**TERMS OF REFERENCE**

**INDIVIDUAL CONSULTANT FOR THE CONDUCT OF A COMPREHENSIVE ROADMAP FOR DATA COLLECTION, PROCESSING, ANALYSIS, SHARING, COMMUNICATION, AND STORAGE FOR LOW CARBON URBAN TRANSPORT**

1. **Project Title**

Promotion of Low Carbon Urban Transport Systems in the Philippines (LCT) Project

1. **Project Description**

In the Philippines, the transportation sector accounts for almost 37% of total national energy consumption, where road transport typically consumes about 80% of this share. More alarmingly, the sector is one of the fastest growing consumers of fossil fuels and sources of CO2 emissions. With rapid urbanization, energy consumption and CO2 emissions by urban transport are increasing as well.

In the past decades, transport planning models adopted by the Philippines, as other Asian countries, prioritized the movement of motorized vehicles to facilitate the growing demand for mobility of passengers and goods. Unsurprisingly, urban and inter-regional transport is dependent primarily on road-based transportation such as buses, cars, motorcycles and tricycles, jeepneys, and utility vehicles. The number of utility vehicles and cars, in particular, are increasing significantly with over 50% of the registered vehicles located in Metro Manila and adjacent regions. As such, there has been an increasing preference for private fossil fuel-based motorized travel and less investments have been made for sustainable public transport and non-motorized transport such as walking and cycling. However, there is still more work to be done to increase the efficiency of the urban public transport system, considering the growing number of people commuting regularly between Metro Manila and adjacent provinces.

The Promotion of Low Carbon Urban Transport Systems in the Philippines (LCT) Project, implemented by the Department of Transportation (DOTr) and the United Nations Development Programme (UNDP), supported by the Global Environment Facility (GEF), aims to create an enabling environment for the commercialization of low carbon urban transport systems such as, but not limited to, active transport, mass transport, and electric transport.

 The three components of the project are as follows:

Component 1: Policy support for the promotion of low carbon modes of transport

Component 2: Awareness and institutional capacity development

Component 3: Private sector participation and investment in low carbon transport system in the country

As the entities entrusted with the delivery of public services for the common good, national government agencies and local government units are at the forefront in the promotion of LCT in the Philippines. They lay down the foundations in which development occurs especially in policy formulation and implementation, and administration of programs and services for their constituents. Hence, as duty bearers, they should be capacitated, and their institutions strengthened to remain relevant and responsive to the needs of the public.

1. **Objectives and Scope of Work**

The UNDP is seeking to engage an individual consultant (IC) to support the formulation of a roadmap for efficient and integrative data collection, processing, analysis, sharing, communication, and storage for LCT. This engagement will specifically support the activities of the LCT Project on initiating a data-driven approach to planning, implementing, monitoring, and evaluating LCT programs that involve multiple stakeholders and entail thorough analysis. The engagement serves as a prelude to a management information systems mechanism for the Department of Transportation for LCT.

**Overall, the Consultant will create a roadmap outlining a comprehensive, integrative, and efficient approach to data collection, processing, analysis, sharing, communication, and storage for LCT such as, but not limited to, active transport, mass transport, and electric transport.** In particular, the Consultant shall perform the following tasks:

1. Review existing data sets, surveys, indices, and all other such sources in order to know the current status of data collection and storage for LCT and transport in general
2. Review the current mechanisms of data collection in transport in general and LCT in particular by the government and other sectors
3. Consult with concerned authorities, especially national government agencies such as, but not limited to, Philippine Statistics Authority, Department of Transportation, and National Economic and Development Authority, and other stakeholders on data collection, processing, sharing, communication, and storage for transport and LCT in particular
4. Formulate a comprehensive roadmap outlining an integrative and efficient approach to transport and LCT data collection, processing, analysis, sharing, communication, and storage. The roadmap is expected to illustrate the process flows, show the responsible entities for each activity, and provide examples, among other essential features that would ensure a clear understanding of the roadmap and its effective application of the user.

In addition, the IC may propose additional work/services aligned with the project duration and objectives to further enhance the implementation of the program, provided that it shall bear NO additional cost and delay to the UNDP-LCT. This is to ensure the effective and efficient implementation of the program.

1. **Timetable of Deliverables**

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| --- | --- | --- |
| **Deliverables/Outputs** | **Target Due Dates** | **Review and Approvals Required** |
| 1. Inception report/detailed work plan, including:   * methodology * timeline (Gantt chart) * roles of members and key stakeholders to be engaged | 2 weeks after signing of contract | National Project Director, DOTr  Programme Analyst, UNDP  Project Manager, LCT Project |
| 2. Comprehensive roadmap outlining an integrative and efficient approach to transport and LCT data collection, processing, analysis, sharing, communication, and storage. | 14 weeks after acceptance of Deliverable 1 |
| **TOTAL** | **16 weeks** |  |

1. **Governance and Accountability**

* **Reporting authority***.* The contractor will be under the direct supervision of the LCT Project Manager whom the contractor will be accountable and will regularly report to. The PMU shall also solicit input from the LCT Project Executive Committee within the DOTr and the Climate Action Programme Team of UNDP with regard to quality control and vetting the outputs of the contractor. The LCT National Project Director, with endorsement from the Project Manager, shall approve and accept all outputs of the contractor.
* **Progress reporting***.* Frequency of progress reporting shall be on a weekly basis with monthly presentation of results/outputs to the LCT Project Management Unit (PMU) and the Executive Committee.
* **Key stakeholders***.* In the course of performing the work, the contractor is expected to liaise and collaborate closely with other national agencies co-implementing the project including but not limited to: Department of Transportation (DOTr), Philippine Statistics Authority (PSA), National Economic and Development Authority (NEDA), and other concerned agencies that may be identified.

1. **Facilities to be Provided by UNDP**

The LCT PMU shall provide assistance to the contractor assistance and support personnel from within the PMU in terms of coordinating and endorsing the contractor to the agencies and identified entities. The contract is responsible for their own workspace, laptops, internet connectivity, and further equipment deemed needed to deliver the necessary outputs.

1. **Duration of Work**

The expected duration of work is estimated to be four (4) months. The target date for the start of work is 1 August 2022 and completion date is 30 November 2022. The duration of the engagement may be extended, depending on the need and the resources available.

1. **Duty Station**

The contractor is expected to have an office in Manila for easy coordination since the Project Management Unit (PMU) Office is located in DOTr Office, Ortigas Avenue, Mandaluyong City, Metro Manila. All travels shall be done within the guidelines and protocols set by the national and local government in light of Covid-19.

1. **Professional Qualifications of the Successful Contractor and Key Personnel**

The contractor should have the following minimum qualifications:

1. Education
   * A postgraduate degree in statistics, data analytics, big data, mathematics, transport planning/studies, transport engineering, economics, or urban planning/studies.
2. Experience
   * At least three (3) years of extensive experience in any one of the following sectors/industries/fields: urban planning, transport management, or transport planning.
   * Completed at least two (2) similar projects of the same complexity
3. Language
   * Fluency in English and Filipino is required.

**J. Scope of Price Proposal and Schedule of Payments**

The financial proposal should be expressed in lump sum amount inclusive of all financial costs related to this engagement (i.e., professional daily fees X number of person-days, communications and etc.) to be incurred by the contractor in completing the assignment. **Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the consultant must be ready to submit proof of insurance valid during the contract duration.**

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| **Percentage** | **Deliverables/Outputs** | **Deadline** |
| 20% | 1. Upon submission and acceptance of the following: Inception report and detailed work plan, including the methodology in accomplishing the deliverables. | 15 August 2022 |
| 80% | 2. Upon the submission and acceptance of the comprehensive roadmap. | 30 November 2022 |

# **K. Recommended Presentation of Offer**

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
2. UNDP Personal History Form (P11) or Curriculum Vitae (following the template attached) indicating all past experiences from similar projects or requirements, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. Cover letter indicating why the individual considers him/herself as the most suitable for the assignment, and a methodology on how he/she will approach and complete the assignment. A methodology is recommended for intellectual services.
4. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided below, and clearly stating the payment percentage as indicated in this TOR. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

# **L. Criteria of the Best Offer**

The combined scoring method where the qualifications and methodology will be weighted a maximum of 70 points and combined with the price offer which will be weighted a max of 30 points shall be adopted.

The ***CV*** will be reviewed using the criteria in the table below. ***Only offerors who will obtain a minimum of 70% or 49 out of 70 obtainable points will be shortlisted and considered for evaluation of financial proposal.***

|  |  |
| --- | --- |
| **Qualification** | **Points Obtainable (70 points)** |
| Education  Postgraduate degree in statistics, data analytics, big data, mathematics, transport planning/studies, transport engineering, economics, or urban planning/studies.  (7 points for Master’s; 10 points for Ph.D.) | **10** |
| Experience  At least three (3) years of extensive experience in any one of the following sectors/industries/fields: urban planning, transport management, or transport planning  (21 points for 3 years of experience; additional point for each additional year; *maximum of 30 points*) | **30** |
| Experience  Completed at least two (2) similar projects of the same complexity  (21 points for 2 similar projects; additional point for each additional year; *maximum of 30 points*) | **30** |
| Fluency in Filipino and English is required (as indicated in the application) | **Pass/Fail** |
| **TOTAL** | **70** |

# **M. Approvals**

# This TOR is prepared by:

# **JOSE C. CUA**

# Policy Support Officer & OIC – LCT Project

# Date:

# This TOR is endorsed by:

# **ATTY. MARK STEVEN C. PASTOR**

# Undersecretary for Road Transport and Infrastructure and National Project Director – LCT Project

Date:

This TOR is approved by:

**FLORADEMA C. ELEAZAR**

Team Leader, Climate Action Programme Team, UNDP

Date: