



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE (TOR)

For the provision of services and work to update and review selection of city pilot projects for consideration under the GEF UNIDO MoHUA Project: "Sustainable Cities: Integrated approach pilot in India"

SAP No. 150312 / Grant 2000003630

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1. GENERAL BACKGROUND INFORMATION

The United Nations Industrial Development Organization (UNIDO) is implementing the project "Sustainable Cities: Integrated approach pilot in India" with funding assistance from the Global Environment Facility (GEF) and in close cooperation with the Ministry of Housing and Urban Affairs (MoHUA), Municipal Corporations of Jaipur, Bhopal, Mysore, Vijayawada and Guntur, as well as State Governments of Rajasthan, Madhya Pradesh, Karnataka and Andhra Pradesh.

UNIDO is the specialized agency of the United Nations that promotes Inclusive and Sustainable Industrial Development (ISID) for low carbon investments towards improved livability and sustainability of cities. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition and ensure industrial-urban symbiosis. The Programme Development and Technical Cooperation Office (PTC) is responsible for providing technical cooperation services on technological and economic issues in the following areas covered by five departments: Programmes, Partnerships and Field Integration (PPF), Agri-business Development (AGR), Trade, Investment and Innovation (TII), Energy (ENE) and Environment (ENV).

This project is implemented by UNIDO's Department of Energy, which is responsible for promoting the efficient use of energy and use of renewable energy by industrial users, as well as integration of the technology promotion activities in the city development plans. The project was initially planned for completion within a timeframe of five years (March 2017 to March 2022), yet execution could only start from April 2019, upon signature of project endorsement by Ministry of Housing and Urban Affairs in March 2019.

This project is one of the child projects under the GEF Sustainable Cities Integrated Approach Pilot (SC IAP) program. The program is led by the World Bank that has established the Global Platform for Sustainable Cities (GPSC) with an aim to ensure cooperation and exchange between all child projects, advance and disseminate relevant knowledge and experiences and contribute towards the program goals.

The project is aimed to integrate sustainability strategies into urban planning and management to create a favorable environment for environmentally and financially sound investments in low carbon

infrastructure and service delivery, thus building the resilience of pilot cities. The general framework of the project is organized into four components: (i) sustainable urban planning and management; (ii) investment projects and technology demonstration; (iii) partnership and knowledge management platform and (iv) monitoring and evaluation. The project will assist India to (i) increase scope and depth of integrated urban sustainability planning and management; (ii) reduce cities greenhouse gas (GHG) emissions through investment projects and technology demonstration in particular within the waste management sector; and (iii) promote sustainable cities practices through partnership approach.

2. OBJECTIVE OF THE PRESENT SERVICE AGREEMENT

This service agreement will cover the main technical/analytical work towards updating and reviewing pipeline of potential pilot projects starting from those pilot projects that were pre-selected for four pilot cities (Jaipur, Bhopal, Mysore, and Vijayawada) during the project design stage, respectively:

City	Projects pre-selected during the project design phase
Bhopal:	1. Vegetable market waste biomethanation (biogas plant)
	2. 200+100 TPD compost plants
	3. Bhanpura dumping site closure
Jaipur:	1. Sewage treatment plant connecting to next part of the city, selling surplus biogas outside and auto rickshaw fuel switch to CNG from STP
	2. Electric public buses for Jaipur's city centre
	3. Waste to energy plant
Vijayawada:	1. Pandit Nehru Bus Station (PNBS) "last mile" connectivity system
	2. Energy generation from STP biogas
	3. Electric transportation system serving citizens and tourists
Mysore:	1. Sewage treatment plant upgrade for biogas collection and energy generation
	2. Slaughterhouse and vegetable market waste biomethanation plant
	3. 300 TPD compost plant

In addition, the service agreement will cover the main technical/analytical work towards selection of pilot projects for Guntur. The work will include data analysis, pipeline project appraisal, estimation of investment, identification of potential financing schemes and quantifying potential GHG reduction and other impacts of the proposed pilot project.

3. THE SCOPE OF THE PROPOSED CONTRACTED SERVICES

The proposal of potential contractor should contain a detailed description of the services to be provided and the staff to be assigned for the execution of the required services. The cost breakdown for each activity should be included in the proposal. All deviations from the Terms of Reference should be clearly indicated in the proposal.

The activities for the proposed contracted services should include:

1. Updating the evaluation methodology and criteria (e.g. GHG mitigation; innovativeness of technology; investment and operating costs; co-financing options , contribution to national initiative Swachh Bharat, contribution to urban sustainability, etc.) for appraisal and selection of city investment pilot projects.
2. Update status of development, investment decision and financing, implementation and/or start of operation of earlier identified potential pilot projects for Jaipur, Bhopal, Mysore, and

Vijayawada. In case, either of earlier identified pilot projects is no longer relevant, completed or no longer able to result in earlier identified investments and GHG mitigation, identify replacement pilot project, ensuring a pipeline of 3 possible pilot projects for each city.

3. Investment pipeline identification and screening for Guntur within energy and environmental related projects, based on developed methodology, resulting in identification and selection of 3 potential pilot projects.
4. Preparation of concept notes for the first 3 prioritized projects based on the template set out in Annex 2.
5. Based on scoping and verification results, organization of multi-stakeholder consultations (e.g. city commissioner) in each pilot city, including UNIDO as key stakeholder, to present the findings and ranking of the 3 pilot projects based on agreed criteria (under 1. Above). The highest-ranked priorities pilot project will be considered first for potential part funding under the present project.
6. Prepare a succinct technical report of the assignment, clearly identifying sources and assumption of the appraisal of pilot projects.

4. DELIVERABLES AND GENERAL TIME SCHEDULE

The duration of this contract will be for 1 month. An adequate implementation schedule should be furnished by the contractor, and should be described in a proposal.

Timeline

The work is planned to start as soon as possible after the award of the contract. The total duration for the whole assignment is estimated to be 1 month starting from the contract award, and could be extended subject to project duration.

The payment for services shall be done in 2 instalments, 20% upon signing of the contract and 80% upon submission by of the final report that should include updated methodology for evaluation and status of potential pilot projects, investment pipeline for 3 potential pilot projects for Guntur, final concept notes for the first 3 prioritized projects as well as succinct technical report.

5. PERSONNEL IN THE FIELD

Bidders must indicate the number of personnel to be assigned and their qualifications.

6. REPORTING REQUIREMENTS

Bidders must provide a dedicated Person In-Charge (PIC) and back-up personnel. The PIC or the backup personnel must be available for meetings/teleconferences. The contractor must directly liaise with Project Manager (PM) appointed by UNIDO for this project, as well as the focal point appointed by the MoHUA. Final report of the assignment needs to be submitted latest 15 days after completion of last assignment. All reports need to be submitted in electronic copies and comply with the requirement put forward by the PM.

7. LANGUAGE REQUIREMENTS

All documents must be in English.

8. CURRENCY

The financial proposal shall be submitted in Indian Rupee (INR) currency. Any applicable Goods and Service Tax (GST) shall be stated separately.

9. EVALUATION CRITERIA

The evaluation will be done on the following metrics:

- Presence and appropriate human capacity in India
- Access to relevant networks and pilot cities (Jaipur, Bhopal, Mysore, Vijayawada and Guntur) in India
- Proven track record in providing similar successful services in preparing city investment projects. Bidder should provide reference letters if available.
- Compliance with the Terms of Reference
- CVs of the assigned personal including PIC and key staff
- Co-financing support (in-kind and/or cash)

10. APPLICATION PROCEDURE

Bidders shall submit their written proposals in English:

- **Technical proposal** (including proposed approach to update the evaluation methodology and criteria, work plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as similar successful services in preparing city investment projects).
- **Financial proposal** in INR including all costs.

11. ADDITIONAL INFORMATION

Annex 1: City Baseline Study

The City Baseline Study was developed during the project design stage and includes description of investment project selection methodology, as well as indication of project pipeline that were initially screened (attached as separate document to this TOR).

Annex 2: Summary Sheet for Prioritized Projects

Project Information	
Project Title:	
Project Duration: (Months)	<i>Type in the project duration. Make sure that the duration of the project is realistic.</i>
Key Stakeholders:	<i>Key stakeholders involved in the project.</i>
Key Technology:	Key technology and its parameters that will be considered for implementation.

Project Description Summary			
Project Objective:	<i>Provide short project objective</i>		
Project Components	Outcomes	Outputs	Budget (in INR)
			Financing
1. <i>List project components; use one line per component</i>	1.1 <i>List expected outcomes</i>	1.1.1 <i>List expected outputs</i>	<i>List all financing adjacent to the project component</i>
2.	2.1	2.1.1	
Total Estimated Investment (including Operation and Maintenance)			

Sources of Financing			
Source of Financing	Name of Financier	Type of Financing	Amount (INR)
		<i>Grant/In-kind</i>	<i>Provide the amount adjacent to co-financing source</i>
Total Financing			

Project Description		
1. Problem Statement		
<i>Problems, root causes and barriers that need to be addressed.</i>		
2. Baseline Scenario		
<u>Baseline Scenario</u> <i>Description of situation in the city should now intervention of UNIDO take place. Provide baseline data on relevant environmental issues and Include description of any existing barriers to address these environmental challenges.</i>		
3. Project Proposal		
<i>Brief description of project components that form an alternative scenario and generate benefits and expected outcomes.</i>		
4. Benefits		
<i>Brief description and a numeric estimation of benefits (e.g. mitigation of GHG emissions in metric tons of CO2 equivalent, cost savings, other environmental benefits, etc.)</i>		
5. Innovation, Sustainability and Potential for Scaling up		
<i>Description of the main areas, demonstrating the innovative aspects of the project approach, sustainability of the proposed approach after the project completion, and potential for scaling up project activities during and after project completion.</i>		
6. Risk Management		
Risk	Rating	Mitigation
<i>Specify the risk.</i>	<i>Low/Medium/High</i>	<i>Propose a relevant mitigation measure.</i>