**Terms of Reference**

**for provision of services of organizing and hosting**

**the international summer school on a subject:**

**«Sustainable** **city mobility**. **Modern approaches to planning and**

**design of transformation of city districts»**

**Project and name:** «City of Almaty Sustainable Transport», #00076355

**Contract type:** Institutional contract

**Location:** Kazakhstan, Almaty

**Department/division:** Department of Sustainable Development and Urbanization

**Contract period:** April - August, 2017

**1. INTRODUCTION:**

The objective of the UNDP-GEF Project “City of Almaty Sustainable Transport” (CAST) is decrease of growth of the transport-related greenhouse gas emissions from transport in the city of Almaty, while simultaneously improving urban environmental conditions by 1) improving the management of public transportation, including through control of air quality in Almaty; 2) building capacity to holistically planning and improving the efficiency and quality of public transport; 3) building capacity to holistically planning and implementing integrated traffic management measures in Almaty city; and 4) implementing a demonstration project that raises awareness and increases knowledge of national and local authorities, real sector of economy and civil society about sustainable transport.

**2. justification**:

During the final year of work the objective of «City of Almaty Sustainable Transport» project is to multiply the work outcomes in the abovementioned areas, and also to demonstrate and disseminate the expertise accumulated during implementation of demo projects in the field of comprehensive transport planning, designing and promoting sustainable types of transport among young specialists from different cities of Kazakhstan and the CIS countries. The format of summer school devoted to the transport-territorial planning tested by the UNDP-GEF project in the Russian Federation allows to transfer theoretical and practical knowledge to young specialists and to discuss various aspects of low carbon development of cities and modern approaches to territory development planning.

**Goals of organizing and hosting the summer school:**

• dissemination of lessons learned and experience of successful preparation and implementation of projects on sustainable mobility within the framework of implementation of UNDP/GEF projects;

• acquaintance with the best international practice in the field of transit-oriented development;

• training of young specialists on comprehensive approaches to planning of city territories in new social and economic conditions;

• updating of theoretical base and development of a platform for cooperation of universities with design institutions, international organizations, and authorities which participate in development and implementation of city development plans;

• professional development of specialists in the field of transport and urban planning and territory development control.

**Objectives of organizing and hosting the summer school:**

* to improve interaction of local authorities, scientific and business communities, to establish new international and inter-regional relations in the field of transport planning;
* to develop the innovative potential of participants and to have a powerful motivational impact;
* to develop the concept of development and transformation of several facilities/districts in Almaty.

**Format of the summer school:**

The summer school includes the orientation session, project workshops on concrete facilities which have been selected for transformation, presentation of projects, scientific session with the subsequent discussion of projects by experts.

Three/four workshops will be organized, and they will include local and foreign experts/participants. Each workshop should have the head and specialists, including: the representative of Almaty expert community, the representative of international or local expert community, subject matter experts, post-graduate students, Master degree students and representatives of local community/NGOs. Each workshop should contain maximum 10 persons. Workshop specialists will get acquainted with the facility to be designed and methodical foundation of work on the project during the preparation stage based on the given materials, which will be posted on a website and given to participants in the form of a booklet.

During the first day of orientation session experts - representatives of the city community will formulate the problems of development of the facility to be transformed and will make comments on the initial data.

During the second day participants will get acquainted with the facility, during the third and fourth days specialists will work on their projects, addressing the experts, if necessary. Workshop specialists should prepare the following materials:

1. Presentation (according to the structure set in advance);
2. Graphic materials (to be printed by organizers);
3. Calculation of environmental effect (the technique will be determined by experts).

The fifth day is devoted to presentations of the projects, speeches of experts and discussion of work of the workshops. Each workshop is given 30 minutes for statement of its design positions and for answers to questions of experts. Experts will highlight the scientific and practical approaches on which basis they assess the work of workshops and assess the projects. Workshop participants will take part in the scientific session, they have the right to explain their positions and to ask clarifying questions to experts. Based on the experts’ opinion the total score will be declared and the rating of workshops will be determined. Listeners are invited to projects presentations and scientific session.

**Location:** Almaty city. Period: July - beginning of August, 2017

**Target audience:** authorities, public organizations, transport organizations, leading local and foreign higher education institutions and research organizations, mass media.

**Participants of summer school**: students, Master degree students, post-graduate students and university professors, practicing experts with degrees in the field of transport, environment, urban planning, architecture, design and building of transport facilities, representatives of business circles; developer companies; representatives of public organizations.

**School working languages**: Russian, English.

**3. THE WORK GOAL:**

The goal of this TOR is preparation and organization of the international summer school in Almaty on a subject: «Transformation of transport-communication spaces of the cities».

**4. SCOPE OF WORK:**

**The executor shall ensure:**

1. Preparation of the program and the detailed schedule of work of the summer school, the announcement and participation criteria. Selects, co-ordinates and invites experts and heads of workshops to deliver lectures and master classes.

2. Ensures announcements, preliminary registration and selection of participants.

3. Preparation and provision of the initial data for design and presentations (in digital and paper forms), approval of materials by experts.

4. Moderation of sessions and final presentations of projects by the participants.

5. Development of and handing to summer school participants the certificates on completion of professional development courses (the format of certificates to be coordinated with CAST project).

6. Development and editing of the documents and design of the final project documents in the package of materials of summer school.

7. Ensures wide coverage of summer school and its activities in mass-media, writing and distribution of press-releases and post-releases, invitation to the events (the first and the last days) of the mass-media representatives.

**5. OUTCOMES, STAGES AND PAYMENT**

Work outcomes shall be submitted by the executor in 3 stages:

1 stage - preparation of the concept and the program of the summer school;

2 stage – organizing and hosting the summer school, and summarizing the preliminary outcomes;

3 stage – development and dissemination of the final package of materials and materials in mass-media about the summer school outcomes.

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| **№**  | **Outcomes** | **Period** | **Payment** |
|  | The concept and the program of the summer school. The initial report is presented and approved by the project manager; | 3 weeks after signing the contract | % |
|  | Organizing and hosting the summer school, and summarizing the preliminary outcomes. The preliminary report is presented and approved by the project manager; | 7 weeks after signing the contract | % |
|  | Presentation of the package of materials with outcomes of the summer school. The final report (including materials for mass-media) is presented and approved by the project manager; | 8 weeks after signing the contract | % |

It is a total sum contract including all expenses for achievement of the goals and performance of the entire scope of work.

Payment of expenses (fees and transport expenses) of the invited (minimum 4 foreign) experts, speakers, translators and session moderators, and also expenses on trips to Almaty of the specialists involved in preparation and hosting the summer school, development and printing of presentation materials should be included in the total budget of the project.

If quality of the consultant’s work is low, UNDP reserves the right to terminate the contract unilaterally.

**6. ASSISTANCE OF UNDP PROJECT**

CAST project is ready to assist with preparation and organizing the events by paying the following expenses:

* Payment of rent of halls/equipment for the school and transport for visiting the facilities;
* Payment of trips and accommodation for nonresident participants, and also meals for all participants during the general lectures and presentations.

**7. RESPONSIBILITY AND ACCOUNTABILITY**

The executor of works bears full responsibility for reliability and legitimacy of the submitted information and for timely provision of reports. During the work the Executor is accountable to the project manager of UNDP-GEF «City of Almaty Sustainable Transport». All actions related to performance of this work should be coordinated with the abovementioned employee of UNDP-GEF project. Exact dates of the summer school should also be coordinated with the authorized expert of the project «Sustainable cities for low carbon development».

The executor should submit to the project manager of UNDP-GEF «City of Almaty Sustainable Transport» reports in Russian language (2 hard copies) and electronic copies by the above deadlines. The expenses related to development and copying of reports should be included in the total budget of the consultant. Reports should be approved by the project manager and they will be used as a basis for payment. If quality of the consultant’s work is low, UNDP reserves the right to terminate the contract unilaterally.

**8. SKILLS AND EXPERIENCE**

The executor should be a legal entity and should demonstrate:

* Experience in organizing and hosting international conferences and trainings with involvement of different target groups (including local executive and legislative authorities) – minimum 3 years;
* Experience of working with institutions and municipalities engaged in territorial planning and public transport development will be considered an advantage;
* Experience of preparation of packages of materials based on the event outcomes.

Availability of specialists in the team (minimum 2 persons):

* For preparation and organizing international conferences and trainings with at least 5 years experience; experience in organizing the summer schools is an advantage.
* For information support;

Specialists should have excellent communication skills in Russian language and communication skills with foreign experts in English language. International experience or experience at the CIS level will be an advantage.

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| **JOB DESCRIPTION AUTORISATION** |
| Supervisor*Yelena Yerzakovich/Project Manager* Signature Date |
| Program analyst*Victoria Baigazina*Signature Date |