



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17th of February 2020

Country: Republic of Moldova

Description of the assignment: International Expert in the institutional process modelling of the Department of Architecture, Urban Planning and Land Relations of 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: 30 working days till **May 2020**

Duty Station: Homebased with at least 2 (two) missions to Chisinau, Republic of Moldova (no more than 10 working days)

Contract type: Individual Contract

Proposals should be submitted online by pressing the "Apply Online" button, no later than **3rd of March 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 "Moldova Sustainable Green Cities" 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.

The strategy of the project is to create, launch and support a new institutional mechanism called "Green City Lab" (GCL) as a vehicle for encouraging and supporting new innovative measures and approaches in addressing the urban development challenges and barriers

The project therefore will support the design, launching, and establishment of the Green City Lab to become the leading knowledge management and networking platform, clearing house, an facilitator of financing various green urban development projects, 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 cities/towns 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/ or separate independent entity), 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 project's objective will be achieved through three key outcomes as follows:

Outcome 1: Fully operational and sustainable Green City Lab recognized by the key stakeholders as the leading innovation, knowledge management and networking platform and a source of expertise for catalyzing sustainable low carbon green city development in Moldova with secured funding to continue its operation after the UNDP/GEF project closure.

The Contractor will be assigned with the implementation and advisory services for the achievement of the outputs falling under this outcome.

Outcome 2: Successfully completed pilot/demonstration projects facilitated by the GCL (described in detail in the project document) with related monitoring, reporting and verification of the results in the areas of:

- integrated and participatory urban land use and mobility planning;
- residential building energy efficiency and renewable energy use;
- resource efficient waste management.

Outcome 3: Knowledge management and M&E to facilitate learning, scaling up and replication of project results.

Beside the standard UNDP M&E procedures and requirements, this component encompasses monitored and evaluated overall results of the project and lessons learnt with compiled KM materials, recommendations for the removal of the identified complementary barriers, including institutional and regulatory improvements, and related public outreach and TA to scale up, replicate and mainstream the project results.

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

The Municipality of Chisinau (MoC) has committed to reorganize the *General Department of Architecture, Urban Planning and Land Relations (GDAULR)* with a view to increasing the efficiency of sustainable urban planning and development, regulation and supervision, by developing a proposal for optimization of GDAULR's structures and duties, which are:

- in line with:
 - the objectives of the sustainable planning and development of the municipality;
 - the European practices and recommendations;
- with a view to implementing the work processes digitization for the x¹ "life events" (related to GDAULR and GDAULR's interoperability with other MoC directorates and other institutions) up to stage 4 of sophistication² (transaction).

At least the following life events shall be considered:

- ability of the GDAULR to implement and monitoring of the strategical documents related to territorial development and land use (spatial) planning taking into account the existing urban situation and the economic dynamics of Chisinau municipality, as well as the management of

¹ Purchase/Lease/construction of a residential space (1. Obtaining a planning permission; 2. Development of the design for the construction license and obtaining the approvals and agreements set out in the law. 3. Obtaining the construction license 4. Performing the construction in line with the law; 5. Authorizing the operation of the respective building and/or the lease/sale of the building).

² At European level there are 5 stages of sophistication of e-services: 1. information, 2. one-way interaction, 3. two-way interaction, 4. transaction, and 5. personalization.

the x events that represent the core interactions of the citizens and the business with the public administration (MoC/ GDAULR³), as follows:

1. urban development strategies, policies, programs, and projects:
 - ✓ monitored strategic objectives, programs, projects, urban indicators;
2. urban documentations and related regulations:
 - ✓ monitoring during the entire lifecycle of the public consultation process;
3. planning permission (urbanism certificate);
4. construction license;
5. approvals for seasonal terraces or other seasonal constructions;
6. certificates about the provisions of the urban documentation regarding the communications network and its implications on the urban or building stock development;
7. different networks pre-coordination approvals;
8. approvals for protected built areas and monuments;
9. issuing certificates and permits for advertising; development and implementation of the municipal Strategy on Advertising Development in line with the urban development and the economic dynamics of Chisinau;
10. maintenance of functional municipal cadastre:
 - ✓ development, updating and maintenance (including in electronic version);
 - ✓ electronic archiving;
11. protected sites and objects (monuments, etc.).
 - ✓ transparency during the consultation processes;
 - ✓ inspection and control in following construction legislation.

Activities of the expert

The expert shall carry out the following activities:

A1: Consultancy provision for achieving the following objectives:

- defining the selected priority life events and describing in detail the current situation in terms of performance and the required changes.
- defining the business processes, the optimizations required through the introduction of information systems, the operational procedures, the priority projects and the implementation plans.
 - process modelling (necessary work processes, procedures, tools) which will be implemented immediately as part of the reorganization of work processes, in order to perform the life events selected by the MoC/GDAULR, by adding the inbound and outbound information sets that would contribute to MoC/ GDAULR's IT strategy within the institution and inter-institutionally, and which could be implemented in successive or parallel projects and could be expanded, modified, and interfaced with other information systems that might be implemented later (incl. coordination and subordination).
 - the inter-institutional relations and the inbound or outbound information sets required for finalizing the life event (ex: during the authorization working process, approvals from utility operators are required, so there is work should be done in collaboration);
 - suggestions for centralized reporting on the activities within the life event processes of MoC/GDAULR, so that they could be tracked in a centralized way at executive level (chief architect) and strategic level (Mayor).

The analysis will include full modelling of the processes related to the life events that are part of the project; analysis of the process models and possible needs for refinement or optimization. The process models should include both the elements describing the work process activities and the life events within the relationship between the citizen and the institution, as well as the activities

³ See the detailed description in the National Strategy on Digital Agenda in Ro.

and events performed within the institution(s) responsible for cooperation for finalizing the respective life event.

The process models resulting following the analysis workshops shall be a distinct deliverable.

A2. Consultancy for preparing presentations, institutional consultations and reviews on the proposals regarding the deliverables included in the project, mentioned in A1.

For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in architecture or urban planning, IT, public administration and other connected fields

II. Experience:

- At least 7 years of experience in architecture and/or urban planning or other connected fields;
- At least 5 years of experience in implementation of information systems and modelling of institutional processes/changing business processes within central and local governments;
- At least 3 confirmed examples of expertise and the necessary capacity for implementation of public administration workflows in similar institutions, modelling organizational processes using information tools; and proven knowledge about the business processes specific for GDAULR. The candidate shall include in the CV the list of projects they participated evidenced by recommendations from project beneficiaries or any other similar document.

III. Competencies:

- Experience in preparation of written reports in an accurate and concise manner in English;
- 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;
- Computer literacy (Word, Excel, Internet, Power Point).
- Proficiency in spoken and written English; knowledge of Romanian or 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

Applicants shall submit the following four documents:

Required

- Offeror's Letter confirming Interest and Availability;
- Personal CV, including information about past experience in similar assignments and contact details for referees (at least 3);
- Brief description of approach to work/technical proposal of why the individual considers

him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment, as follows:

- a. A description of the technical approach in the implementation of the project in question, the proposed methodology, the ways to ensure the inclusion of all requested components.
- b. A description of the risks of project implementation and the measures to minimize such risks and reduce the effects in case any risk factor events arise
- c. A Work plan of service performance.
- d. At least the following aspects shall be detailed:
 - project management;
 - organization, including the roles and requirements of the client;
 - how the experts envisage the process of communication with the beneficiary and the expectations;
 - the beneficiary's contribution to the smooth implementation of the project within the proposed implementation stages:
 - name and duration of activities within the project;
 - the sequence of activities and their inter-relation;
 - the project milestones.
 - the approach to the reporting activities and the content of the deliverables.

- Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day). Financial proposal template prepared in compliance with the template in Annex 2.

Incomplete applications will not be considered.

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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 fees, taxes, travel costs, accommodation costs, communication, and number of anticipated working days).

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.

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:

- University Degree in architecture or urban planning, IT, public administration and other connected fields;
- At least 7 years of experience in architecture and/or urban planning or other connected 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 a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
<ul style="list-style-type: none"> • University Degree in architecture or urban planning, IT, public administration and other connected fields 	University Degree – 50 pts, Master – 60 pts	60
<ul style="list-style-type: none"> • At least 7 years of experience in architecture and/or urban planning or other connected fields 	7 years – 50 pts, >7 years – 60 pts	60
<ul style="list-style-type: none"> • At least 5 years of experience in implementation of information systems and modelling of institutional processes/changing business processes within central and local governments 	5 years – 50 pts, >5 years – 60 pts	60
<ul style="list-style-type: none"> • At least 3 confirmed examples of expertise and the necessary capacity for implementation of public administration workflows in similar institutions, modelling organizational processes using information tools; and proven knowledge about the business processes specific for GDAULR. The candidate shall include in the CV the list of projects they participated evidenced by recommendations from project beneficiaries or any other similar document 	< 3 assignments – 40 pts; >3 assignments – 50 pts	50
<ul style="list-style-type: none"> • Experience in preparation of written reports in an accurate and concise 	no – 0, yes – 30 pts	30

manner in English		
<ul style="list-style-type: none"> • 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 	no – 0, yes – 10 pts	10
<ul style="list-style-type: none"> • Computer literacy (Word, Excel, Internet, Power Point) 	no – 0, yes – 10 pts	10
<ul style="list-style-type: none"> • Proficiency in spoken and written English; knowledge of Romanian or Russian would be an asset 	English – 10 pts each; Russian and Romanian – 5 pts each	20
Maximum Total Technical Scoring		300
<u>Financial</u>		
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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS