



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17<sup>th</sup> of February 2020

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**Country:** Republic of Moldova

**Description of the assignment:** International Consultant in Smart Mobility, Intelligent Transport Systems and Smart City

**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:** 140 working days from **March 2020** to **April 2021**

**Contract type:** Individual Contract

Proposals should be submitted online by pressing the "Apply Online" button, no later than **4<sup>th</sup> of March 2020**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [alexandru.rotaru@undp.org](mailto: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.

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### 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 CO<sub>2</sub>, 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<sub>2</sub> 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 for elaboration of the Sustainable Urban Mobility Plan (SUMP) leading to improvements in the urban transport network and supporting Green Urban Development. Both developed products will provide data and information for 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 on one of the strategic goals to be supported 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).

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 creation of enabling environment that allows for successful development and approval of **Chisinau Smart Transport and Mobility Strategy** and preparation and implementation of comprehensible **Chisinau Smart Transport and Mobility Action Plan** for Chisinau City.

Specific objective of Chisinau Smart Transport and Mobility Strategy specialist is to create a basic concept for smart cities in the field of transport as a part of future modular solution - the basis of the Smart City Strategy (with other areas such as energy, security, government...).

Document should include main pillars:

- Automotive transport condition description and optimization,
- Parking optimization,
- public transport,
- non-motorized transport.

The goal of the **Chisinau Smart Transport and Mobility Strategy** and Action Plan is to help develop a desirable intelligent transport system for Chisinau city that is practical and cost-effective for an efficient and effective transport management system (using Intelligent Transport Systems) in Chisinau city. An Action Plan will also be developed for Chisinau City with support from this consultancy.

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

The document **Chisinau Smart Transport and Mobility Strategy** will be produced from 03/2020-04/2021 the work will consist of:

1. Getting to know the current state of the environment (legislation, stakeholders, processes, etc.);
2. Analysis of documents and description of the current state according to the pillars;
3. Detection and description of bottlenecks and weaknesses;
4. Strategy and Key objectives;
5. Action Plan including Preliminary Vision of the Implementation Schedule.

After signing the contract, the methodology of the work including the schedule will be compiled. Work contract includes at least 4 site visits (as needed).

The assignment aims to carry out activities, which would be used as inputs and basis for Chisinau to finalize **Chisinau Smart City Strategy**. The activities include:

1. Assessment of City mobility needs based on the current and future transport challenges and identifying key priorities for possible ITS applications and other changes for Chisinau city.
2. Stakeholder consultations concerning the document and action plan and awareness raising, including capacity building.
3. Provide technical description to key stakeholders in planning proposed activities, which would ultimately include creation of an action plan, and recommended assignments of roles and responsibility with a timeline.

An inception report including a clear plan and methodology with a timeline should be submitted 2 months after contract signing.

The Consultant shall transfer knowledge, skills and good practices through provided consultancy services in close collaboration with National consultant for Smart Transportation and Mobility 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 Annex 1 – Terms of Reference.***

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### I. Academic Qualifications:

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

#### II. Experience:

- At least three (3) years of experience in proposal of at least two Smart Mobility or Smart City concepts for the region / municipality / city.
- At least five (5) years of experience with leading a team of at least 1 project of national importance. 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,
- Road safety auditor (with a valid authorization issued by the Ministry of Transport of the Czech Republic),

- 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 transportation, urban development and mobility would be an asset;
- Experience with Eastern European countries will be an asset;

### III. Competencies:

- 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;
- Excellent communication, facilitation, analytical and presentation skills;
- Excellent computer literacy (Word, Excel, Internet, Power Point);
- Proficiency (verbal and written) in English; working level of Romanian and/or Russian will 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:

### **Required**

- Offeror's Letter confirming Interest and Availability;
  - CV, including information about past experience in similar assignments and contact details for at least 3 referees;
  - 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.
  - 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 3
- Incomplete applications will not be considered.

## **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:

- Master’s degree in transport engineering, urban development and/or other related fields.
- Three (3) years of experience in proposal of at least two Smart Mobility or Smart City concepts for the region / municipality / city.

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 |
|---|--|---------------------------|
| <b><u>Technical</u></b>   |  |                           |
| At least master’s degree in transport engineering, urban development and/or other related fields  | Master’s degree – 40 pts, PhD – 40 pts.                        | 50                        |
| At least three (3) years of experience in proposal of at least two Smart Mobility or Smart City concepts for the region / municipality / city | 3 years – 20 pts each additional year 5 pts up to max – 40 pts | 40                        |

|   |  |            |
|---|--|------------|
| At least five (5) years of experience with leading a team of at least 1 project of national importance  | less than 5 years – 0 pts;<br>3 years – 20 pts;<br>5 years – 40 pts<br>each additional year 5 pts up to max – 50 pts | 50         |
| Road safety auditor (with a valid authorization issued by the Ministry of Transport of the Czech Republic)  | No – 0 pts;<br>Yes – 20 pts  | 20         |
| <b>Interview</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) <b>ONLY the first 5 top ranked candidates shall be invited</b>   |  |            |
| 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 transportation, urban development and mobility would be an asset   | limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts   | 30         |
| Ability and demonstrated success of working in a team, effective organizing of work and to motivating of team members and other project counterparts to effectively work towards the project's objective and expected outcomes  | limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts   | 30         |
| Experience with Eastern European countries will be an asset   | limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts   | 30         |
| 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 – <3 pts, satisfactory – <5 pts, extensive – <10 pts   | 10         |
| Excellent communication, facilitation, analytical 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 5 pts. or Romanian – max 5 pts.)   | 20         |
| <b>Maximum Total Technical Scoring</b>  |  | <b>300</b> |
| <b>Financial Evaluation Scoring</b>   |  |            |
| Evaluation of submitted financial offers will be done based on the following formula:<br><b><math>S = F_{min} / F * 200</math></b><br>S – score received on financial evaluation;<br>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br>F – financial offer under consideration. |  | <b>200</b> |

#### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

**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**