



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

**FOR/TO :** **The Directors** **AUG 30 2022**  
Climate Change Service  
Policy and Planning Service

**The Bureau Director**  
Environmental Management Bureau

**The Regional Executive Directors**  
DENR Regions 1-13, NCR and CAR

**The Regional Directors**  
EMB Regions 1-13, NCR and CAR

**FROM :** **The OIC Director**  
Human Resource Development Service

**SUBJECT :** **INVITATION FOR NOMINATION TO THE INDIAN  
TECHNICAL ECONOMIC COOPERATION TRAINING  
COURSE ON MAKING FUTURE CITIES READY – SMART  
AND CARBON NEUTRAL TO BE HELD ON 07-11 NOVEMBER  
2022 THROUGH ONLINE MEANS**

This pertains to the attached invitation of the Technical Education and Skills Development Authority (TESDA), which was received by this office on 22 August 2022, inviting DENR to attend the Indian Technical Economic Cooperation (ITEC) foreign training course on Making Future Cities Read – Smart and Carbon Neutral to be held on 07-11 November 2022 through online means.

The overall goal of the online training course is designed to understand the concept of smart and resilient cities capable of responding effectively to future disasters and climate shocks. Participants will be able to understand the challenges of urbanization and implement policies and programs for the development of smart, resilient and carbon neutral cities.

In this regard please nominate one (1) candidate with the following qualifications:

1. Nominee must mid to senior level official engaged in urban development;
2. Must have at least five (5) work experience;
3. Must have at least, a Bachelor's degree;
4. Competent in spoken and written English;
5. Competent in computer skills;
6. In good physical and mental health to participate in the program; and
7. Preferably, between the ages of twenty-five (25) to forty-five (45) years old.


The nominees shall submit the following requirements to the HRDS-Training and Development Division (email: [hrds-tdd@denr.gov.ph](mailto:hrds-tdd@denr.gov.ph)) **not later than 12 September 2022**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training will benefit the nominee and project's relevance to the organization needs, to be endorsed by the Head of Office;
2. Resolution from the HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
3. Invitation letter disseminated by the DENR/Sponsoring agency;
4. Service Record (at least two (2) years as a permanent employee);
5. Certificate of No Pending Administrative Case;
6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior;
7. Certification from the Director supervising human resources/Assistant Regional Director for Management Services/Assistant Director Regional/Bureau/Attached Agency) stating:
  - a) That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
  - b) That the applicant has no pending scholarship nomination;
  - c) That the applicant has not been a delinquent scholar from a previous scholarship grant; and,
  - d) That the applicant has submitted all required reports from previous foreign travels.
8. Updated Personal Data Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
9. Self-certification for official travel history; and,
10. Individual Development Plan (IDP).

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the online course. Participants endorsed by the HRDC shall submit to TESDA the printed Online ITEC Application Form, updated PDS, statement of present actual duties and responsibilities, signed certification, nominee assessment form and photocopy of valid passport. **The deadline for submission of nomination and documentary requirements to TESDA is on 22 September 2022**, with an interview through Google Meet scheduled on 06 October 2022.

Attached are the invitation letter from TESDA and information brochure for information and ready reference.

For consideration.

  
**MIRIAM M. MARCELO**



Republic of the Philippines  
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
 ISO 9001: 2015 Certified



18 August 2022

**SECRETARY MA. ANTONIA YULO-LOYZAGA**  
 Department of Environment & Natural Resources  
 DENR Building  
 Visayas Avenue  
 Diliman, Quezon City

Dear **Sec. Loyzaga:**

The Indian Technical Economic Cooperation (ITEC) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite your agency to nominate one (1) candidate for the training program.

| Title of Program                                      | Duration                       | Deadline of Submission of Nomination and Documentary Requirements | Date of Interview via Google Meet At 2:00 pm |
|-------------------------------------------------------|--------------------------------|-------------------------------------------------------------------|----------------------------------------------|
| Making Cities Future Ready - Smart and Carbon Neutral | November 7 - 11, 2022 (online) | September 22, 2022                                                | October 6, 2022                              |

In nominating your candidates, please consider the concerns specified in Annex A indicating the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary.

Please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency. In case of no nominee, kindly send us a letter through the FSTP email [fstp\\_unit@tesda.gov.ph](mailto:fstp_unit@tesda.gov.ph) or to the address stated below.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, 3<sup>rd</sup> Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 88179095.

Thank you for responding to our invitation.

Very truly yours,

  
**ED SONIA S. LIPIO**  
 Chairperson, NSC NHRDC, TESDA



# ONE WEEK ONLINE TRAINING PROGRAMME FOR OVERSEAS PROFESSIONALS 2022-23 MAKING CITIES FUTURE READY - SMART & CARBON NEUTRAL

HUDCO's HSMI

7<sup>th</sup> November 2022 – 11<sup>th</sup> November 2022



ITEC



Under International Technical and Economic Cooperation (ITEC)  
Sponsored By Ministry of External Affairs, Government of India

## ABOUT THE PROGRAMME

The course on 'Making Cities Future ready – Smart & Carbon Neutral' is designed to help the participants understand the concept of smart and resilient cities that can respond effectively to pandemics and future climate shocks. The course will focus on various aspects of smart and resilient future-proof cities like resilient and green housing, water conservation and waste water recycling, clean and active public transport systems, waste management, environmental improvement and disaster risk reduction in cities through planning interventions, integrated and participatory urban planning and urban governance. It will also expose the participants to on-going urban development programmes and policies of the Govt of India, as well as other countries in this regard and India's efforts in planning for smart and resilient cities through Govt and private sector efforts.

## ABOUT HUDCO AND HSMI

Housing and Urban Development Corporation Limited was set up in 1970 by the Government of India to accelerate the pace of housing and urban development in the country. It is a Government company with more than 48 years experience in providing loans for housing and urban infrastructure projects in India. HUDCO has established itself as a premier techno-financing company. Apart from the financing operations, HUDCO offers consultancy services, promotes research and studies related to urban development and supports the Govt of India in its various housing and urban development related programmes and policies.

HUDCO's Human Settlement Management Institute (HSMI) is the research and training wing of HUDCO, a Govt of India undertaking under the Ministry of Housing and Urban Affairs, HSMI provides training for professionals on a variety of issues of housing, urban and regional planning and development. HSMI has considerable experience of conducting short term training programmes and has its own well equipped training facilities including Hostel. So far, it has conducted 43 ITEC programmes in which about 900 participants have been trained.

## TARGET GROUP

The course is specially designed for mid to senior level officers of SAARC countries who are professionals from the government/ Private/ NGO sector engaged in the housing and urban development sector. The programme will give them an in depth understanding of the interventions being undertaken by the Indian government, developers, architects, urban planners, financiers and urban local bodies for future proofing Indian cities from unexpected challenges like pandemics and climate change induced disasters.

## ELIGIBILITY

Participants should have at least a bachelor's degree or equivalent and should be working in the housing and urban development sector with minimum 5 years of relevant experience. Preferred Age group is 25-45 years

## PROGRAMME OBJECTIVES AND OUTCOMES

The training is intended to help participants enhance their knowledge and equip them with innovative tools and know-how for designing and implementing appropriate policies and programmes for equitable, smart and resilient cities. At the end of the programme, participants will be able:

- Understand the concept of urbanisation and challenges in cities
- Know the nuances of smart and carbon-neutral cities.
- Get an insight into green, resilient and affordable housing, resilient and equitable infrastructure system, multimodal green public transportation systems, rain water harvesting, Revitalisation of water bodies, various innovations in the area of solid waste management.
- Assimilate the innovative ways of funding housing and urban infrastructure systems
- Develop an understanding of strengthening municipal capacities through asset management, mobilisation of revenue through Tax Increment Funding and e-governance

## INTERNATIONAL TECHNICAL AND ECONOMIC COOPERATION (ITEC)

The Indian Technical and Economic Cooperation programme was instituted as a bilateral programme of assistance by the Govt of India in 1954. Over the last several decades, ITEC contributed substantially to capacity building in many parts of the world. Under ITEC, India provides development assistance to 160 developing countries from all over the world.

## PROGRAMME CONTENTS

The programme consists of five one day modules:

Module 1: Introduction to Smart and Carbon Neutral Cities

Module 2: Climate Neutral and Smart Social Housing & Water Supply

Module 3: Low Carbon & Smart Mobility Systems and Environmental Management

Module 4: Climate Change, Finance and Governance

Module 5: Valedictory and Experience-Sharing Session

## TECHNICAL PLATFORM

The sessions will be conducted on MS Teams. The participants may access it through Laptop, Desktop, Mac, mobile, iPad.

## LANGUAGE OF THE COURSE

The course will be conducted in English

## ACCESS

Access for participants will be easier through the email ids in google/ apps downloaded for the training Programme. The Quiz shall be conducted on Google forms and Country Presentations maybe submitted to the email [varshapunhani@hudco.org](mailto:varshapunhani@hudco.org)

## DETAILS OF MATERIAL/ LITERATURE TO BE PROVIDED TO PARTICIPANTS

The reading material shall be shared in advance including Government of India's Operational Guidelines for Urban Missions- PMAY, AMRUT, Smart Cities Mission, SBM; and other relevant study materials.

The programme is run on highly participative lines ensuring maximum involvement of the participants. The Delegates from each country is required to make a Group Country presentation which details out the location and connectivity of the country, details of main urban centres, their strengths and weaknesses and project details of best practices in the areas of smart and carbon neutral urban development.

## TRAINING PROGRAMME TIMINGS

Three- four sessions shall be hosted per day and the IST shall be informed in advance for participants to keep to the schedule.

## DO'S / DON'T'S/ FAQ

The Training Programme do's and don'ts shall be circulated for keeping participants informed on the IT requirements, platforms, rules, guidelines and FAQs shall be circulated for further hand holding.



HUDCO's HUMAN SETTLEMENT MANAGEMENT INSTITUTE

(ISO 9001: 2015 CERTIFIED)

Head of Institute: Senior Executive Director ( Operations)

HUDCO House, Lodhi Road New Delhi – 110003

Email: [edt@hudco.org](mailto:edt@hudco.org), [varshapunhani@hudco.org](mailto:varshapunhani@hudco.org)

Tel: 91-11-24367834, 24308608, 24308627

[www.hudco.org](http://www.hudco.org)

## PROGRAMME SCHEDULE

| Day                 | Session 1<br>(15.00-15.30 hrs.)                                             | Session 2<br>(15.30-16.00 hrs.)                                 | Session 3<br>(16.00-17.00 hrs.)               | Mid-Session Break<br>(17.00-17.10hrs)                                                      | Session 4<br>(17.10-18.10 hrs.)                               | Session 5<br>(18.10-19.10 hrs.)                                 |
|---------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------|
| Day 1<br>07.11.2022 | <b>Introduction to Smart and Carbon – Neutral Cities</b>                    |                                                                 |                                               |                                                                                            |                                                               |                                                                 |
|                     | Welcome & Inauguration                                                      | Introductions                                                   | Smart & Carbon – Neutral Cities –An Overview  |                                                                                            | Making Cities Carbon neutral – A requirement or an imperative | Demystifying Smart Cities through Local and Global Case studies |
| Day 2<br>08.11.2022 | <b>Climate Neutral and Smart Planning, Housing &amp; Water Supply</b>       |                                                                 |                                               |                                                                                            |                                                               |                                                                 |
|                     | <b>Session 1<br/>(15.00-16.00 hrs.)</b>                                     | <b>Session 2<br/>(16.00 -17.00 hrs.)</b>                        | <b>Mid-Session Break<br/>(17.00-17.10hrs)</b> | <b>Session 3<br/>(17.10-18.10 hrs.)</b>                                                    | <b>Session 4<br/>(18.10-19.10 hrs.)</b>                       |                                                                 |
|                     | MPD 2041 – A smart and carbon – neutral city in the making                  | Smart and Carbon – Neutral Social Housing                       |                                               | Provision of low carbon and Smart Urban Infrastructure Services: Challenges and Approaches | Smart Water supply - Innovations                              |                                                                 |
| Day 3<br>09.11.2022 | <b>Low carbon &amp; Smart Mobility Systems and Environmental Management</b> |                                                                 |                                               |                                                                                            |                                                               |                                                                 |
|                     | <b>Session 1<br/>(15.00-16.00 hrs.)</b>                                     | <b>Session 2<br/>(16.00 -17.00 hrs.)</b>                        | <b>Mid-Session Break<br/>(17.00-17.10hrs)</b> | <b>Session 3<br/>(17.10-18.10 hrs.)</b>                                                    | <b>Session 4<br/>(18.10-19.10 hrs.)</b>                       |                                                                 |
|                     | Low Carbon and Smart Public Transportation Systems                          | Environmental Degradation in Cities : Challenges and Approaches |                                               | Towards No Land Fill cities                                                                | Smart city solutions in service delivery and monitoring       |                                                                 |
| Day 4<br>10.11.2022 | <b>Climate Change, Finance &amp; Governance</b>                             |                                                                 |                                               |                                                                                            |                                                               |                                                                 |
|                     | <b>Session 1<br/>(15.00-16.00 hrs.)</b>                                     | <b>Session 2<br/>(16.00 -17.00 hrs.)</b>                        | <b>Mid-Session Break<br/>(17.00-17.10hrs)</b> | <b>Session 3<br/>(17.10-18.10 hrs.)</b>                                                    | <b>Session 4<br/>(18.10-19.10 hrs.)</b>                       |                                                                 |
|                     | Climate Change and Cities                                                   | How to make Cities Carbon - Neutral                             |                                               | Innovations for Financing Housing and Basic Infrastructure Services                        | Smart City 2.0                                                |                                                                 |
| Day 5<br>11.11.2022 | <b>Valedictory and Experience Sharing Session</b>                           |                                                                 |                                               |                                                                                            |                                                               |                                                                 |
|                     | <b>Session 1<br/>(15.00-16.00 hrs.)</b>                                     |                                                                 |                                               | <b>Session 2<br/>(16.00-17.00 hrs.)</b>                                                    |                                                               |                                                                 |
|                     | Country Presentations                                                       |                                                                 |                                               | Experience Sharing and Valedictory Session                                                 |                                                               |                                                                 |

## **EXECUTIVE SUMMARY**

**TITLE OF THE PROGRAM:** Making Cities Future Ready - Smart and Carbon Neutral

**DURATION:** November 7 - 11, 2022 (online)

**COUNTRY:** Indian Technical Economic Cooperation (ITEC)

**NO. OF SLOT/S:** One (1)

**DEADLINE OF SUBMISSION OF DOCUMENTS:** September 22, 2022

**DATE OF INTERVIEW VIA GOOGLE MEET:** October 6, 2022

**PRE-DETERMINED AGENCY/ORGANIZATION:**

- Department of Science and Technology (DOST)
- Department of Energy (DOE)
- Department of Environment and Natural Resources (DENR)

**ELIGIBLE / TARGET ORGANIZATIONS:**

Organizations / Institutions working for development of women, development organizations and women entrepreneurs' associations engaged in assisting women in the creation and development of small business ventures.

**OBJECTIVES:**

This training is intended to help participants enhance their knowledge and equip them with innovative tools and know-how for designing and implementing appropriate policies and programmes for equitable, smart and resilient cities.

**OVERALL GOAL:**

Participants will:

- Understand the concept of urbanization and challenges in cities.
- Know the nuances of smart and carbon-neutral cities.
- Get an insight into green, resilient and affordable housing, resilient and equitable infrastructure system, multimodal green public transportation systems, rain water harvesting. Revitalisation of water bodies, various innovations in the area of Solid Waste Management.
- Assimilate the innovative ways of funding housing and urban infrastructure systems.
- Develop an understanding of strengthening municipal capacities through asset management, mobilization of revenue through Tax Increment Funding and e-governance.

**NOMINEE QUALIFICATIONS:**

- Have at least Bachelor's Degree
- With five (5) years of total work experience
- Sufficient experience in assisting women in creation and development of small business ventures, Development of Women.

**RECOMMENDED QUALIFICATIONS:**

- Expectations for the Participants Age: 25-45 years old
- Gender Consideration: ITEC promotes gender equality. Women are encouraged to apply for the program

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

**ANNEX A (India) – Indian Technical Economic Cooperation (ITEC)**

**I. Who are qualified to apply?**

- ✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization
- ✓ Must be between 25 years old to 45 years and 0 months old at the time of application
- ✓ Must have rendered at least five (5) years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course

**II. Terms and Coverage**

- Nominating Agency/Institute
  - Shoulders the expenses incurred by the nominee in the course of his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. Once accepted these will include fees for passport and visa, if applicable.
  - Salary of the scholar to be paid for the duration of the training
- Donor Country/Organization
  - Generally, in most courses, ITEC shoulders the scholar's airfare, accommodation, allowance.

**III. Basic Documentary Requirements – Nominees must submit the following on or before the deadline set by TESDA:**

- A. **Nomination Letter** indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

**DANILO P. CRUZ**  
Director General  
Technical Education and Skills Development Authority  
TESDA Complex, East Service Road  
South Superhighway, Taguig City

ATTENTION: **Foreign Scholarship and Training Program Unit**  
TDI Building, TESDA Complex

- B. **1 original copy of UPDATED Personal Data Sheets** to include list of training programs and seminars attended
- C. **1 original copy of Statement of PRESENT Actual Duties and Responsibilities RELEVANT to the course/program** signed by the immediate supervisor
- D. **1 original Certification from the Head/Manager of the Human Resource Department**  
(Please see attached **CERTIFICATION format**)
- E. **Print out copy of ONLINE ITEC Application Form**, upon successful registration, participants are requested to submit the PDF copy of their signed application form to this email ID ([pic1.manila@mea.gov.in](mailto:pic1.manila@mea.gov.in))
- F. **1 copy of Valid Passport or Valid ID** (Personalia Pahina only)
- G. **Nominee Assessment Form** (Please see attached Nominee Assessment Format)

NOTE: For online applications please click on the link provided:  
**[ITEC: Making Cities Future Ready Smart And Carbon Neutral](#)**

**Karen Ajoc**  
Desk Officer  
Telefax: 88179095  
Email: [fstp.unit@tesda.gov.ph](mailto:fstp.unit@tesda.gov.ph)



**FOREIGN SCHOLARSHIP TRAINING PROGRAM  
NOMINEE ASSESSMENT SUMMARY**

Program/Course: \_\_\_\_\_

| <b>Name</b> | <b>Agency</b> | <b>Position</b> | <b>Age</b> | <b>Contact No.<br/>and Email</b> | <b>Degree/<br/>Education</b> | <b>Related<br/>Training<br/>Programs</b> | <b>Work Experience</b> | <b>Duties and<br/>Responsibilities</b> |
|-------------|---------------|-----------------|------------|----------------------------------|------------------------------|------------------------------------------|------------------------|----------------------------------------|
|             |               |                 |            |                                  |                              |                                          |                        |                                        |