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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of Moldova

1.2. Contracting authority

City Hall of Chisinau Municipality

1.3. Country background

Republic of Moldova is a landlocked country in Eastern Europe, bordered by Romania to the west and Ukraine to the north, east, and south. The capital city is Chisinau. Moldova is a parliamentary republic with a president as head of state and a prime minister as head of government. It is a member state of the United Nations, the Council of Europe, the World Trade Organization (WTO), the Organization for Security and Cooperation in Europe (OSCE), the Commonwealth of Independent States (CIS) and the Organization of the Black Sea Economic Cooperation (BSEC) and aspires to join the European Union.

1.4. Current situation in the sector

Providing qualitative, efficient and effective public transport is one of the biggest challenges for public authorities in all countries and Chisinau is no exception in this respect.

The existing legal framework at national level is insufficiently clear with regard to the options of organizing and managing the public transport system. The regulatory framework is affected by a lack of specific provisions on the operation of urban transport and enforcement mechanisms, as well as a lack of policies for the sustainable development of public transport.

The Chisinau street network was formed on the radial scheme, according to which the centre connects to the periphery by several thoroughfares, and the link between the neighbouring areas remained undeveloped. As a result of the considerable increase in the number of vehicles circulating in the municipality, the burden on the road network has increased significantly. Thus, the situation of de-congestion of traffic is very acute and requires considerable and concentrated efforts to solve it. Other causes leading to the aggravation of this problem are inefficient use of the existing street network in the route planning process, lack of parking spaces or unauthorized parking.

The General Directorate for Public Transport of Chisinau municipality is the sole supervisor of passenger transport services, exercising the function of traffic safety control, compliance with legal requirements in the sector, ensuring the coordination of operators, maintaining the transport standards and other acts. Efficient management of the transport system is affected by an insufficient institutional capacity and underdeveloped regulatory framework.

In December 2020 Chisinau City Hall initiated a partnership with Lublin City Hall (Poland) called "Move it Like Lublin – a Chisinau Sustainable Development Initiative". The financial support for this project is provided by the European Union.

The Project's activities aim at supporting the local authorities in Chisinau to transform the city's public transport into more inclusive, safer, more resilient and more sustainable transport. It has 3 main objectives:

- 1) improving urban transport policy at municipal level;
- 2) increasing the institutional capacities of Chisinau City Hall, in line with EU practices in the field of urban mobility;
- 3) enhancing the quality of public transport management in Chisinau by implementing innovative solutions and technologies.

This assignment will contribute to safer public transport in Chisinau and Lublin, based on public health protection best practices.

1.5. Related programmes and other donor activities

None

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

- Improvement of the public transportation system in Chisinau.

2.2. Purpose

The purpose of this contract is as follows:

- Develop a Study and Analysis on International Best Practices on Covid19 prevention in Public Transport.

2.3. Results to be achieved by the contractor

- Study on International Best Practices on Covid19 prevention in Public Transport;
- Analysis Report of best practices response on public health emergencies and protection in order to provide a safer public transport in Lublin and Chisinau.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

- Next 4 years will be political stability at the level of the Municipal council;
- Project continuity will be ensured until the project finalisation and wrapping-up;
- Government bodies and relevant stakeholders are open to discussion, participation in public hearings, working groups and any other necessary operational meetings regarding project implementation;
- City Hall management, as well as municipal councillors, municipal employees and project staff will have an unimpeded communication and cooperation, with a free exchange of documents, feedback offered in due time and new project documentation elaboration, in order to increase long-term management efficiency at municipal level.

3.2. Risks

- Physical risks – the main physical risks of project actions are related to the COVID-19 pandemic, and possible limitations or movement and travel restrictions.
- Environmental risks – no major environment risks pertaining to the project, except the pandemic risks described above.
- Political risks – The political risk here is not big, as the project assumption is the current administration will be allowed to carry out their 4-year term.
- Economic risks – At this point, we do not foresee major economic risks. The budgeted amounts have been secured.
- Social risks – The major social risks pertaining to project actions can be linked to the negative pandemic effects. From a gender perspective, the project is also elaborated ensuring as much as possible gender equality principles and ensuring a fair representation of people with disabilities when possible.

- Financial sustainability: All equipment acquired during the project will remain within City Hall premises, ensuring continuity of project activities for many years ahead.
- Policy level sustainability: Key project activities pertaining to changing existing provisions and legislation. The best-case scenario is legislation is amended during the project cycle. Worst case scenario, the changes are just initiated during the project cycle, but national legislative authorities not being able to adopt amendments to the legislation according to the policy briefs developed by Public Transport experts within the project, as this domain tends to be overlooked on the national political agenda. Middle scenario is to have just one legislative change during the project implementation, and not 2.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

In the current situation with Covid19 pandemic, the complexity of the service area in public transport has grown considerably and service delivery needs to take into account a range of concerns related to emerging mobility issues in urban and rural settings, environment and climate change, public health, etc.

In fact, by nature, the connection between public transportation and public health is also indisputable – as a science discipline and matter of policy to improve the effectiveness of the services. An integrated approach to policy, planning and implementation of public health and public transportation will support sustainability, promote public health and well-being, thereby increasing the quality of life in communities. In this regard, local governments in coordination with public health bodies and other relevant central government agencies should be leading the way to ensure public health concerns are considered in public transportation policies, decision-making, and implementation stages.

Therefore, the objective of this assignment is to offer high quality technical expertise and elaborate a comprehensive study aiming at developing safety measures for Lublin and Chisinau public transport operators that will incorporate international public health protection best practices.

To that end, the contractor will be mobilized to do a Study and Analysis on International Best Practices on COVID-19 prevention in Public Transport for both Lublin and Chisinau municipalities.

4.1.2. Geographical area to be covered

Local and national level

4.1.3. Target groups

- Chisinau City Hall and its relevant subdivisions;
- Project Management Structures;
- Line ministries and other governmental agencies;
- Civil Society;
- Municipal and private transport companies;
- Other interested parties.

4.2. Specific work

1. Produce a current situation assessment report related to public health in Lublin and Chisinau urban transport

At the beginning of the assignment, the contractor will assess current situation based on interviews and meetings with relevant stakeholders, namely national public health agencies, local healthcare professionals, representatives of City Hall and urban transport authorities, -the contractor will also assess

the situation on the basis of officially published statistics, models, data on official websites of the government, the UN, and the WHO.

It is expected to identify main challenges faced by Lublin and Chisinau municipalities in developing public health requirements in public transport services. Also, the study will include international best practices on Covid-19 prevention in transport sector. The assignment will focus on two main areas in developing service requirements considering public health:

- a) Public health requirements in public transport system planning in both cities;
- b) Operational measures related to public health applied while providing transportation services.

Within this frame, the contractor is expected to analyse the current prevention measures and regional trends, as follows:

- General overview of:
 - Central and local public health requirements in planning urban public transport system;
 - Service delivery requirements, regulatory processes, financing models, control and monitoring systems applied by municipal public transport authorities, including their roles and responsibilities in this regard;
 - The coordination and cooperation in the matter between central and local governments;
 - Implementation procedures for bringing public transport vehicles into compliance with public health requirements;
 - Local and central government regulations on public transportation concerning public health;
 - Licensing and standardization practices for public health in public transport services (such as guidelines);
 - Financial impact of implementation of new health requirements in public transport services;
 - Effective data sharing and information flow between relevant agencies at the local level;
 - Public health emergency response to the COVID-19 Pandemic and applicability of local service delivery standards during emergencies in public transport services.
- Developing requirements for public transportation service provision taking into account the concerns related to public health:
 - Public transport system health requirements in customization for local needs;
 - Relevancy and inclusiveness of plans/programs and action plans of Lublin and Chisinau municipalities regarding public transportation service provision;
 - Major challenges for public transportation practice in terms of institutional roles and responsibilities, coordination, service provision and prevention measures during public health emergencies, such as the COVID-19 Pandemic;
 - Municipalities' awareness and implementation level on public health regulations and guidelines prepared by national and international organizations (such as Union Internationale des Transports Public, EU, etc.)

In the light of these analyses, the contractor will primarily contribute to the development and implementation of public transportation programmes of municipalities including public health requirements in public transportation. In this sense, the contractor will conduct a comprehensive current situation assessment of public transportation services and main challenges faced by Lublin and Chisinau municipality. The findings of assessment will be compiled in a **current situation analysis report**.

Following the assessment, the contractor will identify the specific areas and draft certain **service delivery standards** for public transportation, taking into account the public health perspective.

2. Discuss the Study and proposed prevention measures with Project structures and relevant stakeholders

The contractor will organize workshops with Project structures (PIU, Project Board and Steering Committee) and relevant stakeholders and conduct field visits, when necessary. The workshops may be conducted through online communication tools. The referred Study and proposed measures will be disseminated and discussed at the workshops. The contractor will also contribute to the following activities, which are planned to meet the objectives of the subtask:

- a. Prepare the workshop agenda and moderate the procedures for workshop for the members of Project structures and relevant stakeholders;
- b. Conduct focus group discussions and prepare a report on the findings of the workshop.

Following the conduct of workshops, description of measures will be finalized by the contractor. In addition, the contractor is expected to draft measures implementation guidelines for public transportation service providers taking into account the public health concerns, as well as best practices related to emergencies, such as COVID-19 Pandemic.

3. Develop an Implementation Guideline for the public health measures in public transport, relying on the results of the workshops

Following the review of draft guidelines by the Project Manager, the contractor is expected to finalize the draft implementation guidelines for applying public health requirements in public transport. The guidelines will be included in the published Analysis Report and disseminated among Lublin and Chisinau municipalities, as well as relevant stakeholders.

4.3. Project management

4.3.1. Responsible body

Chisinau City Hall

4.3.2. Management structure

Project Implementation Unit	Project Board	Steering Committee	Work Group on Public Transport
- plans, prepares and implements every single project action in accordance with the Logical Framework and project calendar	- coordinates the qualitative implementation, in the established terms of the Project actions	- discuss progress, updates and any issues arising during project implementation	- contributes and supports successful implementation of the project actions

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

Meeting facilities at the Chisinau City Hall and the General Directorate of Public Transport and Roads premises.

5. LOGISTICS AND TIMING

5.1. Location

Chisinau City Hall, 83 Stefan cel Mare și Sfint Blvd, MD-2012, Chisinau, Moldova

5.2. Start date & period of implementation of tasks

The Services are expected to start during August 2021 with an implementation period of 2 months.

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.

6.1.1. Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

Key expert 1: Team leader

Qualifications and skills

- University degree in Public Administration, Transport, city and regional planning or a relevant related discipline, or equivalent relevant professional experience;
- Excellent writing, and reporting skills;
- Ability to meet deadlines and set priorities for several tasks;
- Analytical and communication skills;
- A good working knowledge English language;
- The candidate should be able to work independently;
- Ability to work in a multidisciplinary environment comprising ministries, departments and government agencies.

General professional experience

- The candidate shall have preferably 10 years' professional experience but a minimum of 5 years relevant to the scope of this assignment is required.

Specific professional experience

- The candidate shall have at least 3 years of proven professional experience in projects/assignments in the context of public transportation;
- Proven experience in international / local projects related to public health and/or local public transportation;

- Proven experience in international and regional best practices in the areas of transport, mobility and public health and preparation of at least one report covering transport are strong assets;
- Technical evaluation skills to be applied to the assessment e.g. knowledge on evaluation/assessment designs with focused questions; evaluation approaches and methods; and the analytical skills to interpret findings and to formulate conclusions and recommendations.

Key expert 2: Public Health Expert

Qualifications and skills

- Advanced university degree in public health, social protection or any other relevant field;
- Excellent writing, editing and oral communication skills;
- Ability to meet deadlines;
- A good working knowledge English language is an asset;
- The candidate should be highly motivated and able to work in team;
- Experience and ability to work with ministries and other government agencies.

General professional experience

- The candidate shall have preferably 7 years of professional experience, but a minimum of 4 years relevant to the scope of this assignment is required.

Specific professional experience

- The candidate shall have at least 3 years of proven professional experience in developing or implementation of policies, formulation of sector regulations (specific examples should be presented with the application);
- Proven experience in assessment of relevant legislation implemented nationwide and/or at local level in transport or other related areas;
- Proven experience in international and regional policies and best practices in the areas of transport and mobility is a strong asset;
- Analytical skills to interpret findings and to formulate conclusions and recommendations.

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

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

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.

6.4. 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 Romanian and English language in two originals:

- **Inception Report** of maximum 12 pages to be produced after one week 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 plan and expected staff travel. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
- **Interim Report** of maximum 30 pages to be produced after one and half month from the start of implementation. In the report the contractor shall include the Study performed, key findings, desk review results, data collected, main constraints identified for a safer public transport in Lublin and Chisinau, as well as the draft Analytical Report. The contractor should proceed with his/her work unless the contracting authority sends comments on the Interim Report.
- **(Final) Analysis Report** of maximum 50 pages in .doc format, incorporating any comments received from the parties on that draft Analysis Report. The deadline for sending the Final Report is 7 days after receipt of comments on the Interim Report. The Final Report shall contain a sufficiently detailed description of recommended protection measures to be implemented in Lublin and Chisinau urban transport. The guidelines, including technical specifications, for implementation of research findings on best practices for combating COVID 19 pandemic adverse effects on public transport will be presented in annex to the main report. The Final Report must be provided along with the corresponding invoice.

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. Definition of indicators

- Reports submitted and approved by Project Manager.

8.2. Special requirements

None