

## ANNEX II: TERMS OF REFERENCE

<b>1. BACKGROUND INFORMATION</b>	<b>2</b>
1.1. Partner country	2
1.2. Contracting authority	2
1.3. Edinet municipality general description	2
<b>2. OBJECTIVE, PURPOSE &amp; EXPECTED RESULTS</b>	<b>2</b>
2.1. Overall objective	2
2.2. Results to be achieved by the contractor	3
<b>3. ASSUMPTIONS &amp; RISKS</b>	<b>3</b>
3.1. Assumptions underlying the project	3
3.2. Risks	3
<b>4. SCOPE OF THE WORK</b>	<b>3</b>
4.1. General	3
4.2. Specific work	4
4.3. Project management	5
<b>5. LOGISTICS AND TIMING</b>	<b>5</b>
5.1. Location	5
5.2. Start date & period of implementation of tasks	5
<b>6. REQUIREMENTS</b>	<b>5</b>
6.1. Staff	5
6.2. Office accommodation	6
6.3. Facilities to be provided by the contractor	6
<b>7. REPORTS</b>	<b>7</b>
7.1. Reporting requirements	7
7.2. Submission and approval of reports	7
<b>8. MONITORING AND EVALUATION</b>	<b>7</b>
8.1. Special requirements	7

# 1. BACKGROUND INFORMATION

## 1.1. Partner country

Republic of Moldova

## 1.2. Contracting authority

Edinet municipality city hall

## 1.3. Edinet municipality general description

The city of Edinet is the center of one of the 33 administrative districts of the Republic of Moldova, located in the Northern Development Region of the country, in an area with increased development potential, at

the intersection of important national transport corridors. The municipality is part of the municipality. Alexandreni and Gordinești Noi. The municipality has a population of about 20,000 inhabitants.

The total surface of the land resources of the municipality is of 6874 ha, constituting at the same time the surface of the urban land. The afferent agricultural lands constitute 3218 ha, the water surface 96 ha, roads and communication ways - 134 ha, reserves destined for constructions - 504 ha, forests 921 ha and others 27 ha.

The housing fund of the municipality on 31.12.2019 was 598.2 thousand m<sup>2</sup>, 69% of the total housing fund is represented by private houses (381.4 thousand m<sup>2</sup>), the remaining 31% representing apartment blocks (216.8 thousand m<sup>2</sup>). The average surface is 56.7 sqm / dwelling, and the average living area per capita is 15.0 m<sup>2</sup>.

There are 126 streets in the city, with a length of 84 km.

The city of Edinet, in the national and regional context is found as a potential growth pole in within the Northern Development Region (RDN). In this sense, the city of Edinet needs to identify and support the key competencies he has to become a major player in regional and national level, so that by implementing various projects to achieve their vision of the European city.

The existence of an economic, administrative, tourist and associative potential and of an infrastructure advantageous (the intersection of important transport corridors), can contribute to becoming of a dynamic and competitive city.

# 2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

## 2.1. Overall objective

The Edinet municipality has entered into an agreement with the European Delegation in December 2020 for the implementation of “Edinet - Insights into tomorrow cities” Project aiming to develop and implement a smart urban development concept in Edinet municipality.

The **overall objective** of the Action is to improve quality of urban development, citizens' satisfaction and public services in Edinet

### **The specific objective of the project is:**

Edinet's municipality used smart solutions to improve urban development in the city through:

- A participatory and collaborative approach of territorial planning to ensure smart governance is implemented
- Public urban services optimized using innovative smart solutions tailored to the specific needs in Edinet.

- Promoted smart living in urban area for better assimilation of innovations and future city infrastructure for sustainable usage of urban space in Edinet municipality
- Smart solutions implemented for 2 schools and 2 kindergartens

**The project is implemented by Edinet municipality, RM in partnership with Alba Iulia municipality, Romania and associated partner Smart City Council, USA**

## **2.2. Results to be achieved by the contractor**

Assessment of the project impact and project outcomes and outputs.

## **3. ASSUMPTIONS & RISKS**

### **3.1. Assumptions underlying the project**

- Sustainable political and social environment at national and local level

### **3.2. Risks**

- Health risk: the epidemiological situation caused by COVID-19

## **4. SCOPE OF THE WORK**

### **4.1. General**

#### **4.1.1. Description of the assignment**

The scope of the contract is to provide services for monitoring and evaluation of the project results and impact, including elaboration of the baseline study.

To provide the following deliverables:

1. Baseline study – 1 report
2. Interim evaluation reports – 3 reports
3. Final evaluation report – 1 report

#### **4.1.2. Geographical area to be covered**

Edinet municipality

#### **4.1.3. Target groups**

The project target groups are: 1) 2 local public authorities (Edinet and Alba Iulia)- Edinet being a locality from Moldova, willing to implement the Smart solutions for integrated urban development ( and its 20 public servants ) and Alba Iulia, which is considered the Romanian successful story of Smart technologies integration in urban development; 2) 4 Public services operators from Edinet municipality ( Municipal enterprises for water supply, waste management, public lighting and public transportation; 3) 4 educational institutions (2 schools and 2 kindergartens) from Edinet municipality; 4) 2 Associations of LPAs from Romania and Moldova; 5) 1560 vulnerable people;6) 300 inhabitants of the residential neighborhoods and their associations-.7. The final beneficiaries of the action are: 20.000 inhabitants of Edinet municipality from which 1600 pupils, 900 children and 2,118 SMEs>

## 4.2. Specific work

The tasks to be realised by the contractor consists of:

### **I. Elaboration of the baseline study for the assessment of the following minimum project indicators:**

1. Basic services proximity (C2)
2. Share of Green Public Procurement (C3)
3. City energy consumption (C3) and Greenhouse Gas emissions per capita (C17)
4. Percentage of projects in partnership with at least 2 others sectors (private, academic, civil society) (C4)
5. Citizens' satisfaction with the Edinet community
6. Citizens' satisfaction with the Edinet community / municipality with regard to the standard of schools (C7)
7. The rate of the number of jobs growth in North region
8. To improve public transportation: number of public transportation options, waiting time, traffic speed, traffic congestion, mobility, public transport with conditions for vulnerable people
9. To measure improvement of the water supply: Network losses, water quality parameters physical and biological, savings from water distribution management
10. Quantity of the reused urban biomass, m2 of green area equipped with drip irrigation system
11. To measure quality of public lightning: % of population with access to public lightning,
12. nr. Of inhabitants with improved living conditions by applying smart technologies
13. Number of children and nr. of students with access to smart education
14. Nr of video camera installed for increased public security
- 15) nr of urban development sectors where "packaged" smart solutions are implemented
- 16) nr of guides elaborated for smart urban development
- 17 Number of smart planning structures created
- 18 Status of urban data platform used for local e-governance
- 19 Number of adopted smart urban development plans
- 20 Number of realised smart interventions for modernisation and improvement of the urban public infrastructure
- 21 Number of impact actions implemented with smart technologies to improve living conditions in the neighbourhoods
- 22 Number of smart technologies identified and tailored to local businesses
- 23 Number of curricula for smart education implemented and tested in Edinet disaggregated by educational institutions

It is estimated an average of 80 expert/days for the report elaboration, which includes realisation of the public surveys, estimations of the indicators and providing of the recommendations for other project indicators to be used for the assessment of the project outcomes and outputs.

Period of implementation maximum 3 months starting from the date of service contract signing.

### **II. To carry out the monitoring of the project activities implementation during 48 months of project implementation period**

It is estimated a maximum of 240 of expert/days, 3 working days monthly to monitor the implemented activities and to provide recommendations for the further project implementation.

### **III. To carry out 3 interim evaluations of the implemented project activities**

It is estimated a maximum of 180 expert/days (60 days per report).

The evaluation will be carried out according min. ROM evaluation criteria:

Relevance, Efficiency, Effectiveness, Impact, Sustainability

The reports will include recommendations for adjustment/update the project logical framework

Period of implementation of one report is 2 months. The reports will be elaborated at the 12<sup>th</sup>, 24<sup>th</sup> and 36<sup>th</sup> months of the project implementation period.

### **IV. To carry out one final evaluation of the project implemented during 48 months**

It is estimated a maximum of 60 expert/days per report.

The final evaluation will be carried out according min. ROM evaluation criteria:

Relevance, Efficiency, Effectiveness, Impact, Sustainability

The final report will include the entire project implementation period.

Period of implementation maximum 3 months starting from the months 47 of project implementation period.

The contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See [https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions\\_en](https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en). >

### **4.3. Project management**

#### **4.3.1. Responsible body**

Project implementation team

#### **4.3.2. Management structure**

Mayor of the Edinet municipality, project manager and local experts which coordinates the project major components.

#### **4.3.3. Facilities to be provided by the contracting authority and/or other parties**

Equipped office

## **5. LOGISTICS AND TIMING**

### **5.1. Location**

The operational base of the project is Edinet municipality, Independentei street, 74

### **5.2. Start date & period of implementation of tasks**

The intended start date is the date of contract signing and the period of implementation of the contract will be 48 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

## **6. REQUIREMENTS**

### **6.1. Staff**

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

#### **GENERAL**

- The evaluation team will consist of 2 members;
- Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, will only be approved to work as experts if they are well justified. The justification should be submitted with the tender and will include information on the added value the expert will bring, as well as proof that the expert is seconded or on personal leave.
- Evaluators must not have been involved in the design or implementation of the programme;
- Gender balanced and diverse team is required.

### **6.1.1. KEY EXPERTS**

#### **Key expert 1: Team Leader – evaluator**

Qualifications and skills

- Advanced university degree in regional planning, environmental, social sciences or related field;
- Minimum of 7 years of relevant professional experience in capacity development needs assessment/policies analysis/research and evaluation;
- At least 5 years of experience in international development projects in related areas;
- Proven experience in quantitative and qualitative research in urban planning, social development, economics or another relevant field;
- Knowledge and experience of smart City and trends in the EU and OECD countries;
- Experience in implementing projects with national coverage;
- Familiarity with international, European policies and best European practices in the field of ROM evaluation;
- Demonstrated experience of work with public administration, academic, civil society and/or the Government of the Republic of Moldova in undertaking research/evaluations/reviews in the baseline studies is an asset;
- Advanced command of English and Romanian both oral and written.

#### **Key expert 2: Monitoring expert-evaluator**

Qualifications and skills

- University degree and master study in urban planning/economy/environment
- At least 5 years of experience of elaboration and/or implementing local community development projects, environmental projects or related field;
- Experience in monitoring and/or evaluation of EU projects (at least 1 project);
- Knowledge and experience of the smart City and trends in the EU and OECD countries;
- Ability to combine and assess data, knowledge of statistical and data analysis software;
- Advanced command of English and Romanian both oral and written.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

### **6.1.2. Other experts, support staff & backstopping**

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

### **6.2. Office accommodation**

Office accommodation for each expert working on the contract is to be provided by the contractor

### **6.3. Facilities to be provided by the contractor**

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion

#### **Equipment**

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

## **7. REPORTS**

### **7.1. Reporting requirements**

The contractor will submit the following reports in English in one original and 1 copy:

- **Inception Report** of maximum 12 pages to be produced after 3 months from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report. To the inception report will be attached the baseline study report.
- **Interim monitoring reports**, every 12 months of the project implementation will be submitted together with evaluation reports.

### **7.2. Submission and approval of reports**

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

## **8. MONITORING AND EVALUATION**

### **8.1. Special requirements**

The contractor should analyse the project logical framework and provide recommendations for its improvement.