



Empowered lives.
Resilient nations.

Terms of Reference (TOR) Engagement of Road Planning Specialist

A. Project Title: Paving the Roads to SDGs through Good Local Governance

B. Background/Context

Efficient, resilient, and well-planned road networks ensure that no one is left behind in the drive for inclusive growth. This is why roads are considered as an important foundation for the Sustainable Development Goals (SDGs), and a prerequisite for bringing communities together.

At present, only 24.6% of all provincial roads in the Philippines are of acceptable quality. Of the 12,726km of provincial core roads, 57.2% are unpaved and in need of upgrading, while 20.2% are in poor condition and in need of rehabilitation. The situation is similarly dire for the 19,098 km of non-core roads, with 67% needing upgrading and 7% in need of rehabilitation.

To address this situation, the Department for the Interior and Local Government (DILG) has launched the **Conditional Matching Grant to Provinces (CMGP)** initiative to improve the quality of the local road network across the country, by providing both financial investment for capital outlay, as well as strengthening the governance processes so that provincial governments are themselves able to effectively plan, design, implement and maintain their road networks. The Program addresses the underinvestment in local roads, and improvement of national-local roads connectivity to increase economic activity, and improve public access to facilities and services in the provinces.

For FY 2017 General Appropriations Act (GAA), the Program has a total budget of P18.03 Billion under the Local Government Support Fund (LGSF). Aside from this, the DILG budget also has an allocation of P564.256 Million for FY 2017 intended to support the governance reform, quality assurance, and monitoring of road projects of the PLGUs.

The Program, however, is not only a road engineering intervention; it is also a governance reform program in local roads management (LRM) and public financial management (PFM). Thus, in partnership with DILG, UNDP has launched a project ***“Paving the Roads to SDGs through Good Governance (Roads2SDGs)”*** which aims to provide support to the governance reform and quality assurance components of CMGP through the ‘Road to SDGs’ framework. This framework will anchor the prioritization, planning, design, implementation, and maintenance of infrastructure projects to the achievement of the SDGs, incorporating the elements of partnership building, climate change and disaster risk reduction, gender mainstreaming, and citizen participation for transparency and

accountability.

An integral component of the DILG-CMGP governance reform area on Local Road Management is Local Road Network Development Planning. One of the key issues observed is that road projects are highly vulnerable to poor planning and design. Provinces do not have local road management plan to base annual road works nor do they have a rationalized process in selection of road projects. The prevailing focus of road rehabilitation and repair is on project-by-project basis, rather than holistically viewing project impact or on benefits of total length of the road to provide consistent connectivity standards from Point A to Point B. Further, there are gaps noted in regards to Climate Change Adaptation and Disaster Risk Reduction, among others.

In closing these gaps, one of the key results aimed is for provincial governments to have a Local Road Network Development Plan that is complete, updated and used for road investment planning, and expanded to transport planning. Specifically, Roads2SDGs is tasked to provide capacity enhancement activities for provincial governments, including the development and enhancement of modules on local road network and development planning.

Towards this end, the Roads2SDGs project proposes the hiring of a Road Planning Specialist, who will be primarily responsible in the review and recommend applicable enhancements of the existing Local Road Network and Development Plans (LRNDP). The consultant will also recommend, develop and conduct capacity building programs for of provincial governments units (PLGUs) on road planning. It will be a short-term engagement with possible extension depending on the results of the interventions.

Outcome

It is desired that at the end of six (6) months, provincial local governments shall have been equipped with knowledge and tools towards holistic and responsive road planning.

Objectives

To achieve the foregoing, the engagement of a UNDP Road Planning Specialist seeks to:

1. Narrow knowledge and skill gaps in road planning through training activities and other capacity development interventions;
2. Capacitate provincial local governments in developing LRNDPs through tools such as a manual; and,
3. Promote the development, enhancement and implementation of Local Road Network Development Plans (LRNDPs) among provincial local governments;

Expected Outputs

1. Framework for the Review and enhancement of the LRNDP;
2. Manual and modules in developing/enhancing LRNDP for provincial local governments
3. Conduct of training activities and/or other capacity development interventions on road planning of provincial local governments

C. Scope of Work

The Roads2SDGs Project Manager through the Roads Sector Manager shall have direct supervision of the Road Planning Specialist. They may assign a focal person who shall coordinate with the Vendor. The Vendor shall undertake the following:

1. Conduct a survey/research of local road planning literature, policies, guidelines and practices published locally or internationally, and which may be relevant in designing a framework for the review of the provincial local governments' LRNDP;
2. Conduct technical meetings and focus group discussions among UNDP, DILG-CMGP Project Management Office and consult with government agencies and institutions as necessary;
3. Draft a manual for developing/enhancing LRNDPs among provincial local governments, preceded by the framework;
4. Pilot the use of the manual to a select sample among provincial local government units;
5. Plan and implement capacity development interventions among provincial local governments to address identified gaps on road planning;
6. Organize the conduct of workshops and related activities to consolidate learning, suggestions and proposed enhancements on the manual, modules and tools on road planning; and,
7. When necessary, engage in fieldwork to identify capacity development needs of stakeholders on road planning.

D. Expected Outputs and Deliverables

The Vendor shall deliver the following outputs for the Project, with the corresponding timeline:

Key Activities	Deliverable/Output	Responsible party/ Approving party	Proposed timeframe/ Submission
1. Formulate the framework for review of the provincial local governments' LRNDP	Framework for the Review of the LRNDP	Project Manager, Roads Manager	One month upon signing of contract
2. Review of relevant reference materials and write a draft manual to guide the provincial local governments in developing LRNDPs	Manual for provincial local governments in developing LRNDP	Project Manager, Roads Manager	Two months upon submission of the LRNDP review Framework
3. Pilot the use of the manual for developing LRNDPs to a select sample among provincial local government units	Written Report on the Results of the Pilot Test	Project Manager, Roads Manager	Within Two months upon submission of the draft manual and modules
4. Plan and implement capacity development interventions among provincial local governments to address identified gaps on road planning	Conduct of training activities and/or other capacity development interventions on road planning of provincial local governments	Project Manager, Roads Manager	Within one month after the pilot

5.Submit final draft of the manual and modules on developing/enhancing LRNDPs	Final Draft of Manual for enhancing LRNDPs	Project Manager, Roads Manager	Within one month after the trainings as described in Activity no. 4
---	--	--------------------------------	---

E. Institutional Arrangements

The Roads2SDGs Project Manager through the Roads Manager shall directly supervise the Vendor. They may assign a focal person to coordinate with the Vendor in relation to the project. UNDP, through the Roads2SDGs Project, shall be responsible for the following:

- Make available to the Vendor all necessary information concerning the Roads to SDGs project, including background reference materials;
- Review, provide comments and recommendations, and approve all submissions of the Vendor on a timely basis;
- Arrange meeting/s with the Vendor particularly concerning the review of deliverables

Further, the Vendor shall be responsible for the following:

- Organize and attend technical meetings and focus group discussions on local road planning for DILG CMGP/UNDP Roads2SDGs road projects;
- Engage in field work to determine capacity development needs of stakeholders on road planning; development of LRNDPs; and, conduct other necessary field visits;
- Draft a manual and module for the development and enhancement LRNDPs;
- Plan implement capacity development interventions to address identified gaps
- Pilot the manual and consolidate learning and suggestions and enhance them based on the results of the activities related to the pilot test;
- Respect the confidentiality of information as may be deemed necessary by UNDP, partners, and informants
- Report to the Project Manager and Road Sector Manager, promptly and in writing, matters that may affect the conduct of the workshop and quality and timely submission of the reports and/or other deliverables
- Attend meetings as may be arranged by UNDP, particularly concerning the review of deliverables and presentation of findings.

F. Duration of Work

- The engagement is for 60 working days spread over 6 months from December 2018 to May 2019.
- The target start and completion dates shall depend on the actual date of hiring of the consultant and may change depending on what have been finalized and sealed by UNDP Procurement Unit and other logistical considerations.

G. Duty Station: Manila

The engagement is output-based and will not require physical and daily reporting to UNDP. The consultant may be called by the R2SDGs Project Management Unit to report at the Project Management Office for at least five days or as needed per month.

H. Qualifications of the Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education and Qualification</u> University or Bachelor's degree in civil engineering; Architecture, Urban and Regional Planning and other related courses Advance university degree	20 (15) (5)
<u>Experience and relevant training</u> • At least 5 years of experience in rural and urban road planning	(80) 35
• Experience in developing manuals and modules, and conducting relevant trainings workshops	20
• Engagement in work, program, agenda and initiatives in the areas of governance, public administration, and service delivery	15
<u>Language</u> Can speak and write English and Filipino fluently	10
	100

I. Scope of Price Proposal and Schedule of Payments

The Vendor shall be paid, all-inclusive to cover for the actual professional services rendered, inclusive of allowances for land transport, meals during travel, communication of the Vendor to perform tasks and accomplish the deliverables for this engagement and lining allowances for the travel. In case of travels requiring Air Ticket, UNDP through R2SDGs Project Management Office (PMO) will shoulder and facilitate the issuance of ticket. The Consultant shall be required to attend and serve as Resource Person and Provide Technical Assistance in the following activities:

- Conduct of various consultation workshop (indicative number of consultations/FGDs – 4 meetings; preparation and review, updating and finalization of LRNDP) within Metro Manila;
- Training workshop; one in Luzon and one in Mindanao (for Visayas and Mindanao LGUs); and,
- Various meetings during the engagement

Payments shall be processed and paid in tranches upon acceptance by the Roads2SDGs Project Manager of the following deliverables submitted by the Vendor:

TRANCHE	DELIVERABLE
1st Tranche 20%	Upon Contract Signing
2 nd tranche 30%	Draft Manual for provincial local governments in developing/ enhancing LRNDP
3 rd tranche 30%	Upon submission and acceptance of the Written Report on the Results of the Pilot Test; and completed the Conduct of training activities and/or other capacity development interventions on road planning of provincial local governments

4 th tranche 20%	Upon submission and acceptance of the Final Draft of Manual for Developing LRNDPs
--------------------------------	---

J. Recommended Presentation of Offer

To ensure the use of the same criteria for all the offers, the applicants are requested to present the following documents for uniformity:

- a. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP as shown in the Annex;
- b. Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c. Brief description of why you consider yourself as the most suitable for this assignment;
- d. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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.

K. Criteria for Selection of the Best Offer

To select the best offer for this post, the combined scoring method will be used where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

L. Annexes to the TOR

- a. Letter of Confirmation of Interest and Availability
- b. P11