



## UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE /INDIVIDUAL CONTRACT

### I. Job Information

Job Title:	International Consultant on spatial planning regulations, incorporation of sustainability, resilience measures and climate considerations
Type:	Individual Contract
Project Title/Department:	UNDP/ GEF “Market Transformation for Sustainable Rural Housing in Uzbekistan”/ Environment and Climate Action Cluster
Duration of the assignment:	40 w/d April – July 31, 2022
Duty station:	Home based desk work, online meetings and one mission (depends on COVID 19 quarantine measures)
Expected travel site:	One mission (5 days) to Tashkent, Uzbekistan and work in the project office (depends on COVID 19 quarantine measures)
Reports to:	Project Manager

### II. Background

The UNDP/GEF and Government of Uzbekistan project on “Market Transformation for Sustainable Rural Housing in Uzbekistan” seeks to transform the rapidly growing rural housing sector in Uzbekistan towards a more sustainable and low-carbon development pathway by designing, piloting and scaling-up a green mortgage market mechanism, which will boost the demand for low-carbon housing among the Uzbek rural population thus reducing GHG emission. The project objective is to provide Uzbekistan’s rural population with improved, affordable and environmentally friendly living conditions.

The project consists of four inter-linked outcomes. The first and principal outcome is the establishment of the green mortgage scheme to incentivize and eventually scale-up the demand for low-carbon housing. This outcome will be supported and enabled by three complementary outcomes related to strengthening domestic supply chain and capacities for construction of low-carbon housing (Outcome 2), introducing policies and regulations for low-carbon housing and settlements (Outcome 3) and raising public awareness about benefits and advantages of low-carbon housing (Outcome 4).

As of today, there are 1,200 cities and 1,844 rural settlements in Uzbekistan. Most of these settlements are not provided with spatial planning documents (general plans, detailed planning projects). In particular, of the 1,200 towns, only 230 have general plans. Of the 11,844 rural localities only 1,569 have master plans in force. 4131 of the total lists require revision, and 6144 have no urban planning documents. In Uzbekistan, the government plans to increase investment in rural housing, and it has defined the following targets to be achieved through state investment programs by 2022 development of 29 new rural settlements “Yangi O’zbekiston”, construction of 619 new multi apartment buildings (21,312 apartment units), 57 new social amenities (schools/hospitals).

In the Uzbekistan context, the Building Codes (SHNKs), include building and construction regulations, as well as urban and spatial planning norms and standards. An overview of all building codes and their content can be found here: (<https://mc.uz/gradostroitelnye-normy/>).

Under the overall supervision of the Project Manager, and the direct supervision of the Task Manager on Building Designs, Codes and Standards, and in consultations with the project Chief Technical Advisor, the International Consultant will be responsible for development of recommendations and guidelines on energy efficiency requirements, content related improvements of the two existing spatial planning building codes, and proposals on harmonious environmental, economic, social, and cultural development of cities and human settlements to the responsible government authorities/institutions.

### III. Functions/ Key Outputs Expected

**Activity 1 (remotely): Preliminary analysis and planning**

- Specify issues, set milestones, and establish a timetable for the work, as well as conduct a comprehensive analysis of the existing national laws, regulations and empirical experience through cooperation with a National Consultant (using inputs will be provided by the National Consultant);
- Prepare a work plan of activities, finalize and approve by the Project Manager the assignment's work schedule and tasks' sequence through cooperation with Task Manager on Building Designs, Codes and Standards and Project Chief Technical Adviser;
- Familiarize with landscape, climate conditions, architecture, spatial planning specifics (mahallas, districts, etc.), land use by functions, historical and natural conditions in various regions that have led to the development of different kinds of settlements, spatial planning, regulatory documentation, etc. in Uzbekistan;
- Identify, based on the relevant international research and studies, what are the main planning-related factors contributing to energy use in residential settlements, and how can these factors be influenced, and how does this translate to the situation in Uzbekistan? This will be used for deciding on which kind of measures likely have the largest impact and should thus be prioritized;
- Analyze spatial planning concepts and principles that promote energy efficiency and reduce GHG emissions, while considering the Uzbekistan context (e.g. compact urbanization, alignment between development of settlements and infrastructure investments, transit oriented developments, 'healthy' and walkable cities/villages);
- Conduct comprehensive analysis of the international/ European norms/ standards, scientific studies/ articles on green infrastructure for urban/ rural settlements over the last 5-10 years, as well as approaches/ solutions on climate change considerations and energy efficiency to promote sustainable local development (SLD);
- Conduct comprehensive analysis of:
  - Principles/ guidelines applied for design/ development of connections (roads, cycling/ walk paths) to improve accessibility, ensure safety, reduce commute duration, thus a GHG impact of human settlements;
  - Urban/ rural planning standards based on the orientation, geometry, and spacing of buildings (Smart Codes);
  - Principles/ guidelines for design/ development/ improvement of water/ energy supply/ distribution systems, sewage, communication systems and all related infrastructure;
  - International requirements for the protection of landscapes and green spaces for urban/ rural settlements;
- Analyze building codes ShNK 1.03.02-04 "Instruction on the composition, development, coordination and approval of urban planning documentation on development planning and development of territories" and ShNK 2.07.01-03 "Planning for the development and building of territories of urban and rural settlements" for:
  - Content;
  - Coherence;
  - Convenience in navigation;
  - Limitations
 and formulate suggestion for improvements of the building codes analyzed through amendments and additions;
- Participate in online meetings with the Project team and contracted National Consultant, collect/ exchange all required information and familiarize with architecture, spatial planning specifics (mahallas, districts, etc.), land use by functions, climate conditions, spatial planning and regulatory documentation, etc. in Uzbekistan. Identify issues and determine key indicators for the development of resource-efficient, climate-resilient, low-carbon, socially oriented and balanced living environment in rural settlements, discuss results and findings

**Activity 2 (remotely): Development of amendments, additions and recommendations**

- Based on the preliminary analysis results, develop recommendations on the improvement of energy efficiency requirements of ShNK 1.03.02-04 "Instruction on the composition, development, coordination and approval of urban planning documentation on development planning and development of territories"

and ShNK 2.07.01-03 "Planning for the development and building of territories of urban and rural settlements", and formulate suggestions for improvements on their content, coherence, convenience in navigation and to eliminate limitations (if any);

- Provide estimates on the potential GHG emission reductions' impact that can result from the recommended amendments and additions to the reviewed building codes (ShNKs);
- Based on the roundtable outputs and the feedback received from the Ministry of Construction and the Ministry of Energy to presented preliminary recommendations on the building codes (ShNKs) improvement, review/ improve recommendations and develop proposals on the following:
  - Establishing or strengthening, if it already exists, a legal, enforcement, monitoring and evaluation framework for ensuring comprehensive implementation of adopted master plans of cities and settlements in line with the corresponding spatial planning practices applied through efficient coordination and close collaboration of the responsible government agencies/authorities (regional/municipal/central, including the State Committee for Cadaster, etc.) with the specialists/developers of master plans;
  - Establishing or strengthening, if it already exists, a legal, enforcement, monitoring and evaluation framework, which promotes and obliges investors, developers, architects, and designers to implement an innovative, energy-efficient urban/rural development;
  - Design/development of connections (roads, cycling/ walk paths, etc.) to improve accessibility, ensure safety, reduce commute duration, and reduce the associated carbon footprint of human settlements;
  - Design/development/improvement of water/energy supply and distribution systems, sewage systems and all related infrastructure;
  - Protection and conservation of urban/rural public green spaces (sports, playgrounds, recreation and park areas, canals, water reservoirs)

### **Activity 3. Preparations to mission to Uzbekistan and round table**

- Contribute to preparations for conducting a roundtable (will be arranged by the Project team) focused on preliminary analysis results and draft recommendations, including definition of topics to be discussed, development of the roundtable agenda, ppt presentation, and identification of the roundtable participants;
- Prepare a report (up to 30 pages without annexes) on the preliminary analysis results and draft recommendations on energy efficiency requirements and content improvements of the building codes (ShNKs) under consideration that are proposed for discussion with the practicing architects/designers/engineers within the roundtable, and submit the report for consideration by the project team and Environment and Climate Action (ECA) Cluster, UNDP Country Office;

### **Activity 4: Mission to Uzbekistan (if COVID situation allows):**

- Conduct a 5-day mission to Uzbekistan, if COVID situation allows;
- Participate (in person, if mission is possible, or online on ZOOM platform) and discuss the preliminary analysis results and draft recommendations at a round table (in person, if mission is possible, or online on ZOOM platform) with practicing architects/designers/engineers, collect and analyze the feedback received from them, and provide corresponding proposals on the required amendments and additions to improve the building codes analyzed;
- Present (in person, if mission is possible, or online on ZOOM platform), with assistance of a National Consultant and project team, the preliminary recommendations on the building codes (ShNKs) improvements based on roundtable feedback analysis results and with an estimate of the potential GHG impact of recommended amendments and additions to reviewed building codes (ShNKs) to the representatives of the Ministry of Construction and the Ministry of Energy within a meeting will be organized by the project team to discussion and collect their feedback

### **Activity 4 (remotely): Development of the policy paper:**

- Develop a policy paper with addressing in the extent appropriate the feedback received and submit to the project team and Environment and Climate Action (ECA) Cluster, UNDP Country Office

## **IV. Deliverables/ Timeframe**

The following deliverables and indicative schedule are expected from the consultancy contract. These deliverables, deadlines, and other elements of the scope of work and these Terms of Reference may be adjusted before contract signing per discussion and mutual agreement between the Project Manager and the consultant. The project reserves the right, if necessary, to amend the terms of reference of a consultant on a written agreement. The final schedule will be agreed upon in the beginning of consultancy assignment. All deliverables should be submitted to UNDP by the Consultant in English in e-version and then cleared by the Project Manager and approved by the Environment and Climate Action (ECA) Cluster.

The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software if needed, etc.) and must have access to a reliable internet connection. The consultant will engage regularly by email, online ZOOM platform and/or phone on an as needed basis

#	Deliverables	Timeframe	Payment structure
1	Work plan (aligned with the work plan of the National Consultant) of activities submitted to, and cleared by Task Manager on Building Designs, Codes and Standards, and approved by Project Manager	10 days from the date of signing the contract	50%
2	Report on preliminary analysis results and draft recommendations, and thematic inputs to a roundtable discussion developed, submitted to, cleared by Task Manager on Building Designs, Codes and Standards, and approved by Project Manager	50 days from the date of signing the contract	
3	Draft report with preliminary recommendations on building codes (ShNKs) improvement based on roundtable feedback analysis results and with an estimate of the potential GHG impact of recommended amendments and additions to the analyzed building codes developed, submitted to, cleared by Task Manager on Building Designs, Codes and Standards and approved by Project Manager	80 days from the date of signing the contract	50%
4	Policy paper based on feedback received from the Ministries, including recommendations on improvement of the building codes considered submitted, cleared by Task Manager on Building Designs, Codes and Standards and approved by Project Manager	110 days from the date of signing the contract	

#### **V. Reporting**

All reports must be submitted in English to the Project Manager and Environment and Climate Action Cluster in UNDP Country Office in Uzbekistan and made in accordance with UNDP templates requirements

#### **VI. Management arrangements**

The international consultant will work under the guidance of the Environment and Climate Action Programme, UNDP Uzbekistan

#### **VII. Financial arrangements**

Applicants are required to submit an aggregated financial offer (“aggregated financial offer” is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee, international travel costs, visa costs (if required), daily subsistence allowance (for accommodation, meals and local transport/communication).

This is a lump sum contract that should include costs of consultancy and other related costs, if any, required to produce the above deliverables, including one mission (depends on COVID 19 quarantine measures) to Tashkent in 2022 (5 days). Payments will be disbursed in two installments (50% and 50%) upon timely submission of respective deliverables (#1 and #2: and #3 and #4 respectively) and approval and certification by

the Project Manager, and Environment and Climate Action Cluster in UNDP Country Office that the services have been satisfactory performed.

### **VIII. Recruitment Qualifications**

Education:	University degree (at minimum, a Master's degree or equivalent, PhD is desired) in civil engineering, spatial planning, urban planning, energy engineering, energy efficiency, or related fields
Experience:	<ul style="list-style-type: none"> <li>• At least five (5) years of progressively responsible working experience in development of building codes and/ or urban planning standards;</li> <li>• Professional knowledge, good understanding of urban/rural planning, energy efficiency in cities and settlements, green infrastructure, sustainable transportation, population mobility;</li> <li>• Sound knowledge of international best practices for the development of sustainable, energy-efficient cities/ settlements;</li> <li>• Proven experience in conducting high-level consultations and reporting skills;</li> <li>• Proven working experience in the relevant field in Eurasian Economic union (EAEU) and Central Asia countries;</li> <li>• Proven working experience with international development organizations in promoting energy efficiency and sustainable "green" city development practices is an asset</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Proficiency in written and spoken English is required. Sound knowledge of Russian is an asset.</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>• Strong analytical skills, result-orientation;</li> <li>• Ability to perform under tight deadlines and timely delivery of good quality products;</li> <li>• Ability to work in a multinational environment and establish good personal contacts;</li> <li>• Ability to use information and communication technology as a tool and resource;</li> <li>• Knowledge of spreadsheet and database packages, experience in handling of web-based management systems;</li> <li>• Understanding of local conditions and ability to work with local professionals</li> </ul>

### **IX. Evaluation of Applicants**

**Criteria for Evaluation of Proposal:** Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

#### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable; and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Criteria weight: 70% of total evaluation (70 points)

- Relevant education background, working experience and required language skills (10 points)
- Sound experience in development of building codes and/or urban planning standards with energy

efficiency requirements in cities, settlements and climate considerations (10 points)

- Proven experience in promotion of international best practices for development of sustainable, energy-efficient cities/ settlements for projects/programs implemented by international development agencies and/ or IFIs (10 points)
- Technical knowledge of energy-efficient measures and calculation of the associated GHG emission reductions for urban/rural development (15 points)
- Proven working experience in the relevant field in Eurasian Economic union (EAEU) and Central Asia countries (10 points)
- Brief description of approach (max 1 page) to development of workable solutions for sustainable energy-efficient rural settlements development considering economic, political capacity and resources availability in Uzbekistan (15 points)

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Financial Criteria weight: 30% of total evaluation (30 points)

Total Score + Technical Criteria (max. 70 points) + Financial Criteria (max. 30 points)

#### **X. Application procedures**

Applicants are requested to apply online through the UNDP website at <http://www.uz.undp.org> Application shall be submitted by indicated deadline. Incomplete applications or applications received after the closing date will not be given consideration. Application should contain a current and complete C.V. with indication of the e- mail and phone contact. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, daily subsistence allowance and travel costs). Incomplete applications will be excluded from further consideration.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Letter of Confirmation of Interest and Availability** using the [template](#)<sup>1</sup> provided by UNDP;
- CV and a Personal History Form** ([P11 form](#)<sup>1</sup>);
- Brief description of approach to work/technical proposal (max 1 page)** on how s/he will implement and complete the assignment;
- Financial Proposal** – specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, and travel, daily subsistence allowance and any other possible costs, if any) and in accordance with the table provided in Annex I to this TOR.

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

#### **IX. Signatures- Post Description Certification**

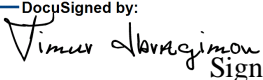
Incumbent (*if applicable*)

Name

Signature

Date

Mr. Timur Ibragimov  
Project Manager

DocuSigned by:  
  
99C1FF51028443D...  
Signature

Date

**Annex I Aggregated Financial Offer of the International Consultant**  
**International Consultant on spatial planning regulations, incorporation of sustainability, resilience measures and climate considerations**

	<b>#of units*</b>	<b>Units</b>	<b>Rate/USD</b>	<b>Total/USD</b>
<b>Work in home office**</b>				
Home based work	40	Person-days		
		Person-days		
		Person-days		
<b>Sub-total fee</b>				
<b>***Travel costs (5 working days in Tashkent)</b>	5	Person-days		
<b>Sub-total travel costs</b>				
<b>TOTAL</b>				

\*Estimates are included in the TOR, the applicant is requested to review and revise, if applicable

\*\*Add rows as needed

\*\*\*It is subject to COVID situation, it does not allow travel, the activity will be conducted online and the associated travel cost will be deducted from the actual payment of the assignment.

*\*Please, note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services, etc.).*

*Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.*

**I agree to perform this assignment for a lump sum of \_\_\_\_\_ USD**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ /2022

This offer remains valid for a period of 3 months from the date of signature of this document.