



Terms of Reference

National consultant in urban mobility

Job title:	National consultant in urban mobility
Type of Contract:	Individual Contract (IC)
Assignment type:	National consultant
Section/Unit:	Environment and Energy Cluster
Duty Station:	Chisinau, Republic of Moldova
Languages required:	Romanian and English, working level of or Russian will be an asset
Starting Date:	May 2020
Duration of Assignment:	185 working days
Payment arrangements:	Lump sum (payments linked to satisfactory performance and delivery of outputs)
Evaluation method:	Interview of the shortlisted candidates

I. Project Background Information

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.

II. Context of the Assignment

The current assignment is linked with the overall Chisinau Municipality efforts in reforming the transport department, and implementation of several projects related to urban mobility and intelligent transport systems.

More specifically the Green city project is supporting the municipality in implementation of the following initiatives:

1. Development of the Chisinau Smart Transport and Mobility Strategy and Action Plan, with the financial support of the Czech-UNDP Partnership for SDGs;
2. Provision of methodological support in planning and piloting establishment of the dedicated public bus lanes in Chisinau, with the financial support of the Russia-UNDP Trust Fund for Development (TFD);
3. Support in the development of the Sustainable Urban Mobility Plan of the Chisinau city, with the financial support of the Czech-UNDP Partnership for SDGs and Global Environmental Facility (GEF);
4. Support the Municipality of Chisinau in assessment the efficiency of the Transport Department activities and development of the roadmap for it restructuring, with the financial support of the GEF;
5. Support the Municipality of Chisinau in re-designing of the 31 August 1989 str. according to the developed Street design guide (2019);
6. Evaluate and propose updated schedules for public transport based on the big data analysis (population distribution, telecom data, urban mobility data) and related algorithms, based on partnership between UNDP (Green city and MiLab projects) and Orange Moldova;
7. Development of the dashboard for visualization of mobility patterns based on GIS data, based on partnership between UNDP (Green city and MiLab projects) and Orange Moldova.

In the light of the up mentioned initiatives, there is a need for technical assistance to the municipality and project manager in order to synchronize the activities, at the same time becoming a local partner for the international consultancy received.

III. Duties and responsibilities:

The National consultant will provide technical support to the Green city project manager related to the implementation of the urban mobility project and will provide support to contracted international consultants by providing the on-ground support.

The Consultant will have the following specific tasks:

A. Chisinau Smart Transport and Mobility Strategy and Action Plan

1. Provide local support to the international consultant and access to the relevant information needed during the assessment of City mobility needs based on current and future transport challenges and identification of key priorities for possible Intelligent Transport Systems (ITS) applications and other changes for Chisinau city, as follows:
 - Gather basic background data such as existing and projected collision and traffic statistics etc.
 - Provide extracts from all existing relevant reports including the General Urban Development Plan of Chisinau, Chisinau Public Transport Development Strategy etc.
 - Interview relevant officials of the Chisinau Municipality, National Transport Authority,

National Inspectorate of Police, and other relevant stakeholders using the questionnaires provided by the international consultant.

- Ensure that the results of the assessment report on the efficiency of the Municipality Transport Department activities (transport, financial, HR) are taken into account in the Strategy and Action Plan.
 - Support international consultant in identification of existing smart technologies used in Chisinau. Provide data on Municipality and other agencies budget positions for the short and long term, in order to realistically plan the ITS and smart mobility actions.
2. Provide local support to the international consultant during his visits in Chisinau, organize conference calls with main counterparts in order to inform about the progress of the Chisinau Smart Transport and Mobility Strategy and Action Plan development and consult intermediary reports.
 3. Provide local support to the international consultant in evaluation of what steps need to be taken and what technologies (or technological solutions) as well as non-technological solutions might be used to improve and develop smart and sustainable mobility for the city of Chisinau.
 4. Ensure synergies between the Roadmap for restructuring the Municipal General Department of Transport and Roads (including related municipal enterprises), Chisinau Smart Transport and Mobility Strategy and Action Plan and establishment of the efficient and effective transport management system (using Intelligent Transport Systems) in Chisinau city.
 5. Analyze the possibility of integration of the dashboard for visualization of mobility patterns based on GIS data, into the ITS system and Chisinau Smart Transport and Mobility Strategy and Action Plan.
 6. Provide with best local knowledge and provide support in the process of development of the Chisinau Smart Transport and Mobility Strategy and Action Plan in such a way that maximum synergy is ensured amongst individual areas of expertise (transportation and mobility, logistics, safety, energy, urbanism etc.) with regards to energy efficiency and quality of life of the city's citizens. Smart mobility mainly consists of sustainable mobility planning (creation of mobility plans such as SUMP), support of shared mobility (motivational models to make public transport more attractive), clean mobility and city logistics (electric and hybrid mobility systems), integrated multi-modal public transport (optimal connection of individual services of public transport and its integration into smart mobile apps), traffic control (maximum utilization of traffic data to optimize traffic management and control), parking systems (utilization of data for optimization of parking) and many others.
 7. Take lead in presenting the draft Chisinau Smart Transport and Mobility Strategy and Action Plan to the Municipality officials and Municipal council and seek stakeholder's feedback in finalization of the strategy and action plan.
 8. Based on the provision of the Chisinau Smart Transport and Mobility Action Plan, develop terms of the reference for the most urgent and immediate technologies (incl. equipment) to be tendered by the Municipality of Chisinau during 2021-2023 years.
- B. Planning and piloting establishment of the dedicated public bus lanes in Chisinau (due to COVID 19 pandemic the international consultant will provide his support remotely)**

1. Provide national legislation texts (laws, regulations, norms and standards) and other support needed to the international consultant for development of the Guidelines on dedicated bus lanes establishment: technical guidelines, rules, norms and roadmap of actions.
2. Support international consultant in consulting the Guidelines on dedicated bus lanes establishment with relevant municipality departments and related entities prior to the final endorsement of the Guidelines to the Municipal council for approval. Provide support to the Municipality during the Municipal council approval process (including lead of the public consultation process).
3. Support international consultant during technical supervision and assistance during the design phase of the complex measures for dedicated bus lanes on the pilot streets: str. Mateevici, str. Puskin, str. Banulescu-Bodoni, blvd. Grigore Vieru, and blvd. Ștefan cel Mare. As the technical design will be developed by the Municipal planning institute Chisinauproiect, the consultant's role will be to insure that recommendations provided by him are incorporated in the final design.
4. Technical supervision and assistance provided during the implementation of the complex measures of the dedicated bus lanes on the pilot streets: str. Mateevici, str. Puskin, str. Banulescu-Bodoni, blvd. Grigore Vieru, and blvd. Ștefan cel Mare. The works will be organized by the General Department of Transport and Roads of the Chisinau Municipality.
5. Support international consultant in drafting an action plan for further expansion of the dedicated bus lane network in Chisinau (incl. basic drawings)

C. Support in the development of the Sustainable Urban Mobility Plan of the Chisinau city

1. Ensure that the results of the assessment report on the efficiency of the Municipal General Department of Transport and Roads' activities (transport, financial, HR) and provisions of the Chisinau Smart Transport and Mobility Strategy and Action Plan are interconnected and taken into account in the SUMP.
2. Provide support to the international consultant in drafting a Report on strategic vision on Chisinau sustainable mobility development based on scenarios provided by Chisinauproiect and A+S Transproiect.
3. Support for local stakeholders engagement's process during the second project mission of the international consultant, including presentation on revised (second edition) of the EU Guidelines on Developing and Implementing a Sustainable Urban Mobility Plan.
4. Provide support to the international consultant in providing guidance on achieving compatibility of Chisinau transport planning with sustainable urban mobility planning (SUMP concept) principles, including recommendations report.
5. Take lead in organization of the SUMP consultation process in partnership with Chisinauproiect, Department of Architecture of the Chisinau Municipality and the selected contractor for consultation organization.

IV. Expected Deliverables

The assignment will be carried out for 185 working days over a 12-month period from the date of starting of the assignment. It includes inter alia supporting the international consultants in data collection and other activities related to this assignment during their missions to Chisinau.

The assignment will require the completion of the following tasks:

Deliverables	Estimated timing
Chisinau Smart Transport and Mobility Strategy and Action Plan	
<ul style="list-style-type: none"> Report on local support provided to the international consultant in access to the relevant information needed during the assessment of City mobility needs based on the current and future transport challenges and identification of key priorities for possible Intelligent Transport Systems (ITS) applications and other changes for Chisinau city 	30 September 2020 (30 wd)
<ul style="list-style-type: none"> Report on local support provided to the international consultant in the process of development of the draft Chisinau Smart Transport and Mobility Strategy and Action Plan 	20 December 2020 (40 wd)
<ul style="list-style-type: none"> Final consulted version of the Chisinau Smart Transport and Mobility Strategy and Action Plan 	31 March 2021 (10 wd)
<ul style="list-style-type: none"> Terms of the reference for the most urgent and immediate technologies (incl. equipment) to be tendered by the Municipality of Chisinau during 2021-2023 years. 	30 April 2021 (20 wd)
Planning and piloting establishment of the dedicated public bus lanes in Chisinau	
<ul style="list-style-type: none"> Report on support offered for development and consultation of the Guidelines on dedicated bus lanes establishment: technical guidelines, rules, norms and roadmap of actions. Report on technical supervision and assistance during the design phase of the complex measures for dedicated bus lanes on the pilot streets: str. Mateevici, str. Puskin, str. Banulescu-Bodoni, blvd. Grigore Vieru, and blvd. Ștefan cel Mare. 	15 June 2020 (20 wd)
<ul style="list-style-type: none"> Report on technical supervision and assistance provided during the implementation of the complex measures of the dedicated bus lanes on the pilot streets: str. Mateevici, str. Puskin, str. Banulescu-Bodoni, blvd. Grigore Vieru, and blvd. Ștefan cel Mare. 	30 July 2020 (10 wd)
<ul style="list-style-type: none"> Report on support offered in drafting an action plan for further expansion of the dedicated bus lane network in Chisinau (incl. basic drawings) 	30 October 2020 (20 wd)
Support in the development of the Sustainable Urban Mobility Plan of the Chisinau Municipality	
<ul style="list-style-type: none"> Report on strategic vision on Chisinau sustainable mobility development based on scenarios provided by Chisinauproiect and A+S Transproject. 	31 October 2020 (10 wd)

<ul style="list-style-type: none"> • Guidance on achieving compatibility of Chisinau transport planning with sustainable urban mobility planning (SUMP concept) principles, including recommendation report 	20 December 2020 (10 wd)
<ul style="list-style-type: none"> • Report on leading the SUMP consultation process in partnership with Chisinauproiect, Department of Architecture of the Chisinau Municipality and the selected contractor for consultation organization 	20 December 2020 (15 wd)

The deliverables shall be prepared in English (or Romanian, TBD) and shall be sent to the UNDP and beneficiary, in printed and electronic version. Intermediary versions shall be exchanged between the parties electronically.

In case some noncompliance is identified, the beneficiary shall ask for the remediation thereof and shall not accept the reports until all noncompliance issues are solved. The remediation of non-compliance issues shall not go beyond the agreed implementation term.

The rights over all deliverables created by the contracted party, related to the delivered product/services, shall be transferred to the contracting authority.

V. Institutional arrangements

The consultant will report to the Project Manager and will work in close coordination with the project team, national and international consultants, deputy mayor office and relevant Chisinau municipality departments.

VI. Qualifications and experience requirements

Academic qualifications:

- Advanced university degree in Transport management, business or public administration (cumulated with professional training courses in transport domain) and/or other related fields;

Experience:

- At least (5) five years of experience transport management, transport related activities, urban mobility, smart city or other related fields;
- Good understanding of the state-of-the-art approaches and best practices in transport and/or urban smart development;
- Proven experience in assessment and/or evaluation of sectoral strategies implemented nationwide and/or at local level in one of the areas of transport and/or urban mobility;
- Proven experience in international and regional cooperation and best practices in the areas of transport and mobility is a strong asset;
- 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;
- 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, analytical, facilitation and presentation skills;
- Excellent computer literacy (MS Word, Excel, Power Point, Project, Teams);

Language requirements:

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

VII. Payment modalities

The payments will be lump sum amount based, disbursed in instalments charged on the time-spent basis at agreed day rate upon satisfactory performance and approval of deliverables.

VIII. Application process

Applicants shall submit the following three 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);
- 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.
- 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);

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.

IX. Annexes to the TOR

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's letter confirming interest and availability