

**Annex 1****TERMS OF REFERENCES****“Transfer of Czech know-how in developing of the Sustainable Urban Mobility Plan (SUMP) of the Chisinau Municipality and a modern street design guidelines and methodologies”****I. BACKGROUND**

The Czech-UNDP Partnership (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 catalyze 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 vehicle for this, the project will support the design, launching, and establishment of the Green City Lab (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 CO<sup>2</sup>, 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 CO<sup>2</sup> by scaling up, replicating and mainstreaming the project results and activities, incl. 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 projects/initiatives 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, which is financially supported by the European Bank for Reconstruction and Development (hereafter EBRD).

## II. OBJECTIVES

The **Overall Objective** of the tendered services funded by the Czech-UNDP Partnership (CUP) is to provide the Chisinau decision-makers and practitioners with first-hand experience and lessons learned in developing of the Sustainable Urban Mobility Plan (hereafter SUMP) of the Chisinau Municipality, a modern street design guidelines and methodology and piloting the approach on one of the important streets from the city. The knowledge gained during the study tour to the Czech Republic will be further mainstreamed into the local strategic and legal frameworks of Chisinau.

As part of this project, UNDP through its Green City Lab, will support the development of the SUMP and Sustainable Street Design Guide. The funding from the UNDP-Czech Partnership will facilitate organization of a study visit to the Czech Republic as well as expert support in the preparation of the ToR for SUMP development and guidance/mentoring for its development. Through the technical assistance and expert support for the development of the Chisinau municipality guide for street designing, the Chisinau authorities will be able to learn from the Czech and EU experience and approaches in modern practices used for street redesigning, which will ultimately secure equitable access of all social groups to urban infrastructure.

In parallel with the ToR development, the GCL will perform a study based on data analysis (in partnership with a mobile operator and municipality from Moldova) for passenger/citizens flow in the city, which will provide reliable data for the SUMP development. Also, the GCL will support the ToR and Mobility 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 SUMP, that will be developed in the framework of UNDP project should change the life in the city as it role is to:

- Ensure all citizens are offered transport options that enable access to key destinations and services;
- Improve 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 SUMP will be a perfect tool for the municipality to establish a long-term vision for 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 SUMP, will help municipality to effectively plan its activities and resources required for the implementation of policies and measures set out in the plan. SUMP can be a perfect tool for additional fundraising for the municipality, being the key document in transport sector. In compliance with elaborated Urban Mobility Plan, the UNDP GCL will further identify the possible investment areas, i.e. procurement of soft for transport monitoring and training of the municipal public transport operators in implementation, segregated bus and cycle lane, congestion charge pilot, and different APP for public transport, e-ticketing, etc.

The guidance for street design will inform the General Urbanistic Plan in the future and provide a policy basis for decision-making in on-going street renovation investment projects and in piloting of innovative integrated approaches in the city. As mentioned above, the street design guide will serve also a basis for the GCL innovation projects in Green spaces creation/improving, public lighting, piloting of the dedicated bus lanes etc.

The services delivered by the Contractor will contribute and/or include:

- Capacity of municipal public authorities on Sustainable Urban Mobility Planning and Street designing
- Czech experience and knowledge transferred on improvement the efficiency and cost-effectiveness of the transportation of persons and goods;
- Czech experience related to carsharing concept;
- Social involvement and collaboration between private sector and Municipalities;
- Czech experience in creation of green/smart city labs (if any);

Strengthened partnerships and cooperation between Moldovan and Czech actors.

### III. OUTPUTS AND TASKS

The Contractor and its experts shall transfer knowledge, skills and good practices through one study tour to the Czech Republic for relevant Moldovan representatives that will serve as on-site acquaintance with the similar relevant structures in the Czech Republic and for establishing contacts and relationships for further collaboration and partnerships. The Contractor will work in close collaboration with the Green City Project Manager and UNDP Country Office in Moldova.

The Contractor will organize a five working days study tour (total of 5 working days, incl. the arrival and departure, a briefing session in the first day afternoon immediately after arrival, a final discussion before departure, tentatively 18–24 November, 2018) for 7 representatives from Chisinau Municipality (incl. representatives from Municipal council, architecture department, transport and road infrastructure department, housing department, Planning and designing institute “Chisinau project”, etc.) responsible for development of Sustainable Urban Mobility Plan, 2 representatives of UNDP Green City Lab and one national consultant in one or several cities from Czech Republic (e.g. Plzeň/Pilsen, Ostrava, Brno, and Prague) in order to learn from their experience in SUMP and street redesign.

The Contractor will facilitate in arranging meetings and field visits with relevant partners, which will include the following:

- relevant unites and departments at the Ministries of Environment, Ministry of Regional Development, Ministry of Transport, etc.;
- relevant unites and departments at the local public authorities and local entities involved in urban planning, incl. the [Prague Institute of Planning and Development](#) and [Institute for Spatial Development](#),
- companies, research institution and consultants in (urban) mobility like [ŠKODA AUTO a.s./Škoda Transportation a.s.](#) and [Transport Research Centre](#), etc.
- representatives of NGOs and social project/programmes in urban mobility like [Auto\\*Mat](#), [Rekola](#), etc.

The Contractor should also take into account and reflect accordingly in the agenda of the study tour the high interest of the Moldovan side to uptake the Czech experience in developing of the Sustainable Urban Mobility Plan (SUMP) of the Chisinau Municipality and a modern street design guideline. Broader Czech experience on elaboration of approval of the Urban Mobility plans, correlation of SUMP with other existing action plans, establishment sustainable management structures and evaluating the implementation of the measures described SUMP, will also be part of the study tour.

The contractor should envisage that **some part of the study visit to be exclusively practical** (working trainings or involvement in design modelling, brainstorming, etc). It's proposed that at least half of the spent time (at least 3 days) to be practical one (i.e. spent with solving practical examples and testing available practices in [Transport Research Centre](#), [Auto\\*Mat/Rekola](#), [ŠKODA AUTO a.s./Škoda Transportation a.s.](#), etc). Establishment of the potential partnerships can be envisaged.

Also, contractor should insure that the selected team of consultants (international consultant in urban planning, international consultant in transport and Moldovan national consultant) will be part of the study visit. Prior to the study visit, a discussion should be held with international and national consultants in order to identify the meetings they will attend, in order to better understand the context, gaps and vision for SUMP and

street design. The international experts as well as the Moldovan one are participating at the study tour meetings/workshops on their own cost.

At the beginning and end of the study visit, the contractor will perform an assessment (based on questionnaires) to find if the participants expectation were achieved and what are the lessons learned.

The study tour will tentatively be held in Prague (for learning national legal and strategic framework), as well as other municipalities like Plzeň/Pilsen, Ostrava, or Brno (to visit the cases of best implemented projects).

Since most of study tour participants are non-English speakers, translation/interpretation services to Romanian or Russian will be required. Therefore, simultaneous (preferred when possible) or consecutive interpretation from Czech/English to Romanian or Russian should be used during the study tour period, incl. classroom sessions, site visits and all official meetings. Programme related materials (like agenda, logistic note, etc.) must be provided both in Romanian or Russian. Materials (like brochures, booklets, reports, etc.) can be provided in English to enable the participants to thoroughly learn the subject matter and terminology.

The study visit will be widely promoted via social media networks (Facebook, Twitter, Flickr), web platforms and in media. A set of professional photos and one photo video story will be developed by the contractor. (The video content must be approved with the CUP Programme Specialist, before it would be created and published.)

#### IV. SCHEDULE AND DELIVERABLES

The assignment will require the completion of the following tasks:

Deliverables	Payment	Delivery Date
<b>DELIVERABLE: Study tour to Czech Republic</b>		
<ul style="list-style-type: none"> <li>• <i>Development of the study tour program incl. the study goals and expected results, i.e. Preliminary report to study tour, incl. detailed agenda and logistic note.</i></li> <li>• <i>Organization and facilitation of the tour logistics in the Czech Republic incl. hotel arrangements, meals, assistance with visa procedures (invitation letters), interpretation, etc.</i></li> <li>• <i>The program shall include indication of the meetings, workshops and visits recommended by Contractor. The Contractor shall accompany the participants at all meetings.</i></li> <li>• <i>Preparation of database of Czech experts and relevant institutions (incl. at least 50 contacts) which can be used for further consultations and networking.</i></li> <li>• <i>Preparation of a final report describing the study activities, meetings (incl. all study tour materials), the participants' feedback, lessons learnt and recommendations on the next steps.</i></li> </ul>	b) 40 % upon satisfactory delivery of services and submission of the <b>Preliminary report</b> on study tour, incl. detailed agenda and logistic note	26 November 2018
	c) 60 % upon satisfactory delivery of the <b>Final report</b> , incl. all training materials, feedback questionnaire from the participants and all of the media outcomes (with a set of professional photos and one photo video story)	15 December 2018

## V. QUALIFICATION CRITERIA

### **Contractor**

- Previous working experience from the Czech Republic in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in urban planning and transport mobility, at least for 5 years;
- Experience with organizing study tours and trainings for participants from abroad, preferably from the region (Russian speaking countries from Europe and the Commonwealth of Independent states – CIS), at least three (3) similar assignments;
- Experience in cooperation with international organizations; at least three (3)
- Previous cooperation with UNDP;

### **Project Personnel**

Education: Advanced (MA) university degree in environment, architecture, environmental economics, urban development or a working experience equivalent.

The staff involved in implementation should meet the following qualification criteria:

- At least five (5) years of experience in cooperation with international organizations or other public and private bodies responsible for urban mobility and urban planning (at least 3 similar assignments);
- Previous working experience with any international agency;
- Experience with Eastern European countries;
- Proven track record in organizing study tours and trainings for foreign officials and stakeholders (at least 3 similar assignments).

### **Language and other skills**

- Proficiency (verbal and written) in English; fluency in Romanian or Russian will be an asset;
- Excellent communication, analytical, facilitation and presentation skills;
- Strong organizational awareness, client orientation and government advisory skills;
- Ability to establish effective working relations in a multicultural team environment.

## VI. REPORTING

- **For the Study tour: Detailed agenda** of the study tour and **logistics note** for the participants,
- **Preliminary Report on Study Tour** – detailed description of the study tour activities, meetings and site visits for the study tour in the Czech Republic and the agenda;
- **Final Report** in English, incl. final programme of the study tour (incl. all study tour materials and media outcomes), collected feedback from participants, presenting the Evaluation (to be downloaded from Czech-UNDP website), lessons learnt, database of Czech experts and relevant institutions (incl. at least 50 contacts) which can be used for further consultations and networking, recommendations and suggestions of possible follow up activities.

The deliverables and reports must be reviewed and agreed by the Project Specialist from UNDP, all the recommendations made by the CUP Project Specialist has to be taken into the account.

The Contractor will report to the UNDP program officers (CUP Programme Specialist, UNDP CO in Moldova). The Contractor must inform the supervisors of the progress as well as any obstacles that might occur. Programmatic and financial reporting must conform to the requirements specified in the Contract, signed between the contractor and UNDP.

Also, the Contractor will be responsible for the collection of all necessary documents, such as procurement related documents, account invoices, receipts, payroll records and other documents that confirm the legality of expenditures.

In addition, the Contractor should provide to UNDP all photos and other visual materials collected/made during this project. Both printed and electronic versions of the final report should be delivered to UNDP Istanbul Regional Hub and UNDP Country Office in Moldova. Electronic versions of other written outputs should be sent to both UNDP Istanbul Regional Hub and UNDP Country Office via email. All reports must be typed in ARIAL, size 11, A4.

## **VII. CONTENT OF THE PROPOSAL**

This section is further specifying what information must be elaborated in the technical proposal (apart from standard information regarding selected methodology, time frame, description of activities, suggested solutions etc.)

The following detailed documents must be submitted by the Contractor:

- Registration of Company/Civil Society Organization/Professional Association;
- Profile of Company/Civil Society Organization/Professional Association and list of implemented projects with reference list and client contacts for reference check indicating the e-mail addresses or fax numbers for contact persons;
- CV of the Team Leader;
- CVs of other experts that the Contractor might use for the implementation of the activities;
- Clear presentation of methodology and approach describing all the steps which will lead toward the completion of the assignment;

The following information related to the study tour to the Czech Republic must be specified in detail in the technical proposal:

- Draft program of the event: selection of experts to consult and of institutions to visit;
- Time schedule of the meetings and lectures, please include 1 social event for the participants (e.g. sightseeing etc.);
- Description of the institutions; CVs of the lecturing experts;
- Type of accommodation and other services provided, incl. type of conference room/s used, refreshments etc.;
- General logistics – what type of transport (public transport, rented mini/bus...);
- Other proposed activities (informal meetings etc.).

The Contractor is also responsible for identifying suitable lunch and dinner venues, to make a reservation and accompany the group.

The budget estimate should be prepared in USD separately for each activity. The budget estimate shall include:

- accommodation in a minimum 3-star hotel in Prague in the downtown/city centre with good transport connection (fixed budget line in the budget template, 100.0 USD per night is allocated);
- full board (fixed budget line, contractors should be able to find suitable venues with appropriate standard of services);
- renting meeting space and refreshments (approx. 2 coffee breaks per working day, depending on the program);
- transport from/to the airport plus other local transport costs (preferably public transport, cars/taxis only in the case of need);
- all materials prepared for the participants (handouts, information package, etc.), incl. translation into English and Romanian or Russian;
- organization costs (please specify what is included);
- pocket money (fixed budget line in the budget template, a 20% DSA /day/per participant should be applied);
- cost of Romanian interpretation/translation service;
- other costs, if applicable (please specify in the budget).

The UNDP Country Office (CO) Moldova will cover the following costs related to the study tour in the Czech Republic:

- flight tickets for all study tour for 9 participants from Kishinev to Prague (or other city);
- Visa and insurance for 9 study tour participants;
- Accommodation, meals and pocket money of 2 accompanying UNDP CO Staff (Green City Lab Project Manager, Project Officer or Project Associate);
- National consultant contract will envisage participation at study visit as well.