



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9th October 2018

Country: Republic of Moldova, Chisinau

Description of the assignment: International consultant in Urban Planning

Project name: "Transfer of Czech experience in the development and implementation of the Sustainable Urban Mobility Plan of the Chisinau Municipality"

Period of assignment/services: 75 working days till June 2019

Contract type: Individual contract

Proposal should be submitted online by pressing the "Apply Online", **no later than 23th October, 2018.**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: Alexandru.rotaru@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The Czech- UNDP Partnership for SDGs (hereafter CUP) project "*Transfer of Czech experience in the development and implementation of the Sustainable Urban Mobility Plan of the Chisinau Municipality*" is linked with the UNDP/GEF project "*Moldova Sustainable Green Cities – Catalysing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach*", to be implemented during 2018 – 2022 years.

The objective of the project is to activate investments in low carbon green urban development based on integrated urban planning approach by encouraging innovation, participatory planning and partnerships between a variety of public and private sector entities.

As a tool for this, the project will support the design, launching, and establishment of the Green City Lab (here after GCL) to become the leading knowledge management and networking platform, clearing house, an inter-mediator of finance and a source of innovations and expertise to catalyze sustainable low carbon green city development in Moldova with a mission to transform Chisinau and other urban centers in Moldova into modern green and smart European cities with improved quality of life for their citizens, while also demonstrating opportunities for sustainable economic growth.

The direct global environment benefits of the project are expected to reach at least 200,000 tons of CO², resulting from the concrete pilot/demonstration projects in the building energy efficiency, transport and waste sectors. These are complemented by project's indirect GHG emission reduction impact at the estimated amount of 2.4 million tons of CO² by scaling up, replicating and mainstreaming the project results and activities, including those of the Green City Lab.

As several cities from the Czech Republic (e.g. Plzeň/Pilsen, Ostrava, Brno, and Prague) have already experience in Sustainable Urban Mobility Planning, the replication of the best practices and lessons learned will be of benefit for both countries.

This CUP project is directly linked with the UNDP/GEF project "Moldova Sustainable Green Cities" activities aiming to elaboration of the Sustainable Urban Mobility Plan (SUMP) leading to improvements in the urban transport network and supporting Green Urban Development. Both developed products will inform the new General Urban Plan committed for development in the upcoming years. It will also provide a policy basis for decision-making and identification of priority green city development areas within the municipality. Furthermore, the GCL is envisaging to support in development of Green City Action Plan of the Chisinau Municipality (financially supported by the EBRD).

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Consultant shall transfer knowledge, skills and good practices through provided consultancy services in close collaboration with International consultant in Transport mobility and national consultants. The Consultant will work under direct supervision of the CUP Programme Specialist and in close collaboration with the Green Cities Project Moldova Manager and UNDP Country Office in Moldova.

The consultant will have the following responsibilities:

- Have a separate meeting and/or participate in meetings (where relevant), during the study tour organized for the experts from the Chisinau Municipality responsible for development of Sustainable Urban Mobility Plan and Urban Planning in order to better understand the context, gaps and vision for SUMP and street design.
- Development of the Chisinau municipality guide for street design based on inputs from national consultants, that will incorporate street design elements, interim design strategies, intersections, intersection design elements, design controls and other needed elements;
- On-site assessment and mentoring during the design stage and implementation of the redesigning of one of the selected streets in collaboration with the municipality (tentatively Mircea cel Batran blvd – the key street in Ciocana district);
- Development of Training Needs Assessments for the officials from Chisinau Municipality for all issues related to street design;
- Take lead in ToR development for elaboration of SUMP. This activity will be done in collaboration with the International Consultant on Transport mobility and based on inputs from national consultants;
- Provide necessary support to the national consultant in drawing a strategic action plan for dedicated bike lanes in Chisinau;
- Ensure the visibility of the outcomes and tasks by the local and international stakeholders, i.e. at least one (1) article or other media outcome will be prepared and at least 10 photos of high quality will be delivered to CUP.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Master's degree in architecture, urban development and/or other related fields;

Experience:

- At least seven (7) years of professional experience in architecture, urban development, urban mobility and/or other related fields;
- At list three (3) years of experience in the international state-of-the-art approaches and best practices in urban smart development;
- At least two (2) years working experience in the Czech Republic and /or in EU countries in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in architecture, urban development and mobility;
- Demonstrated experience and success in the engagement of and working with the private sector and CSOs in architecture, urban development and/or other related fields;
- Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the assignment;
- Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;
- Proven experience in cooperation with international organizations or other bodies responsible for formulating smart urban development, at least three (3) similar assignments;
- Previous working experience with UNDP or other international agencies will be an asset;
- Experience with Eastern European countries will be an asset;
- Excellent communication, analytical, facilitation and presentation skills;
- Excellent computer literacy (Word, Excel, Internet, Power Point).

Language requirements:

- Proficiency (verbal and written) in English; working level of Romanian and/or Russian will be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal: Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to take up assignment for the whole period.
2. Curium Vitae.
3. Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).
4. Offeror's Letter confirming Interest and Availability.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including all related costs e.g. fees, taxes, travel, phone calls etc.) and the number of anticipated working days. The consultant shall bare costs for all supplies needed for data collection and data processing including possession of his own personal computer.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. Consultant will have a total of 4 missions, 5 days each to Chisinau, Moldova. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master's degree in architecture, urban development and/or other related fields.
- At least 7 years of professional experience in architecture, urban development, urban mobility and/or other related fields;
- At least 2 years of working experience in the Czech Republic and/or in EU countries in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in the area of architecture, urban development and mobility.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 pts)

* Financial Criteria weight – 40% (200 pts)

Only candidates obtaining 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
At least master's degree in architecture, urban development and/or other related	(Master's degree – 20 pts, PhD – 30 pts.)	30

fields;		
At least 7 years of professional experience in architecture, urban development, urban mobility and/or other related fields;	(7 years – 15 pts, each additional year 5 pts up to max. 40 pts)	40
At list 3 years of experience in the international state-of-the-art approaches and best practices in urban smart development in his particular field of expertise;	(less than 3 years – 0 pts; 3 years – 10 pts; 5 years – 20 pts; each additional year 5 pts up to max. 30 pts)	30
At least 2 years of working experience in the Czech Republic and/or in EU countries in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in the area of architecture, urban development and mobility;	(less than 2 years – 0 pts; 2–5 years 5 pts; 7 years – 10 pts; each additional year 5 pts up to max. 20 pts)	20
Demonstrated experience and success in the engagement of and working with the private sector and CSOs in architecture, urban development and/or other related fields;	(less than 5 years 0 pts; 5–7 years 5 pts; 7–10 years- 10 pts; each additional year 5 pts up to max. 20 pts)	20
Proven experience in cooperation with international organizations or other bodies responsible for formulating smart urban development (at least three (3) similar assignments);	(< 3 assignments – 5 pts; >3 assignments – 10 pts)	10
Interview: Only the first 4 ranked candidates shall be invited to the interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness)		
Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the assignment;	limited –<10 pts, satisfactory – <20pts, extensive – <30 pts	30
Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members and other project counterparts to effectively work towards the project’s objective and expected outcomes;	limited –<5 pts, satisfactory – <15pts, extensive – <30 pts	30
Experience with Eastern European countries will be an asset;	limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts	20
Previous working experience with UNDP or other international agencies will be an asset;	limited –<5 pts, satisfactory – <7 pts, extensive – <10 pts	10

Excellent communication, analytical, facilitation and presentation skills;	limited –<15 pts, satisfactory – <20 pts, extensive – <30 pts	30
Excellent computer literacy (Word, Excel, Internet, Power Point);	limited –<5 pts, satisfactory – <7 pts, extensive – <10 pts	10
Proficiency (verbal and written) in English; working level of Romanian and/or Russian will be an asset.	English – max 10 pts., Russian or Romanian – max 10 pts	20
Maximum Total Technical Scoring		300
Financial Evaluation Scoring		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

The United Nations Development Programme is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Important notice

The applicant's who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS