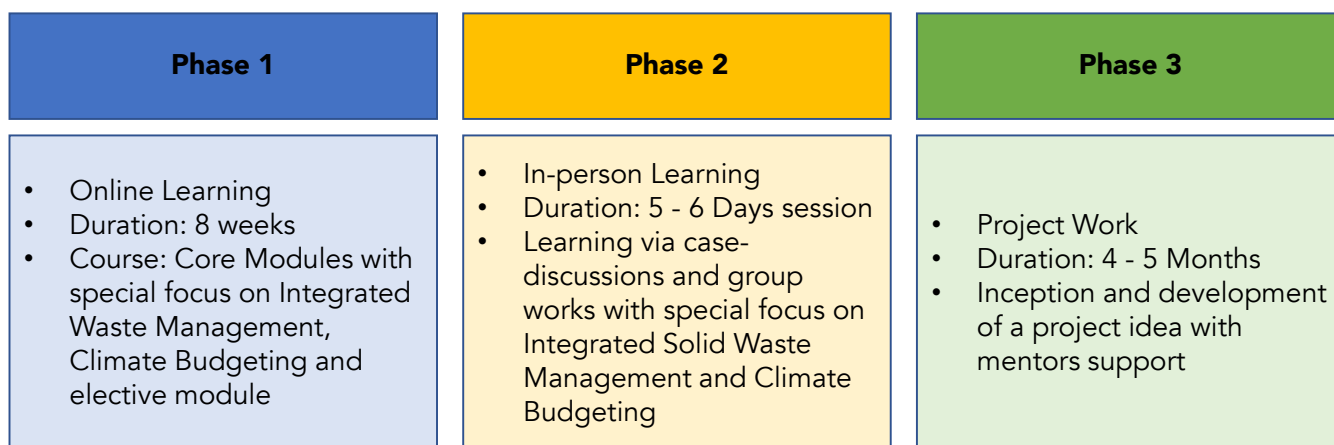


# 8. Specific State Action IV: Building Capacities through Leadership in Climate Change Management (LCCM)





- 8.1. Leaders in Climate Change Management (LCCM) is a practice-based blended learning program developed to aid the capacities of functionaries at the state and city levels on the crucial topic of climate change, its impact, and mitigation and adaptation strategies. The program uses a unique multi-phased 'learning by doing' approach that offers schedule flexibility to the learner while being focused on their learning outcomes. The program has been curated with a focus on urban sector development.
- 8.2. States through the S-C3 shall draw a list of key personnel who would participate in the LCCM program. It shall include officials from relevant departments such as Solid Waste Management, Water & Sanitation, Environment, Urban Forestry, and Mobility and Finance, among others. The State Government shall ensure a fair share of women officials to take part in the training program. The nominated key personnel shall be a part of the LCCM program. Salient features of LCCM are as follows:
- 8.2.1. LCCM is a blended learning program with online and offline learning schedules.
- 8.2.2. The program gives flexibility to learners to complete the course at their own pace within the stipulated time frame of up to 6 months.
- 8.2.3. The program offers course material on climate change and urban impacts topics along with the choice of optional subjects as per the interest of the learners.
- 8.2.4. The program will offer participants the unique opportunity to become part of a community of practice – an LCCM alumni network – to facilitate peer-to-peer learning.
- 8.3. **Program Design** - The program is structured into 3 phases: online learning through the National Urban Learning Platform (NULP), in-person learning sessions, and a phase for project work, culminating in certification. The CITIIS PMU at NIUA shall facilitate the process for LCCM, including accepting nominations and delivering the training through training partners, including the Administrative Training Institutes (ATIs).



LCCM Program Structure

# 9. Fund Allocation, Expenditure Framework and Disbursement Indicators





- 9.1. The program will be funded through an external funding of INR 264 crore (EUR 30 million) through a loan from the French Development Agency (AFD) and the German KfW Development Bank.
- 9.2. The loan, and the interest thereon, shall be repaid by the Government of India; the funds will be disbursed to the States as a grant.
- 9.3. Apart from the grant, each partner state shall also be eligible to seek technical assistance through a pool of international mentors and transversal experts. This technical assistance component shall be financed through a grant from the European Union. The international mentors and transversal experts shall be procured and managed by the CITIIS PMU at the National Institute of Urban Affairs.
- 9.4. In addition to the awarded grant, the State Governments shall be required to provide necessary funds for the implementation of the activities as defined in the implementation matrix and the disbursement indicators.
- 9.5. The awarded grant shall be disbursed in three tranches, in a ratio of 30:40:30. The funds shall be utilised only for actions/activities described in the implementation matrix, and as per the expenditure framework defined below:

**Table 1 Expenditure Framework (Per State)**

Details of actions at the state level		% of Funds Allocated	Year 1	Year 2	Year 3	Year 4
A1 - Setting-up/strengthening existing State climate centres/climate cells/ equivalent departments		45%				
1.1	Establishment expenses (Cap-Ex) of the State Climate Centre for Cities (S-C3)		7%	4%	4%	4%
1.2	Salary of the Chief Climate Action Officer and at least 3 program staff for S-C3		13%	14%	16%	18%
1.3	State-Level Climate Investment Summit		-	-	-	20%
A2 - Creating State and city level Climate Data Observatories		15%				
2.1	Data collection, collation and updation on the SCDO		-	20%	20%	20%
2.2	Capacity building interventions on data and technology		10%	10%	10%	10%
A3 - Facilitating data-driven planning and implementation of climate action plans		25%				
3.1	Development of Integrated State Climate Action Plans (ISCAP), including the Water Security Plan, Streets & Public Realm Plan. For the respective Municipal Corporations, contextualised plans shall be prepared such as Heat Management Plan, Urban Flood Management Plan, Rejuvenation of Water Bodies, Water Scarcity Management Plan, Mangroves Protection Plan, Creek Management Plan, etc.		37%	20%	15%	-
3.2	IEC activities for climate action in convergence with the ISCAP		7%	7%	7%	7%
A4 - Build capacities of municipal functionaries through programs (LCCM)		15%				
4.1	Cost of training/climate certification of the municipal staff		25%	25%	25%	25%
TOTAL		100%				

- 9.6. The expenditure framework delineates a meticulous allocation of funds across various initiatives spanning four years. Primarily, significant investment, totalling 45 per cent of the funds in the initial year, will be directed towards establishing and fortifying State Climate Centres/equivalent departments. This allocation encompasses essential components such as the establishment expenses of State Climate Centres for cities and the recruitment of key personnel including the Chief Climate Action Officer and program staff.

- 9.7. Over subsequent years, a consistent portion of the budget will be earmarked for maintaining and enhancing these climate-focused institutions, with gradual increases in allocations for personnel salaries and strategic investments such as the State-Level Climate Investment Summit, reflecting a long-term commitment to climate resilience and sustainability.
- 9.8. Once all the interested State Governments submit the request letter and proposal within the timeline, the grant shall be allocated to the States based on two equally weighted factors (i) Number of Urban Local Bodies in the participating State; and (ii) Urban Population of the participating State. However, the minimum amount to be allocated to each State shall depend upon the total number of states participating in the program. If all States in the country participate, a benchmarking of top 10 participating states based on the aforementioned two equally weighted factors will be done and all states falling below the benchmark shall receive an equal grant of INR 5 Crore.
- 9.9. The grant will be disbursed in a ratio of 30:40:30 in accordance with the disbursement indicators. The State Urban Development Department/ Equivalent shall be required to maintain a separate bank account for the awarded grant, and the State Government will be required to submit an annual audit report of the same. The CITIIS PMU at NIUA shall be responsible for verifying the achievement of disbursement indicators.

**9.10. Key disbursement indicators for the first tranche:**

- 9.10.1. The State Government, with the approval of the State Cabinet, has issued a notification establishing a State Climate Centre for Cities (S-C3) under the State Urban Development department/equivalent department. The State may also designate the existing State Climate Cell/equivalent as the S-C3 under the ambit of the Principal Secretary, Urban Development Department/equivalent.
- 9.10.2. The S-C3 established through the program has been provided adequate office space within the urban development department, allied infrastructure, IT systems and human resources to commence operations.
- 9.10.3. A full-time and dedicated Chief Climate Action officer has been appointed, along with at least three key personnel.
- 9.10.4. Issuance of directives from the State Government for establishment of Department of Climate Action (DCA) in all Municipal Corporations of the State.

**9.11. Key disbursement indicators for the second tranche:**

- 9.11.1. Department of Climate Action has been established across all Municipal Corporations in the State.
- 9.11.2. Procurement of expert agencies has been concluded and the process of developing Integrated State Climate Action Plans (ISCAP) and City Climate Action Plans (CCAP) has been initiated. Emphasis shall be laid on the integration of the Climate Action Plans developed through this process with the Master Plans/Development Plans of the respective cities.
- 9.11.3. Issuance of notification by the State Government for formulating the Climate Budget within the Urban Development Department as well as Municipal Corporations through integration with the existing budget processes.
- 9.11.4. Successful completion and certification of the Leadership in Climate Change Management (LCCM) program by at least 80% of the participants nominated by the State Government/Municipal Corporations in the first cohort.
- 9.11.5. The State Climate Data Platform (SCDP) is operational, and data including the 28 indicators of the ClimateSmart Cities Assessment Framework from all Municipal Corporations in the State is being updated. The SCDP will be built upon the National Climate Data Observatory (NCDO). The NCDO will be established by NIUA through the National Urban Digital Mission (NUDM).



**9.12. Key disbursement indicators for the third tranche:**

- 9.12.1. The Integrated State Climate Action Plans (ISCAP) and City Climate Action Plans (CCAP) have been adopted by the State Government, and at least 25% of the actions identified in these plans have been included in the Climate Budgets of the State Urban Development Bank and the Municipal Corporations.
- 9.12.2. The first State-level Climate Investments Summit has been held, and the Summit report has been submitted to MoHUA.
- 9.12.3. Successful completion and certification of the Leadership in Climate Change Management (LCCM) program by at least 80% of the participants nominated by the State Government/Municipal Corporations in the second cohort.
- 9.12.4. Continued updating of the data sets on the State Climate Data Platform.



# 10. Environmental Safeguards & Gender Mainstreaming





## 10.1. Environmental Safeguards

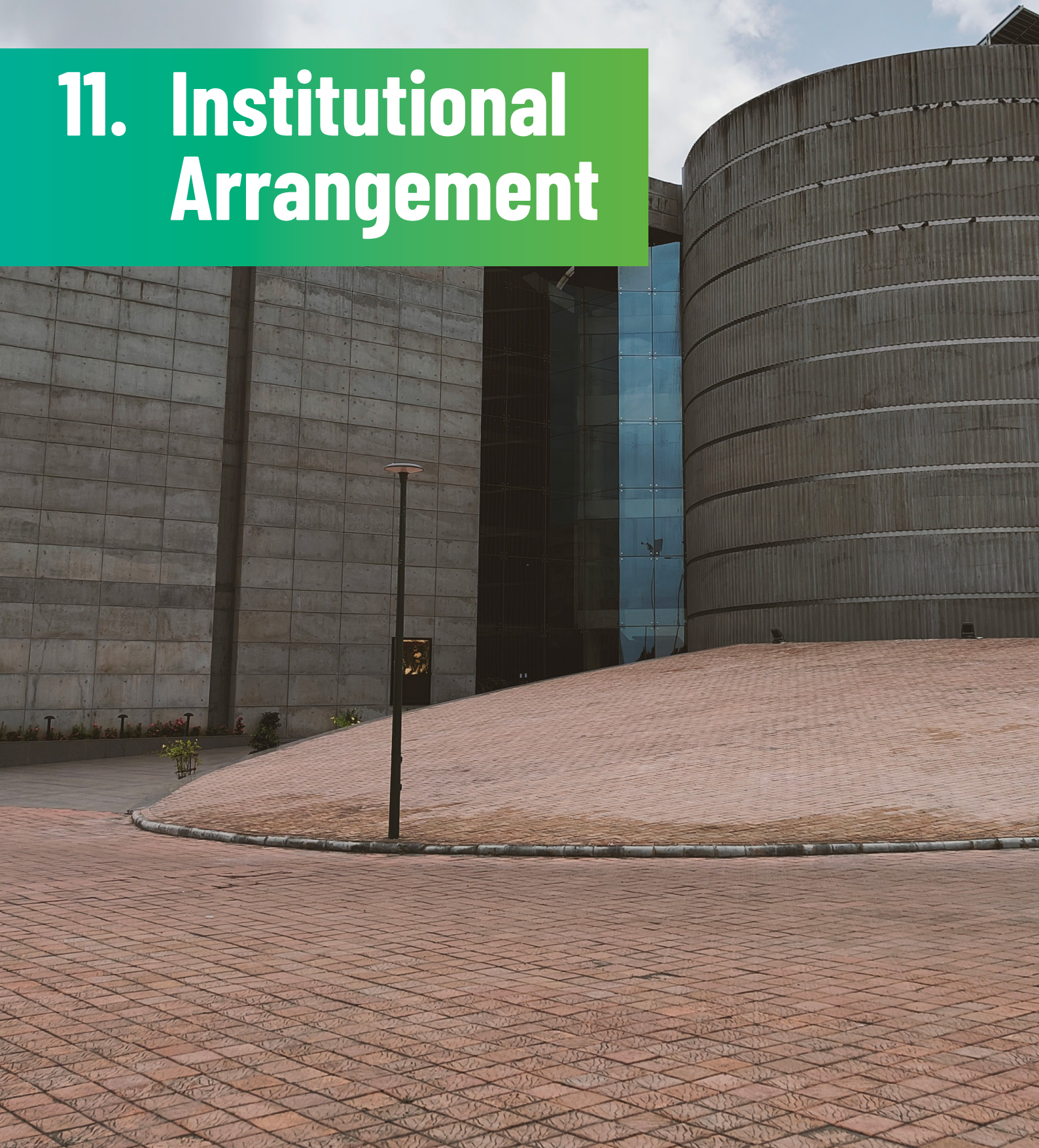
- 10.1.1. In response to the need for fostering sustainable and socially responsible urban development, the CITIIS 2.0 program will adhere to all applicable Environmental and Social Safeguards (ESS). The objective of the ESS is to delineate a strategic framework to integrate environmental and social (E&S) considerations into the operations of the Integrated State Climate Action Plan (ISCAP) and City Climate Action Plan. The multifaceted plan encompasses targeted actions designed to fortify E&S management systems and ensure adherence to global best practices. **The selected States and Municipal Corporations will follow the Environmental and Social Commitment Plan (ESCP) as summarised below:**
- 10.1.2. Valorise E&S Resource Aspects in the States: In this initial action, the focus will be on embedding E&S expertise within each State Climate Centre for Cities. This involves the selection and/or nomination of dedicated E&S officers. The onboarding process is expected to be concluded within six months of signing the tripartite agreement between the concerned states, facilitating a timely infusion of specialised knowledge. The indicator of success is the issuance of Nomination/Appointment letters to the appointed E&S officers.
- 10.1.3. Inclusion of Dedicated E&S Chapter in Integrated State Climate Action Plan: Recognising the significance of integrating E&S safeguards into broader climate action plans, notably, the E&S risks related to the actions will be evaluated and mitigated. This action mandates the inclusion of a dedicated chapter within the Integrated State Climate Action Plans. Success indicators include the formulation of Terms of Reference for expert agencies hired to develop these plans including E&S expert profile; and the mainstreaming of E&S risks in the ISCAP and dedicated E&S chapter. Also, the PMU will support the States in the elaboration of the E&S risk management of the ISCAP, by providing needed tool kits and guidelines, and reviewing the E&S Chapter ISCAP.
- 10.1.4. Development of E&S Training Module: A specialised training module on E&S will be developed by the CITIIS PMU at NIUA. This module will be embedded within the Leadership in Climate Change Management (LCCM) capacity-building program. All participants will be required to undergo training on Environmental & Social Safeguards.
- 10.1.5. Bi-annual Reporting on E&S: To maintain transparency and accountability, participating States shall commit to submitting bi-annual E&S reports. It shall serve as a vital feedback loop, ensuring continuous improvement and adherence to established safeguards.

## 10.2. Gender Mainstreaming

- 10.2.1. Integration of Gender Expertise in ISCAP Development: Incorporating Gender Components in RFPs - State governments will take proactive steps to integrate gender considerations into the development of Integrated State Climate Action Plans (ISCAP) by including specific sections on gender within Requests for Proposals (RFPs). This strategic approach signals a commitment to addressing gender disparities and promoting equity in climate initiatives from the outset.
- 10.2.2. Sectoral Studies with a Gender Lens: Sectoral studies conducted under ISCAP will infuse a gender lens to better understand the differential impacts of climate change on diverse groups within communities. By tracking the number of sectoral studies that incorporate this gender perspective, states will demonstrate a growing awareness of the importance of gender-responsive planning in climate policy formulation.
- 10.2.3. Capacity Building for Gender-Responsive Climate Action: Training Programs for State and ULB Officials - Training programs targeting State and Urban Local Body (ULB) officials will be conducted to equip them with the knowledge and skills to develop gender-responsive ISCAPs. The emphasis on both the number of training programs conducted and the gender balance of participants underscores the commitment to fostering gender-inclusive climate action at the administrative level.
- 10.2.4. Integration of Gender Modules in Leadership Programs: The Leadership in Climate Change Management (LCCM) program is implementing dedicated modules on Gender and Climate Change to enhance the capacity of State and ULB officials. This strategic approach ensures that gender considerations are integrated into leadership training, fostering more inclusive and equitable climate governance.
- 10.2.5. Enhancing Expertise at the State Climate Centre for Cities (SC3): The State Climate Centre for Cities (SC3) will be evolved to include personnel with dedicated gender expertise. This development will highlight the recognition of the importance of integrating gender perspectives within climate governance structures at the State level.
- 10.2.6. Promoting Gender-Responsive Climate Investments: State-level climate investment summits will ensure the application of gender lenses, with dedicated sessions focused on gender responsiveness. By fostering more inclusive and equitable climate investments and outcomes, these sessions will play a crucial role in advancing gender-responsive climate action and sustainable development agendas.



# 11. Institutional Arrangement





- 11.1. The Department of Economic Affairs (DEA), Ministry of Finance (MoF) is the financial counterpart of the French Development Agency (AFD) and Kreditanstalt für Wiederaufbau (KfW) within the Government of India (GoI). DEA is the representative of the GoI, according to the Credit Facility Agreement/Loan Agreement (EUR 200 million) and Grant Financing Agreement (EUR 12 million) signee.
- 11.2. The French Development Agency (AFD) and Kreditanstalt für Wiederaufbau (KfW) are the counterparts of the Credit Facility Agreement (CFA)/Loan Agreement to be signed with the GoI to fund the activities under Components 1 and 2 of the program.
- 11.3. The European Union and AFD have signed a delegation agreement to finance the technical assistance program worth EUR 12 million and will thus be the counterpart of the Grant Financing Agreement (GFA) to be signed with the GoI to fund the activities under Component 3.
- 11.4. The Apex Committee provides guidance and senior-level leadership, oversight and control over the program. Its main responsibility is to ensure the program meets the initial expected outcomes as defined in the CFA. The Apex Committee is composed of the representatives of MoHUA, AFD, KfW, Delegation of the European Union and NIUA. Secretary, MoHUA is the Chair of the Apex Committee. The Program Director, CITIIS at NIUA serves as the Secretary of the Apex Committee.
- 11.5. The National Institute of Urban Affairs (NIUA) hosts the Integrated Program Management Unit (PMU) to operate CITIIS 2.0 to supervise the program activities at the City and State levels and coordinate capitalisation activities at the National level.
- 11.6. The States of India are the primary stakeholders of the AFD/KfW loan along with GoI. They will receive the funds awarded by MoHUA as a grant.
- 11.7. The International Mentors, procured by the CITIIS PMU at NIUA, will provide guidance and assistance to the States under Component 2 and to the PMU for capacity building activities (Component 3).
- 11.8. A pool of specialised experts appointed by the PMU at NIUA, termed Transversal Experts, will provide expertise on several topics to assist the States in collaboration with the International Mentors.



# 12. Program Monitoring





## 12.1. National-Level Monitoring

12.1.1. **Monitoring of the program will be done by the Apex Committee.** The Apex Committee provides guidance and senior-level leadership, oversight and control over the program. The committee's main responsibility is to ensure the program meets the initial expected outcomes as defined in the Credit Facility Agreement (CFA)/Loan Agreement (LA). The Apex Committee is composed of representatives from MoHUA, AFD, KfW, Delegation of the European Union and the NIUA. Secretary, MoHUA is the Chair of the Apex Committee. The Program Director, CITIIS at NIUA serves as the Secretary of the Apex Committee.

12.1.2. The Apex Committee shall:

- Act as the apex institution for the management and operation of the program;
- Review and approve State proposals;
- Review the activities of the program, including the budget, and guide the States and the PMU at NIUA to meet the expected outcomes defined in the program documents.

12.1.3. The National Institute of Urban Affairs (NIUA) hosts the Integrated Program Management Unit (PMU) to operate the CITIIS program, supervise the program activities at the City and State levels, and coordinate activities at the National level.

## 12.2. State-Level Monitoring

12.2.1. An interested State will submit a request letter from the State/UT government seeking support under Component 2 along with a detailed proposal/action plan. After the approval and endorsement of the Apex Committee, an MoU will be signed between MoHUA, the State Government, and NIUA.

12.2.2. The Principal Secretary/equivalent of the Urban Development Department/equivalent of the State shall head the program activities at the State level. A senior official, no less than the rank of Director, will be the nodal officer in charge of providing necessary support and guidance to the Chief Climate Action Officer, who will be the operational head of the program and work closely with the CITIIS PMU at NIUA.

12.2.3. The CITIIS Apex Committee headed by the Secretary, MoHUA shall be the final authority on all matters related to the State-level Component and may undertake periodic evaluations to review the progress of the proposed interventions.

## 12.3. City-Level Monitoring

12.3.1. The Principal Secretary (UDD), Director (UDD) and the Chief Climate Action Officer shall conduct periodic evaluations to review the progress of the proposed interventions at the City level/Municipal Corporations.

12.3.2. The Municipal Commissioner shall be the operational head of the program at the city level and shall provide strategic guidance to the City Climate Action Officer, who will work closely with the State Chief Climate Action Officer.

## 12.4. Monitoring Framework

12.4.1. The State will prepare a Project Logical Framework (PLF) for periodic monitoring and evaluation of the process of the proposed program, including project activities, outputs, outcomes, long-term vision, indicators, means of verification, risks and assumptions.

12.4.2. The State shall submit a Program Annual Monitoring report, which will include the annual audit of the grant program account, the annual report and the utilisation certificate, etc. The State shall also be required to submit utilisation certificates on cash-basis at the end of each month.

12.4.3. A program mid-term independent audit report shall be commissioned by NIUA to ensure the enforcement of the program documents as defined in the Credit Facility Agreement.

12.4.4. CITIIS 2.0 has a strong mechanism for the identification and mitigation of risks through internal meetings, real-time monitoring, partner reviews as well as third-party assessments. The State officials shall participate in all meetings and reviews.



Waste



# Annexures



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your  
own



## Annexure 1: Covenant of Integrity to be mandatorily appended to each procurement document/EOI/RFP/work order/tender document, etc. by the State under CITIIS 2.0

### COVENANT OF INTEGRITY

to the Promoter

from a Tenderer, Contractor, Supplier or Consultant to be attached to its Tender  
(or to the Contract in the case of a negotiated procedure)

I [Name], in my function as [function/position held] in [name of the company] and duly authorized representative for the signature of the contract to be signed for [title of the call for tender or the contract] hereby declare that we observe the highest standards of ethics during the procurement and, if we are successful in our tender, during the performance of the contract. We have not engaged nor will engage in, or have been convicted or sanctioned by any authority of, any fraud, corruption, collusion, coercion, obstruction, money laundering, financing of terrorism or other malpractice (hereafter referred to as "Prohibited Conduct")<sup>1</sup>. Where convictions occurred, details of the conviction and remedial measures are provided. If such events should occur in the future, including if any instance of Prohibited Conduct shall come to our attention, we hereby undertake to so inform [Promoter and AFD/EIB/KfW (whoever is MRI Lead Financier)] immediately.

Moreover, neither our company<sup>2</sup> nor any entity member of the joint venture or of the consortium or any one acting on our behalf, such as sub-contractors, is the subject of a current exclusion /has been the subject of any debarment, exclusion or other sanctioning decision by any of the Participating MRI Partners (AFD, EIB and/or KfW), EU institutions and/or any major Multi-lateral Development Bank (including World Bank Group, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development or Inter-American Development Bank) on the grounds of Prohibited Conduct and we further undertake to immediately inform [Promoter and AFD/EIB/KfW (whoever is MRI Lead Financier)] if this situation was to occur at a later stage. Where such a decision of exclusion has occurred, we commit to provide all necessary information and any remedial measures that have already been taken.

I also declare that neither our company nor any entity member of the joint venture or of the consortium is currently included /has been included on the list of financial sanctions (including in particular the fight against financing of terrorism) adopted by the United Nations, the EU financial or any national sanction<sup>3</sup> list which is binding for any of the MRI Partners and we further undertake to immediately inform [Promoter and AFD] if this situation were to occur at a later stage.

We acknowledge that in the event our company or any entity member of the joint venture or of the consortium (i) is, after this Covenant of Integrity or the contract have been signed, added to any financial sanctions list enumerated above or (ii) is, before the contract has been signed, subject to any debarment, exclusion or otherwise sanctioning decision enumerated above or (iii) made a false statement in the Covenant of Integrity, the contract may not be eligible for funding by one or more of the Participating MRI Partners (AFD, KfW). We commit not to procure goods and services from countries which are under an embargo which is binding upon AFD and KfW.

We also acknowledge that, in any of the afore-mentioned events, [Promoter] is entitled to exclude our company/ the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, we undertake to take all necessary remedial actions in a manner satisfactory to [Promoter]. Such events may lead to

<sup>1</sup>For KfW, please see "Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries" and FATF Recommendations;

For AFD, please see "AFD Group's policy to prevent and combat corruption, fraud, anti-competitive practices, money laundering and terrorist financing" and Guidelines for the procurement of AFD financed contracts in foreign countries".

<sup>2</sup>For the purposes of these provisions "company" or "entity" shall include directors, employees, agents.

<sup>3</sup>i.e. French sanction list for AFD, German sanction list for KfW.

termination of the contract, in accordance with the terms of the contract.

We declare that we have paid, or will pay, the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract:<sup>4</sup>

Name of Recipient	Address	Reason	Amount

We grant the Participating MRI Partners and auditors appointed by either of them, as well as any authority or European Union institution or body having competence under European Union law, the right to inspect and copy our books and records and those of all our sub-contractors, under the contract, as well as joint venture/consortium partners. We accept to preserve these books and records generally in accordance with applicable law but in any case, for at least six years from the date of tender submission and, in the event, we are awarded the contract, at least six years from the date of substantial performance of the contract.

I declare that our company / consortium undertakes to comply with labour laws and national and international standards of environmental protection, health and safety applicable in the jurisdiction / country of implementation of the Project, including those contained in any relevant International Labour Organization (ILO) conventions and international agreements on environmental protection, as well as with mitigation measures of the Environmental and Social Management Plan if applicable.

.....  
(Place)

.....  
(Date)

(Signature)

<sup>4</sup> If none has been paid or is to be paid, indicate "none".



## Annexure 2: Indicative Terms of Reference for the position of Chief Climate Action Officer at the State level

<b>ORGANISATION</b>	<State Government> / Urban Development Department
<b>FUNCTIONAL TITLE</b>	Chief Climate Action Officer
<b>PROJECT NAME</b>	City Investments To Innovate, Integrate & Sustain (CITIIS)
<b>DUTY STATION:</b>	Urban Development Department <Name of the City>
<b>DURATION</b>	Four Years

### Background

The Union Cabinet approved the City Investments To Innovate, Integrate and Sustain 2.0 (CITIIS 2.0) on 31 May, 2023. CITIIS 2.0 is a program conceived by the Ministry of Housing and Urban Affairs (MoHUA) in partnership with the French Development Agency (AFD), Kreditanstalt für Wiederaufbau (KfW), the European Union (EU), and National Institute of Urban Affairs (NIUA). The program envisages to support competitively selected projects promoting circular economy with focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level.

Under Component 2 of the program, the State will receive support to (a) set up/strengthen their existing State climate centres/climate cells/equivalents (b) create State and City-level Climate Data Observatories (c) facilitate climate-data driven planning, develop climate action plans and (d) build capacities of municipal functionaries. CITIIS 2.0 will supplement the climate actions of Government of India through its ongoing National programs (National Mission on Sustainable Habitat, AMRUT 2.0, Swachh Bharat Mission 2.0 and Smart Cities Mission), as well as contributing positively to India's Intended Nationally Determined Contributions (INDCs) and Conference of the Parties (COP26) commitments.

### Responsibilities

- i. Provide support to the department to implement the city's climate change work plan and Component 2 of CITIIS 2.0-related activities in consultation with the Director of the Urban Development Department.
- ii. Facilitate the preparation of necessary documentation and meetings for contractual processes and provide support to process Component 2 activities, and any other contract modalities follow up the activities and submit as per deadline and ensure all encumbrances get cleared on time.
- iii. Provide coordination and technical support in the development of policies, strategies, guidelines, and SOPs related to climate change, develop detailed programs and coordinate necessary arrangements for any technical missions/field visits related to the programme.
- iv. Ensure integration of data from the cities to the State Climate Data Portal and further to the National Data Observatory including data for all the indicators under the Climate Smart Cities Assessment framework (CSCAF).
- v. The State Climate Centre for Cities (S-C3) will provide essential technical support to develop the climate budget at the Urban Development Department (UDD) level.
- vi. Facilitate training and coordinate necessary arrangements to implement programme activities
- vii. Attend and participate in national/regional/global meetings/conferences and provide coordination and technical support to the country's delegation as and when needed.
- viii. Closely follow up with the Finance and Procurement team to review the proposals, detailed budget and follow-up of technical and financial reports according to the timeline.

- ix. Work closely with relevant state climate Change Cells/Centres, and departments/divisions to ensure good coordination and collaboration in the programme and work-related activities and encourage environmental sustainability.
- Bring innovative ideas and creative solutions to implement programme activities and be keen to learn and gain technical knowledge and skills in the field and for personal growth
  - Conduct regular meetings, supportive supervision, monitoring and evaluation of programmes.
  - Prepare administrative/financial/technical reports related to Environmental and Climate Change as per guidelines and guidance from CITIIS-PMU.
  - Provide other technical and administrative support to the Urban Development Department/CITIIS-PMU/City Climate Change Cell, as needed.

### Skills and Qualification

- i. Ph.D. or Master's degree (or equivalent) in Environmental Sciences, Environmental Planning, Ecology, Engineering or other relevant fields, with a minimum of 10 years of relevant experience;
- ii. Excellent drafting, documentation and communication skills;
- iii. Proven record on similar work at regional or national level;
- iv. Strong analytical skills, ability to think strategically;
- v. Ability to manage multiple projects simultaneously.



## Annexure 3: Indicative Terms of Reference for the position of City Climate Action Officer

<b>ORGANISATION</b>	<Name of the Municipal Corporation>
<b>FUNCTIONAL TITLE</b>	City Climate Action Officer
<b>PROJECT NAME</b>	City Investments To Innovate, Integrate & Sustain (CITIIS)
<b>DUTY STATION:</b>	<Name of the City>
<b>DURATION</b>	Four Years

### Background

The Union Cabinet approved the City Investments To Innovate, Integrate and Sustain 2.0 (CITIIS 2.0) on 31 May, 2023. CITIIS 2.0 is a program conceived by the Ministry of Housing and Urban Affairs (MoHUA) in partnership with the French Development Agency (AFD), Kreditanstalt für Wiederaufbau (KfW), the European Union (EU), and National Institute of Urban Affairs (NIUA). The program envisages to support competitively selected projects promoting circular economy with focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level.

Under Component 2 of the program, the State will receive support to (a) set-up/strengthen their existing State climate centres/climate cells/equivalents (b) create State and City-level Climate Data Observatories (c) facilitate climate-data driven planning, develop climate action plans and (d) build capacities of municipal functionaries. CITIIS 2.0 will supplement the climate actions of Government of India through its ongoing National programs (National Mission on Sustainable Habitat, AMRUT 2.0, Swachh Bharat Mission 2.0 and Smart Cities Mission), as well as contributing positively to India's Intended Nationally Determined Contributions (INDCs) and Conference of the Parties (COP26) commitments.

### Responsibilities

- i. Provide support to the concerned ULB to implement the city's climate action plan and other Component 2 of CITIIS 2.0-related activities in consultation with the Director, Urban Development Department, State's Action Plan Officer and CITIIS-PMU at NIUA.
- ii. Provide coordination and technical support in the development of policies/strategies and SOPs related to climate change, develop detailed programs and coordinate necessary arrangements for any technical missions/field visits related to the programme.
- iii. Regular updating of the State Climate Data Portal including CSCAF indicators
- iv. Facilitate training and coordinate necessary arrangements to implement programme activities, collaborate with relevant national and international agencies to jointly implement the climate change programme to avoid duplication of efforts.
- v. Attend and participate in national/regional/global meetings/conferences and provide coordination and technical support to the country's delegation as and when needed
- vi. Facilitate preparation of necessary documentation and meetings for contractual processes and provide support to process Component-2 activities, any other contract modalities and follow up the activities and submit as per the deadline and ensure all encumbrances get cleared on time
- vii. Closely follow up with the Finance and Procurement team to review the proposals, detailed budget and follow-up of technical and financial reports according to the timeline.

viii. Work closely with relevant state climate Change Cells/Centre, and departments/divisions to ensure good coordination and collaboration in the programme and work-related activities and encourage environmental sustainability.

- Bring innovative ideas and creative solutions to implement programme activities and be keen to learn and gain technical knowledge and skills in the field and for personal growth
- Bring a gender perspective in the City Climate Action Plans based on an informed understanding of the gendered nature of resilience and vulnerabilities to climate change.
- Conduct regular meetings, supportive supervision, monitoring and evaluation of programmes.
- Prepare administrative/financial/technical reports related to Environmental & Climate Change as per guidelines and guidance from CITIIS-PMU.
- Provide other technical and administrative support to the Urban Development Department/CITIIS-PMU/State Climate Change Cell, as needed.

### Skills and Qualification

- i. Master's degree (or equivalent) in Environmental Sciences, Environmental Planning, Ecology, Engineering or other relevant fields, with a minimum of 08 years of relevant experience;
- ii. Excellent drafting, documentation and communication skills;
- iii. Proven record on similar work at regional or national level;
- iv. Strong analytical skills, ability to think strategically;
- v. Ability to manage multiple projects simultaneously.





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**Ministry of Housing and Urban Affairs  
Government of India**