



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 September 2019**

Country: Republic of Moldova, Chisinau

Description of the assignment: International Consultant in Intelligent Transport Systems

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

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

Period of assignment/services: 75 working days till June 2020

Contract type: Individual contract

Proposal should be submitted online by pressing the “Apply Online”, **no later than 20th September, 2019.**

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 – Catalyzing 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 (hereafter 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.

GENERAL CONTEXT

The Sustainable Energy and Climate Action Plan (SECAP) is the key document that shows how a Covenant signatory will reach its commitments by 2030. The development of the SECAP primarily draws on the findings from the Baseline Emission Inventory (BEI) and the Climate Change Risk and Vulnerability Assessment (RVA). Through the development of the BEI, the signatory is able to develop an overview of its greenhouse gas (GHG) emissions and set appropriate strategies to reach its reduction target (of at least 30% by 2030 compared to the baseline). Similarly, the RVA identifies the most relevant climate hazards and vulnerabilities affecting the local authority, facilitating the process of addressing such risks through the development of an adaptation strategy and identification of appropriate adaptation actions. Through the combination of these aspects, the SECAP defines concrete measures for both climate mitigation and adaptation, with timeframes and assigned responsibilities, translating the long-term strategy into action. Signatories commit themselves to submitting their SECAPs within two years following adhesion.

To ensure that adequate action is taken to mitigate and adapt to Climate Change, the SECAP should not be regarded as a fixed and rigid document. Since circumstances can change and the ongoing actions provide results and generate local experience, it may be useful or necessary to revise the plan on a regular basis.

Opportunities to make cities more climate-resilient arise with every new development project to be approved by the local authority. The impacts of missing such an opportunity can be significant and will last for a long time. This means that climate related considerations should be taken into account for all new developments, even if the SECAP has not yet been finalized or approved.

The Municipality of Chisinau became a signatory to the Covenant of Mayors (CoM) in 2011. In order to comply with the requirements of the Covenant the Municipality was required to elaborate and submit a SEAP based on the most accurate baseline data available. In the case of Chisinau, the baseline year was 2010.

A Sustainable Energy Action Plan (SEAP) was drafted by an external project but never adopted by the Council. The lesson learned was lack of municipality ownership while SEAP developing process. Moreover, the SEAP was developed by an external consultant, which's contract was not synchronized with the CoM hearings and approval meeting, consequently there was no-one to present the document at the CoM meeting to gain approval. Overall, the Municipality still lacks the presence of experienced staff to draft, implement or monitor the SECAP, although the ambition remains to adopt one with a view to gaining EU support for projects.

Given that Chişinău municipality failed to approve a SEAP within 2 years from adherence date, they are now a Suspended Signatory. In 2019 Chisinau Municipality showed their interest in reactivating their status within Covenant of Mayors, by committing to the new 2030 objectives. In order to finalize all official procedure, a decision of Municipal Council is expected to be obtained till the end of 2019. A new SECAP will have to be developed, approved by Municipal Council, and uploaded via the CoM web-page within 2 years after that decision. Development of the new SECAP must take into consideration the learning points from the past SEAP development experience.

As several cities from the Czech Republic (e.g. Praha, Brno, Ostrava, Liberec, Litomerice, Pisek, Tabor) have already experience in Sustainable Energy and Climate 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 support Chisinau municipality in elaboration of the Sustainable Energy and Climate Action Plan (SECAP).

OBJECTIVES

The Overall Objective of the tendered services funded by the Czech-UNDP partnership (hereafter CUP) is to strengthen the capacities of the Chisinau municipal public authorities in sustainable mobility planning and traffic management through transfer of the Czech relevant experience and knowledge. The expected result of the project is the enabling environment for successful development and approval of the Intelligent Transport Systems (ITS) feasibility study and preparation and implementation of a comprehensive ITS Action Plan for Chisinau City.

The goal of the ITS Feasibility Study and ITS Action Plan is to develop a desirable intelligent transport system for Chisinau city which is practical and cost-effective for an efficient and effective transport management system in Chisinau city. An ITS Action Plan will also be developed for Chisinau City with support from this consultancy.

As part of this project, UNDP through its Green City Lab, will support the interconnection of the ongoing SUMP development process with ITS Action Plan.

The funding from the UNDP-Czech Partnership will facilitate expert support in the guidance/mentoring for ITS Action Plan development. Through the technical assistance and expert support for the Intelligent Transport Systems feasibility study and ITS Action Plan, the Chisinau authorities will be able to learn from the Czech and EU experience and approaches in modern practices of mobility planning and traffic management, which will ultimately secure equitable access of all social groups to urban infrastructure and will increase the quality of life in Chisinau.

In parallel, the GCL and Chisinau municipality will support the ITS Feasibility Study and Action Plan development through a fully participatory and consultative process with professional planners, citizens, policy makers and key stakeholders.

In a medium and a long-term ITS Action Plan, that will be developed in the framework of UNDP project should change the life in the city as its scope is to:

- Ensure all citizens are offered transport options that enable access to key destinations and services;
- Improve road safety and security;
- Reduce air and noise pollution, greenhouse gas emissions and energy consumption;
- Improve the efficiency and cost-effectiveness of the transportation of persons and goods;
- Contribute to enhancing the attractiveness and quality of the urban environment and urban design for the benefits of citizens, the economy and society as a whole.

At the same time term ITS Feasibility Study and Action Plan will be a perfect tool for the municipality to ensure a more sustainable transport and mobility development for the entire urban agglomeration, which covers all modes and forms of transport: public and private, passenger and freight, motorised and non-motorised, moving and parking, etc.

In the short-term implementation of the ITS FS and Action Plan, will help municipality to effectively plan its activities and resources required for the implementation of policies and measures set out in the plan. ITS FS and Action Plan can be a perfect tool for municipality to mobilize resources from different funds and subvention programmes, being one of the key document in municipal transport sector. In compliance with elaborated Sustainable Urban Mobility Plan, the UNDP and GCL will further identify the possible investment areas, i.e. procurement of software and hardware for transport monitoring and management and training of the municipal public transport operators in implementation, segregated bus and cycle lane, congestion charge pilot, and different APP for public transport, electronic ticketing, etc.

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

The assignment aims to carry out activities, which would be used as inputs and basis for Chisinau to finalize ITS Strategic plan. The activities include:

- 1) Assessment of ITS service needs based on the current and future transport challenges and identifying key priorities for ITS service for Chisinau city.
- 2) Assessment of operating environment with respect to legal and institutional arrangements and technical capacity.

- 3) Recommendations for technological and financing/investment options for the ITS.
- 4) Stakeholder workshop for consultation on the feasibility study and action plan and awareness raising, including capacity building.
- 5) Provide technical support to key stakeholders in planning proposed activities, which would ultimately include development of an ITS architecture, an action plan, and recommended assignments of roles and responsibility with a timeline.

The consultancy will commence from 15th September 2019 to 1st December 2020. The consultant is expected to make minimum 5 visits to Moldova to ensure smooth facilitation and development of the feasibility study and action plan. An inception report including a clear plan and methodology with a timeline should be submitted 2 weeks after contract signing. Contract tasks will include:

- Consultation with stakeholders to become familiar with current transport service and issues and identify ITS needs for Chisinau city. The consultant is expected to carry out a desk review of existing documents and reports related to transport, including the Chisinau structure plan (key documents will be provided to consultancy).
- ITS service needs should be recommended through short, medium and long term plans. The Plans should identify different components of ITS relevant to Chisinau city. The Plans should include qualitative and quantitative data and the ITS study should also address environmental, social and co-benefits in terms of addressing climate change mitigation and meeting development needs in Moldova.
- Review existing policy and legal documents related to transport and identify opportunities and barriers to plan implementation.
- Visit relevant agencies to study institutional arrangements and functions to identify opportunities and constraints faced in efficient and effective implementation of ITS.
- Recommend solutions based on international best practices and developments and recommend ITS architecture and technology options, including cost estimates with context to Moldova.
- The consultant should conduct face-to-face consultations and raise awareness of benefits of ITS to stakeholders. The consultant will take stock of stakeholder perceptions, findings and recommendations and make recommendations on roles and responsibilities each agency could play in ITS implementation.
- Provide necessary support in drawing ITS Action Plan. The consultant will also assist in drafting necessary TORs for immediate ITS implementation by preparing detailed tender-ready specifications for ITS components that are recommended for immediate (up to 5 years) deployment within the identified locations within the City.

The Consultant shall transfer knowledge, skills and good practices through provided consultancy services in close collaboration with National consultant for ITS Action Plan for Chisinau development. 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 office of the consultant will be housed in the Green City Lab office. The consultant will report directly to the project manager on day-to-day activities and submit reports as required in the agreed upon plan and time schedule.

A National expert contracted by UNDP Green City Lab during the whole working process will second the international expert, providing assistance, local guidance and necessary support to the consultant.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- At least master's degree in transport engineering, urban development and/or other related fields.

Experience:

- At least seven (7) years of professional experience in ITS design, planning and implementation/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 ITS development in his field of expertise;
- Experience in ITS design and practical project implementation within Europe.
- Previous working experience from the Czech Republic and /or EU in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in transportation, urban development and mobility;
- Demonstrated experience and success in the engagement of and working with the private sector and CSOs in transportation, urban development and/or other related fields;
- Thorough understanding of ITS Architectures, practical experiences in ITS deployments, and working knowledge of hardware components included in ITS technology.
- 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).

Important notice

- **The Consultant must be an individual that has no direct or indirect affiliations (financial or otherwise) with an ITS product manufacturer/vendor and must disclose any associations that may affect the impartiality of the study outcome. Failure to meet this requirement will lead to disqualification.**

Language skills

- 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 5 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:

- At least master's degree in transport engineering, urban development and/or other related fields.
- At least seven (7) years of professional experience in ITS design, planning and implementation/urban mobility and/or other related fields;

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 transport engineering, urban development and/or other related fields;	(Master's degree – 30 pts, PhD – 40 pts.)	40
At least seven (7) years of professional experience in ITS design, planning and implementation/ urban mobility and/or other related fields;	(7 years – 20 pts each additional year 5 pts up to max – 40 pts")	40
At list three (3) years of experience in the international state-of-the-art approaches and best practices in ITS development in his 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 – 30pts")	30
Experience in ITS design and practical project implementation within Europe.	(< 3 assignments – 10 pts; >3 assignments – 20 pts)	20
Previous working experience from the Czech Republic and /or EU in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in transportation, urban development and mobility;	(< 3 assignments – 10 pts; >3 assignments – 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; previous working experience with UNDP or other international agencies will be an asset;	(< 3 assignments – 10 pts; >3 assignments – 20 pts)	20
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) ONLY the first 5 top ranked candidates shall be invited		
Demonstrated experience and success in the engagement of and working with the private sector and CSOs in transportation, urban development and/or other related fields;	limited –<10 pts, satisfactory – <15pts, extensive – <20 pts.	20
Thorough understanding of ITS Architectures, practical experiences in ITS deployments, and working knowledge of hardware components included in ITS technology.	limited –<5 pts, satisfactory – <15pts, extensive – <20 pts.	20
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	limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.	20

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;	limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.	20
Experience with Eastern European countries will be an asset;	limited –<3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Excellent communication, analytical, facilitation and presentation skills;	limited –<3 pts, satisfactory – <5 pts, extensive – <10 pts	10
Excellent computer literacy (Word, Excel, Internet, Power Point).	limited –<3 pts, satisfactory – <5 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 – max 10 pts. 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