

Terms of Reference

National or International Consultant: International Consultant

Description of the assignment (Title of consultancy): International Specialist for GEF Transport Project Development (Team Leader) for the Preparation of the GEF/UNDP Project Document and CEO Endorsement Request Package

Project Title: Lebanon Sustainable Low-Emission Transport Systems

Period of assignment/services: 60 working days spread out over the period from **Feb 2020 to October 2020**.

1. BACKGROUND

Impacts of the current transportation system

The current Lebanese transport sector is not sustainable characterized by the absence of reliable public transport, underdeveloped and uncoordinated public works, prevalence of old and pollutive cars, and very high rate of car ownership. As a result, the transport sector is the second largest contributor of Lebanon's greenhouse gas (GHG) emissions, accounting for 23% of the total emissions and also contributing the emissions of other pollutants such as NO_x (60%), CO (99%), SO₂(5%) and particulate matter, VOC, copper, zinc and lead. As for the contribution of the different vehicle categories, passenger cars have the highest share of the emissions with 58.38% of the total transport GHG emissions while light-duty vehicles (LDV), heavy-duty vehicles (HDV), and motorcycles account for 17.46%, 23.81%, and 0.35% respectively. It is estimated that air pollution from polluting old cars costs at least \$ 200 million of economic loss per year resulting from morbidity, adult mortality, child mortality and discomfort, which does not include the cost from health care services. A substantial additional impact is that of congestion, leading to an estimated increase of travel time, where one estimate puts the burden of congestion at 8% of GDP per annum

Institutional structure of the transportation sector

The public institutional structure of the transport sector in Lebanon is subjected to fragmented structure. The planning and regulation of public transport is undertaken by the Ministry of Public Works and Transport (MPWT). This includes the licensing of companies to undertake public transport services, fare setting, and planning. The MPWT oversees the construction and maintenance of the national highways and road networks. The MPWT is also the guardian of the state-owned enterprise, the Railways and Public Transport Authority (RPTA), a public institution with a semi-independent legal identity with financial and administrative autonomy. However, the RPTA has not been able to effectively play its role due to the destruction of railways, tramways, and most of the buses that were once under its management. The Ministry of Interior and Municipalities (MoIM) licenses vehicles and drivers and undertakes the overall management of vehicle inspections, in addition to the responsibility for the enforcement of traffic law, including on public transport, through the Internal Security Forces (ISF). Municipalities are also assigned some public transport competences through the Municipal Law while also being responsible for planning and implementation of urban projects. The Council for Development and Reconstruction (CDR) has competencies in national planning, including transport planning, and

the execution of large infrastructure projects such as road and transport through project-specific mandates by the Council of Ministers.

Barriers hindering the transformation toward sustainable transport system

The transport sector lacks technical capacity and remains institutionally weak, particularly in terms of coordinating all the activities related to transport due to the fragmented structure and the absence of leading institution. As a result, the comprehensive approach and systematic integration of sustainability are missing particularly considering the NDC commitments of the government and the potential for the introduction of alternative modes of transport, electric and hybrid vehicles in both the public and private spheres. Due to the lack of the integrated approach to financing, limited state budget for necessary infrastructure investment and incentives pose a significant challenge toward sustainable mobility transformation. Moreover, the current state revenue structure heavily depends on fuel consumption and vehicle purchase, negatively affecting the transition toward sustainable transport. Thus, the adaptation or proactive shift of the taxation structure will be required. From a technical perspective, although the national market has seen a growing appetite for electric vehicles, little is known about the electricity infrastructure needs, the technical needs for recharging stations, the capacity of the grid, the safety and maintenance needs of these types of vehicles. Weak enforcement of traffic rules results in illegal parking and reckless driving, undermining road safety and exacerbating congestion. In addition to the issues of road safety, lack of supportive infrastructure such as quality pedestrian zones and parking facilities is hindering the promotion of non-motorized transport.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK ***Scope of GEF Transport Project***

UNDP Lebanon in partnership with the Ministry of Environment is preparing a full-project proposal to be submitted to the Global Environmental Facility (GEF) which aims to work towards sustainable low-emission transport system. The project will consist of 3 main components: on one hand to tackle the policy issues and provide technical options for the best way forward to improve the transport sector and to introduce efficient transport technologies to the market. On the other hand, the project will consider piloting a renewable energy pilot application for charging stations or some other modality to determine the applicability of charging electric vehicles. Finally, the project will work with NGOs and universities to promote research on the topic and raise awareness on sustainable transport and modal transport change.

The proposed UNDP-GEF project will be complementary to the baseline initiatives as it addresses barriers that are specifically related to the transformation towards sustainable mobility. The main ongoing/planned initiatives includes Great Beirut Public Transport (Bus Rapid Transit, BRT) project by the World Bank, Bus Transportation Public-Private Project by the local private company (WeGo) and feasibility studies for bus network system and revival of the railway systems by European Investment Bank (EIB).

This consultancy is for the preparation of the GEF the GEF/UNDP project document and CEO endorsement request package. At the national level, a local consultant will also be recruited to support in the preparation of the project document in addition to a gender expert and the national UNDP group of experts. The team will provide the Team Leader with the necessary survey work, assessments, consultations and other data gathering needs for the preparation of the GEF documents.

2. KEY TASKS AND RESPONSIBILITIES

Under the overall guidance of the UNDP-GEF Regional Technical Advisor and the Programme Manager of the Energy and Environment Programme in the UNDP Lebanon Country Office, the International Consultant will assume the lead responsibility for the project design and elaboration, the timely preparation of all the reports needed for the GEF including the Project Document and CEO Template and will coordinate the work of the local consultants including the national transport expert, gender specialist and social and environmental safeguards expert.

More specifically, the international consultant will carry out the following tasks:

Baseline studies and analysis for the sustainable transport projects:

1. Provide methodological guidance for data collection related to project designing/planning and monitoring with particular attention given to the description and quantification of the baseline investments (i.e. Bus Private-Public project by WeGo and BRT project by the WB).
2. Compile and share the international best experience in policy development, legal and regulatory frameworks and enforcement systems related to sustainable transport including analysis of any relevant GEF projects.
3. Compile the final baseline/situational analysis for the project based on the inputs from local experts and in close cooperation with the key national stakeholders. This will include a precise definition of baseline projects, activities, budgets, goals, and co-financing links to GEF outcomes; definition of GEF incremental value per outcome and output; and development of incremental cost matrices.

Project Design and Preparation of the full-sized project document:

4. Work with the CO to select an indicator for one of the outcomes of the IRRF.
5. Prepare an indicative Procurement Plan, which will be confirmed by the CO.
6. Based on the inputs from national experts and the best international practice, prepare a quantified assessment of global environmental benefits for the project.
7. Analyse the socio-economic benefits of the proposed interventions at national and local levels.
8. Based on international experience, assist in specifying the project strategy, finalizing project sections on: (a) An assessment of the social, economic and financial sustainability of proposed project activities; (b) Assessment of alternatives to the project strategy and establishing the cost effectiveness of the preferred strategy and suite of activities; (c) A replication strategy for project activities; (d) Assessment of the risks to the proposed project activities and identifying measure to mitigate these risks ; (e) incremental cost analysis.
9. Develop project monitoring and evaluation system for the full-size project (FSP) including a set of indicators, baselines and targets
10. Outline the knowledge management (KM) elements, aimed inter alia coordination mechanism among agencies/stakeholders involved in the sustainable transport systems as well as the GEF Global e-Mobility Programme “Global Programme to Support Countries with the Shift to Electric Mobility”
11. Define operational strategies and resource needs and providing administrative support for effective project design; i.e. elaborate a Logical Framework of the project.
12. Lead consultations with stakeholders and record the outcomes of these meetings to populate an annex to the project document;

13. Elaborate the Stakeholder Engagement plan;
14. In collaboration with the local expert, explore how the project can collaborate with the Great Beirut Public Transport (Bus Rapid Transit, BRT) project by the World Bank, Bus Transportation Public-Private Project by the local private company (WeGo) and feasibility studies for bus network system and revival of the railway systems by European Investment Bank (EIB);
15. In collaboration with the UNDP Programme Manager, determine most suitable implementing partner and project implementation structure;
16. Work closely with the UNDP national consultant and CO team to determine the best approaches to the project including the identification of most appropriate pilot projects, locations and technologies that would serve the national interest in terms of the sustainable transport agenda;
17. In collaboration with the Gender Specialist, develop action plan for incorporation of gender aspects in the project, with quantifiable baseline and target indicators, as per GEF and UNDP guidance.
18. Draft terms of reference for the key consultants/contracts to be employed by the project.
19. Perform final reviews of the required project documentation.
20. Coordinate with the Safeguard and Environmental specialist to complete the environmental and social safeguard screening following the UNDP procedure, producing the checklist and summary report and revise the final version
21. Coordinate with the Gender expert to complete the gender analysis and action plan following UNDP and GEF requirements and revise the final versions accordingly
22. Revise the specific technical issues and questions raised by the GEF SEC, Council members and STAP on the Programme Framework Document and address these as applicable.

3. Expected Outputs and deliverables

TIMEFRAME

The assignment will be **60 working days** spread out over the period from **Feb 2020 to October 2020**.

Up to 2 missions to Lebanon are foreseen (5 working days each); the exact timings of the missions will be agreed with UNDP Lebanon and in line with the security situation in the country.

4. KEY DELIVERABLES

The key deliverables of the International Consultant will be the final comprehensive project document in both GEF and UNDP formats and the CEO Endorsement Request package in a style accessible to senior policy makers and UNDP.

The documents should make full use of figures, diagrams and boxes to bring out key points and summarize materials used. Preparation of this key deliverables will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document:

- Situation Analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, business-with-GEF-analysis)
- Project Strategy (including proposal sections on project rationale and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability)
- Institutional and Management Arrangements

- Monitoring and Evaluation Plan and Budget
- Incremental Cost Analysis (including systems boundary, Summary of costs, additional cost matrix)
- Strategic Results Framework (formerly Logical Framework Analysis)
- Total Budget and First Annual Work plan
- Project Organigram
- Project timetable
- Stakeholder involvement plan with a focus on local communities
- Letters of Endorsement and co-financing
- Annexes and additional information

These sections are indicative as templates may be subject to change, the International Consultant will be required to obtain guidance by the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

The expected deliverables for this assignment are as follows:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1: draft of situation analysis, project strategy and strategic results framework	20 working days	01 May 2020	UNDP Country Office and UNDP-GEF Regional Technical Advisor
Deliverable 2: First draft of full-size project document	30 working days	15 July 2020	UNDP Country Office and UNDP-GEF Regional Technical Advisor
Deliverable 3: Final drafts of the UNDP project document and the GEF CEO endorsement request	10 working days	31 September 2020	UNDP Country Office and UNDP-GEF Regional Technical Advisor

5. REQUIRED ACADEMIC QUALIFICATIONS:

Academic Qualifications

Graduate degree in transport engineering, civil engineering, electric or energy engineer, environmental engineering or policy or a related field. PhD is an asset.

Years of Experience

At least 12 years of substantive professional experience in development and design of sustainable transport and transport policy related projects

Experience

- Proven ability to prepare project documents under sustainable transport area for either the UNDP-GEF or other agencies.
- Experience in transportation projects, implementation and/or design of transport-related policy projects;
- Experience in climate mitigation policies, particularly in the transport sector;
- Experience or knowledge in fuel efficient vehicles and e-mobility;
- Knowledge of renewable energy is an asset;

Competencies

- Proven ability to work flexibly and independently with limited supervision and deliver quality results against tight deadlines and to work from a distance;
- Ability to lead a team of experts remotely;
- Strong planning, research, and analytical skills
- Excellent communication skills, cultural sensitivity
- Fluent in English

6. CONTRACTUAL CONSIDERATIONS

The contract will cover the amount payable for fees and foreseeable expenses, including all travel to Lebanon and within Lebanon during missions.

Proposal of costs must be expressed in *Lump Sum Amount*

- Lump sum amount must be “all-inclusive”¹;
- The contract price is fixed regardless of changes in the cost components

%	Milestone
30%	Submission and approval of Deliverable 1
30%	Submission and approval of Deliverable 2
30%	Submission and approval of Deliverable 3
10%	Final approval of entire submission package by GEF

7. PRESENTATION OF PROPOSALS AND OFFERS

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- 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;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, **and a methodology to complete the assignment.**

¹ The term “all inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

8. CRITERIA FOR SELECTION OF BEST OFFER

Combined Scoring Method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%;

Only candidates obtaining a minimum technical score of 70 points would be considered for the financial evaluation.

Criteria	Weight	Max. Point
Technical Competence	70%	100
Academic Qualifications Master's Degree: 7 points Ph.D. Degree: 9 points Relevant trainings/certificates: additional 1 point		10
Years of Experience 12 years: 14 points 12 – 15 years: 18 points More than 15 years: 20 points		20
Technical Experience Experience in preparation of project documents under sustainable transport area for the UNDP GEF: 10 points Experience in transportation projects, implementation and/or design of transport-related policy projects: 10 points Experience in climate mitigation policies, particularly in the transport sector: 10 points Experience or knowledge in fuel efficient vehicles and e-mobility: 5 points Knowledge of renewable energy: 5 points		40
Methodology Understanding of GEF Sustainable Transport thematic area (10 points) Systematic approach to the assignment that is in line with the terms of reference (10 points) Understanding of Lebanese or developing country context and needs in sustainable transport (10 points)		30

<i>Financial (Lower Offer/Offer*100)</i>	<i><u>30%</u></i>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	