



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **12 August 2020**

Country: Republic of Moldova, Chisinau

Description of the assignment: International consultant in dedicated bus lanes

Project name: 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: 30 working days till December 2020

Contract type: Individual contract

Proposal should be submitted online by pressing the “Apply Online”, **no later than 28th of August 2020.**

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 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 Green City Lab is expected to be a self-sustaining entity, operating on a commercial basis (as part of the UNDP in initial stage and linked to municipality on a later stage), that does not rely on technical assistance funding alone, so that by the end of the project it can continue to operate and grow.

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.

Context of the Assignment

The current assignment is linked to the overall Chisinau Municipality efforts in reforming the transport system.

More specifically this assignment is a continuation of the short-term assignment supported under Russia – UNDP Trust Fund for development aiming to provide methodological support in planning establishment of the dedicated public bus lanes in Chisinau and piloting on 5 streets: str. Mateevici, str. Puskin, str. Banulescu-Bodoni, blvd. Grigore Vieru, and blvd. Ștefan cel Mare..

In the continuation of the up mentioned activities, the Green city project will support the municipality in developing the Action plan for further expansion of the dedicated bus lanes network in Chisinau.

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

The international consultant in close collaboration with national consultant in urban mobility will perform the following tasks:

1. Desk review of the existing public transport visions, strategies, norms and standards (both national and international), methodological dedicated bus lanes guidelines developed under the Russia-UNDP partnership and public transport network datasets (incl. transport intensity and frequency, etc);
2. Based on the mission(s) to Chisinau (if possible) and targeted discussions with the Chisinau municipality senior management, public transport operator(s), developing of the strategical part covering the following (but not limited to):
 - Criteria for identification of the streets and problematic crossroads, where the dedicated bus lanes would be needed;
 - Zoning of the Chisinau city, regarding public transport network (indicating where speed or safety/security ensuring, or humanization of space is a must);
3. Development of the Roadmap for further expansion of the dedicated bus lanes network in Chisinau including (but not limited to):
 - Concept, priorities and action plan for dedicated bus lanes expansion;
 - Timeframe and recommendations for technical principles to be applied (e.g. physical barriers, shared spaces etc.);
 - Technical schemes and drawings:
 - i. City map with public transport routes and dedicated bus lanes priorities for ensuring connectivity;
 - ii. Technical examples of street space reallocation, design and etc.
 - Support during public consultation process and final roadmap development based on the comments received.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Master's university degree in transport engineering, transport planning or other related fields

Experience:

- At least 5 years of relevant experience in development of similar projects in other cities, including dedicated bus lanes implementation;
- Familiarity with and experience on working with the public sector and the local public authorities;
- 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 institutions or other bodies responsible for urban smart transport planning; experience of working with UNDP or other international agencies will be an asset;
- Excellent communication, analytical, facilitation and presentation skills;
- Excellent computer literacy (MS Word, Excel, Power Point, Project, Teams).

Language requirements:

- Fluency in English; knowledge of Russian would be an asset.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references.

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 bear 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. 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.

Travel costs should not be included in the financial offer, due to the risk of travel ban. If travel will be possible, the costs will be organized and supported by UNDP.

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 transport engineering, transport planning or other related fields;
- At least 5 years of relevant experience in development of similar projects in other cities, including dedicated bus lanes implementation;

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		
Master's degree in transport engineering, transport planning or other related fields	Master's Degree – 40 pts; PhD – 50 pts..	50
At least 5 years of relevant experience in development of similar projects in other cities, including dedicated bus lanes implementation	5 years – 30 pts each additional year 5 pts up to max – 50 pts.	50
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) Only the 3 top-ranked shortlisted candidates shall be interviewed		
Familiarity with and experience on working with the public sector and the local public authorities	limited – <15 pts, satisfactory – <25 pts, extensive – <40 pts.	40
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 – <15 pts, satisfactory – <25 pts, extensive – <40 pts.	40
Proven experience in cooperation with international institutions or other bodies responsible for urban smart transport planning; experience of working with UNDP or other international agencies will be an asset	Each year of such work – 10 pts.	60
Excellent communication, analytical, facilitation and presentation skills	limited – <15 pts, satisfactory – <20 pts, extensive – <30 pts.	30
Excellent computer literacy (MS Word, Excel, Power Point, Project, Teams)	limited – <5 pts, satisfactory – <10 pts, extensive – <15 pts	15
Fluency in English; knowledge of Russian would be an asset	English – max 10 pts., Russian – max 5 pts.	15
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

ANNEX 3 – OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY