



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **9 October 2018**

Country: Republic of Moldova, Chisinau

Description of the assignment: International consultant in Transport Mobility

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: 35 working days till February 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 (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.

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 elaborate 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 Urban planning 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;
- Provide guidance and knowledge on best international practices for the development of integrated sustainable urban mobility plan in Chisinau;
- Provide oversight of available dynamic traffic models and suggest the options for implementation in Chisinau;
- Identify and justify the import of international low carbon technologies that could be used for sustainable urban mobility projects in Chisinau;

- In collaboration with the International Consultant on Urban Planning and inputs from national consultant, the international consultant in transport mobility will draft necessary ToR for elaboration of SUMP;
- Provide necessary support to the national consultant in drawing a strategic action plan for dedicated bike lanes in Chisinau.
- Propose activities and draft ToR's (where applicable) for local initiatives related to urban development and provide a list of potential donors or funding mechanisms to support their implementation and cooperation (i.e. <https://www.publicspacenet.org/about-psn>);
- 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:

- At least Master's degree in transportation, urban mobility and/or other related fields.

Experience:

- At least seven (7) years of professional experience in transportation, urban mobility and/or other related fields;
- At list three (3) years of experience in international state-of-the-art approaches and best practices in in transport and urban mobility;
- At least two (2) years of working experience in the Czech Republic and /or EU in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in transport and mobility management;
- Demonstrated experience and success in the engagement of and working with the private sector and CSOs in transportation, urban mobility 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 transport and mobility, 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 2 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 transportation, urban mobility and/or other related fields;
- At least seven (7) years of professional experience in transportation, urban mobility and/or other related fields;

- At least two (2) years of working experience in the Czech Republic and /or EU in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in transport and mobility management;

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 transportation, urban mobility and/or other related fields.	(Master's degree – 20 pts, PhD – 30 pts.)	30
At least 7 years of professional experience in transportation, urban mobility and/or other related fields;	(7 years – 15 pts each additional year 5 pts up to max – 40 pts")	40
At least 3 year of experience in international state-of-the-art approaches and best practices in transport and urban mobility	(less than 3 years – 0 pts; 3 years – 10 pts; 5 years – 20 pts each additional year 5 pts up to max – 30pts")	30
At least two (2) years of working experience in the Czech Republic and /or EU in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in transport and mobility management;	(less than 2 years - 0 pts; 2-5 years 10 pts; 7 years –15 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 transportation, urban mobility and/or other related fields;	(less than 5 years 0 pts; 5-7 years 10 pts; 7-10 years – 15 pts; each additional year 5 pts up to max- 20 pts")	20
Proven experience in cooperation with international organizations or other bodies responsible for transport and mobility (at least 3 similar assignments);	(< 3 assignments – 5 pts; >3 assignments – 10 pts)	10

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
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
Experience with Eastern European countries will be an asset;	limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts	20
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 – 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**