

National Institute of Urban Affairs (NIUA)

UrbanShift Country Project: Livable Cities in India

Date: September 14, 2023

EXPRESSION OF INTEREST

Empanelment of Subject-matter Experts for UrbanShift Country Project

A. PROJECT DESCRIPTION:

The Global Environment Facility (GEF) funded UrbanShift Country Project aims to demonstrate low-emissions, resilient, nature-based, inclusive, sustainable urban development in Indian cities; and support scale-up nationally of the knowledge created and learnings from the Project. The United Nations Environment Programme (UNEP) with the National Institute of Urban Affairs (NIUA) as the executing agency, is implementing the Project in the target cities (Pune and Surat) and the replication cities (Agra and Puducherry). The Project would provide technical assistance and investment for undertaking the following activities in the partner cities:

- Evidence-based sustainable and integrated planning;
- Investments in low emissions, resilient, Nature-based Solutions (NbS) and mobility;
- Innovative financing solutions for cities and
- Knowledge management and capacity development: Knowledge products, good practices and tools would be made available to national, state and city authorities as well as other stakeholders through the National Urban Learning Platform (NULP).

The Project will also focus on enabling gender mainstreaming practices and processes through the inclusion of gender expertise, stakeholder consultations with women, adoption of gender-responsive planning and budgeting processes and mandatory gender assessment of all urban development projects.

The key focal areas of work in the partner cities are as follows:

- Pune and Agra: Integrated spatial planning for compact development and low-emission resilient green transit corridors
- Surat and Puducherry: Integrated spatial planning for resilient coastal zones and low-emission mobility development

B. EMPANELMENT OF SUBJECT-MATTER EXPERTS:

To further the Project agenda, NIUA wants to empanel the following consultants/ Subject-matter Experts to undertake short-term assignments:

1. **Urban Transport Planner**, with expertise in Transit-oriented Development (TOD), Non-motorised Transport (NMT) planning and electric mobility.

2. **Environmental Expert**, with experience of assessing impact (GHG emission reduction, etc.) of projects/ actions.
3. **Urban Planner**, with expertise in Geographical Information System (GIS).
4. **Marine Ecology Expert**, with expertise in coastal biodiversity.
5. **Climate Change Adaptation and Mitigation Expert**, with experience of integrating climate actions in master/ development plans of cities.
6. **Urban Finance Specialist**, with experience of development of innovative and diverse financial mechanisms including development of business models for scaling-up sustainable urban solutions.
7. **Institutional/ Governance Expert**, with experience of institutionalising integrated project governance structures, inter-departmental coordination processes, etc. and documenting the resulting benefits.
8. **Infrastructure Expert**, with experience of implementation of Nature-based Solutions (NbS) in coastal areas.
9. **Information Technology Expert**, with experience of web solutions, design and maintenance.
10. **Landscape Architect**, with expertise in floral biodiversity of coastal areas.
11. **Gender Expert**, with experience of preparing Gender Action Plans, generating data and mapping the gender implications at the city level, piloting gender-responsive practices and solutions, and providing capacity-building support to enable gender-responsive inclusive planning.
12. **Communication and Knowledge Dissemination Expert**, with experience of strategizing the scaling-up of project outcomes and dissemination of knowledge content nationally.
13. **Habitat Specialist**, with expertise in aviary design for birds and other species.
14. **Urban Heat Mitigation Expert**, with experience of developing Heat Mitigation Strategy and Action Plans for cities.

Refer **Annexure 1** for minimum qualification and relevant experience of the above-mentioned positions.

C. GENERIC SCOPE OF WORK OF SUBJECT-MATTER EXPERTS:

1. Provide technical inputs, undertake research, review technical documents, etc. related to UrbanShift project activities.
2. Support onboarding of consulting firms/ individual consultants for undertaking various tasks/ assignments/ projects under the UrbanShift project. The empanelled Expert would be engaged in preparing/ reviewing the Request for Proposals (RfP) of such works, specifically the Terms of Reference and the Scope of Work. The Expert would also be responsible for the technical review of work submitted by the consulting firms/ individual consultants for its comprehensiveness and technical competency.
3. Participate in meetings or field visits and make presentations, as requested by the PMU – UrbanShift, NIUA.

4. By mutual agreement, undertake any other project-related work as assigned by the PMU – UrbanShift, NIUA.

D. APPLICATION PROCESS

1. Individual consultants with more than 3 years of professional experience can apply for positions mentioned in Section B. Multiple candidates (across all levels of experience – Grade I, II & III) will be empaneled for each area of expertise.
2. The empaneled consultants shall be paid as per the per person-day rate commensurate to their years of experience, as mentioned below:

S. No.	Position	Work Experience	Per person-day remuneration*
National Consultants			
1.	Grade I Consultant	15+ years	INR 15,000
2.	Grade II Consultant	8+ to 15 years	INR 12,000
3.	Grade III Consultant	3+ to 8 years	INR 6,500

* One person-day is equivalent to 8 hours of work.

** Remuneration paid to empaneled experts will be subject to tax deductions as per the prevailing rules of the Govt. of India.

*** Expenses towards travel (including travel and hotel bookings, and meals) will be covered by the Project.

3. The evaluation criteria for selecting Subject-matter Experts for empanelment would be as follows:

S. No.	Criteria	Marks (max.)	
1.	Cover Letter , stating the suitability of the applicant for the said position	25	
2.	Minimum Qualification (as mentioned in Annexure 1) In cases where requirement of an additional qualification is mentioned, minimum qualification will be awarded 10 marks and additional qualification will be awarded 5 marks.	15	
3.	Relevant projects/ assignments (as mentioned in Annexure 1)	At least 2 relevant projects/ assignments	10
		3 - 6 relevant projects/ assignments (5 marks for each additional project)	20
		7 or more relevant projects/ assignments	30

* The minimum qualifying marks for candidates to be considered for empanelment is 50.

4. Candidates employed with other organisations may also apply, subject to the consent of the current employer. All candidates should confirm their availability to provide services as Subject-matter Experts by signing the Undertaking provided in **Annexure 3**.
5. **Applications, including Cover Letter (stating the suitability of the applicant for the said position), CV (as per Annexure 2), Undertaking to provide services (as per Annexure 3) and Self-attested undertaking that the candidate is not blacklisted (as per Annexure 4) in PDF format, shall be submitted by e-mail to urbanshift@niua.org and hr@niua.org not later than October 15, 2023, 17:00 hrs IST.** The subject line of the email must clearly mention the position applied for:

“Subject-matter Expert _Name of position_Specify grade (GRADE I/ II/ III)”.

Only candidates whose applications are complete in all regard and adhere to the prescribed formats will be considered for empanelment. **To expedite the empanelment process, candidates are encouraged to apply promptly due to the time-sensitive nature of the tasks.**

6. NIUA shall inform candidates whose applications for empanelment are accepted via issuance of Letter of Intent (LoI) in duplicate copy. Candidates shall acknowledge the LoI and return the duplicate copy duly signed within seven days from the issue of the LoI by NIUA. After acceptance of LoI, NIUA will sign the Empanelment Agreement with all empaneled Experts for a period of three (3) years, valid up to September 30, 2026.
7. The EOI for empanelment may be opened from time to time for the duration of the UrbanShift Country Project (up to September 30, 2026). Notification regarding this will be published on the NIUA website. The list of empaneled Experts will also be published and updated on the NIUA website.
8. The process of empanelment is intended to create a pool of Experts to support the UrbanShift Country Project at NIUA. Successful empanelment should not be construed as an offer of employment, nor does it guarantee the engagement of the empaneled Subject-matter Expert for any minimum number of days.
9. For the award of work, the specifics of the short-term assignments and the estimated person-days necessary to complete the assignment will be communicated to the empaneled Subject-matter Experts by NIUA. Subject to the availability and consent of the Expert to undertake the said work, a Letter of Award (LoA) mentioning the detailed Scope of Work will be issued for the specified short-term assignment.
 - 9.1 The Subject-matter Expert shall not, during the term of this engagement and after its expiration, disclose any proprietary or confidential information relating to the Services rendered or the contract.
 - 9.2 Any studies, reports or other materials, graphics, softwares or otherwise, prepared by the Subject-matter Expert under the engagement/ contract shall belong to and remain the property of NIUA.

10. The Project is committed to promoting diversity and equal opportunity and welcomes applications from women and underrepresented minorities.
11. The empaneled Subject-matter Expert must perform the services/ assignments with the highest standards of professional and ethical competence and integrity. NIUA reserves the right to delist/cancel the empanelment of any Expert at any point in time if found fraudulent, involved in legal issues, misappropriations, or due to poor service delivery, etc.
12. The applicant must not be on any blacklist or subject to debarment by any central or state government department or agency in India. Candidates are required to submit a self-certified undertaking (as per Annexure 4) confirming their compliance with this requirement. NIUA reserves the right to revoke the empanelment of any candidate in the event of a fraudulent claim.
13. NIUA reserves the right to accept or reject any Application or to annul the empanelment process or reject all Applications at any time, without assigning any reasons thereof and without any liability or any obligation, of any nature whatsoever, for such rejection or annulment.

ANNEXURE 1: MINIMUM QUALIFICATION AND RELEVANT EXPERIENCE

The minimum qualification and relevant experience for each position has been provided in the table below. Specific/Precise scope of work and time allotted for each short term assignment will be intimated to the consultants at the time of award of work.

S. No.	Subject-matter Expert
1.	Urban Transport Planner <i>with expertise in Transit-oriented Development (TOD), Non-motorised Transport (NMT) planning and electric mobility</i>
	Minimum Qualification: Master's degree in Urban Planning/ Urban Design/ Transport Planning/ Transport Engineering or other related fields from a recognized University/ Institution
	Relevant experience: Formulating TOD policies, NMT policies, EV policies and guidelines, comprehensive mobility plans, Integrated Land Use – Transport studies, local area plans (with focus on NMT planning), multi-modal integration plans, street improvement plans, guidelines for TOD Station Area planning, Street Design Guidelines (including Form Based Codes), planning and establishment of EV infrastructure, etc.
2.	Environmental Expert <i>with experience of assessing impact (GHG emission reduction, etc.) of projects/ actions</i>
	Minimum Qualification: Master's degree in Environment Planning/Environmental Science/Environment Engineering, Ecology / Forest Management, Biodiversity & Conservation/ Climate Change Adaptation/ Sustainable Development/ Public Policy, or other related fields from a recognised University/ Institution. Additional qualification/ Diploma/ Certification in local-level climate action planning or other related fields will be considered favourably.
	Relevant experience: Building capacity in local-level climate planning and providing guidance on GHG accounting principles, identifying GHG emission sources, assessing the impact of climate actions, etc.
3.	Urban Planner <i>with expertise in Geographical Information System (GIS)</i>
	Minimum Qualification: Master's degree in Urban Planning or other related fields, with an understanding of urban development, spatial planning, etc. from a recognized University/ Institution. Additional qualification/ Degree/ Diploma/ Certification in Geographic Information System (GIS)/ Geo-informatics or equivalent from a recognized University /Institute will be considered favourably.
	Relevant experience: Spatial planning, data management and integration with Web-GIS-based applications, etc. Experience demonstrating familiarity with central, state and local government data-sharing laws and processes will be considered favourably.
4.	Marine Ecology Expert <i>with expertise in coastal biodiversity</i>

	<p>Minimum Qualification: Master’s degree in Environmental Planning/ Environmental Engineering/ Marine Biology/ Marine Ecology/ Marine Ecology Management or other related fields from a recognized University/ Institution</p>
	<p>Relevant experience: Experience demonstrating preservation and enhancement of marine ecosystems and biodiversity (habitats and species), application of relevant NbS to increase resilience of coastal areas, etc.</p>
5.	<p>Climate Change Adaptation and Mitigation Expert <i>with experience of integrating climate actions in master/ development plans of cities</i></p>
	<p>Minimum Qualification: Master’s degree in Climate Change Science/ Environmental Science/ Environmental Planning/ or other related fields or other related fields from a recognized University/ Institution</p>
	<p>Relevant experience: Applied knowledge in climate mitigation/adaptation strategies and integrating these into the urban development plans in line with government policies and guidelines, and industry best practices. Experience of developing policy framework for assessing impact of development plans and investment decisions on climate mitigation and adaptation to integrate climate change consideration into urban development planning and investment decisions. Experience demonstrating measures to scale up finance for sustainable integrated urban development and climate actions.</p>
6.	<p>Urban Finance Specialist <i>with expertise in development of innovative and diverse financial mechanisms including development of business models for scaling-up sustainable urban solutions</i></p>
	<p>Minimum Qualification: Master's degree in Finance/ Economics/ Urban Economics/ Urban Planning/ Public Administration, or a related field from a recognized University/ Institution</p>
	<p>Relevant experience: Experience of evaluating potential for private sector engagement in implementing climate actions in cities. Demonstrated experience of leveraging alternate financing for climate actions from the private sector through PPP arrangements, CSR funding, Business Continuity Planning Funding, Risk Mitigation Funding, demonstrated work experience of providing technical guidance on municipal finance, coordinated works of cities on integrated City Investment Plans/ Financial Operating Plans, conducted affordability analysis and prepared financial models for project/s, etc.</p>
7.	<p>Institutional/ Governance Expert, <i>with experience of institutionalising integrated project governance structures, inter-departmental coordination processes, etc. and documenting the resulting benefits</i></p>
	<p>Minimum Qualification: Master’s degree in Political Science/ Business Administration/ Public Administration/ Law, or a related field from a recognized University/ Institution</p>
	<p>Relevant experience: Experience of enabling and documenting multi-agency multi-sectoral coordination in urban practices and institutionalising these into planning processes of government entities.</p>
8.	<p>Infrastructure Expert <i>with expertise in implementation of Nature-based Solutions (NbS) in coastal areas</i></p>

	<p>Minimum Qualification: Master's degree in Civil Engineering/ Environmental Engineering/ Infrastructure Planning, or a related field from a recognized University/ Institution</p> <p>Relevant experience: Experience of addressing environmental challenges through NbS design, planning, implementation, and monitoring. Experience must demonstrate a comprehensive approach to NbS application by considering local cultural variations in values of and perceived benefits from NbS, designing NbS at appropriate spatial scales, and financing NbS. Experience of implementing NbS in coastal geographies will be considered favourably.</p>
9.	<p>Information Technology Expert <i>with expertise in web solutions, design and maintenance</i></p> <p>Minimum Qualification: Master's degree in Computer Science/ Information Technology/ Web Development, or a related field from a recognized University/ Institution. Additional certification in web development languages and technologies, User Interface and content management systems will be considered favourably.</p> <p>Relevant experience: Demonstrated experience of developing, designing and maintaining websites for urban projects and ensuring their functioning across different web browsers and platforms.</p>
10.	<p>Landscape Architect <i>with expertise in floral biodiversity of coastal areas</i></p> <p>Minimum Qualification: Master's degree in Landscape Architecture/ Environmental Science/ Botany, or a related field from a recognized University/ Institution</p> <p>Relevant experience: Experience in designing aesthetically pleasing and ecologically sound beachfront landscapes that incorporate native plant species. Experience in designing and implementing habitat restoration projects in coastal areas to enhance floral biodiversity and restore natural ecosystems. Experience demonstrating expertise in using landscaping techniques to control coastal erosion, stabilize sand dunes, restore wetlands and protect coastal habitats.</p>
11.	<p>Gender Expert <i>with expertise in preparing Gender Action Plans, generating data and mapping the gender implications at the city level, piloting gender-responsive practices and solutions, and providing capacity building support to enable gender responsive inclusive planning.</i></p> <p>Minimum Qualification: Master's degree in Gender Studies/ Sociology/ Anthropology/ Development Studies/ Social Work or other related Social Science fields from a recognized University/ Institution</p> <p>Relevant experience: Experience of supporting urban development policy makers in developing gender responsive inclusive plans for development. Experience of developing Gender Action Plans and indicator-based dashboard to facilitate gender analysis and inclusive planning.</p>
12.	<p>Communication and Knowledge Dissemination Expert <i>with experience of strategizing the scaling-up of project outcomes and dissemination of knowledge content nationally</i></p>

	<p>Minimum Qualification: Master's degree in Communications/ Journalism/ Public Relations/ Marketing, or a related field from a recognized University/ Institution</p> <p>Relevant experience: Demonstrated expertise in strategizing the scaling-up of project outcomes, including development and execution of strategic communication plans. Experience of creating a variety of content types, including written materials (press releases, articles, reports), multimedia content (videos, infographics), and digital content (website content, social media posts). Experience in developing systems for disseminating knowledge for capacity building to enable informed decision-making.</p>
13.	<p>Habitat Specialist <i>with expertise in aviary design for birds and other species</i></p> <p>Minimum Qualification: Master's degree in Zoology/ Wildlife Conservation/ Environmental Science, or a related field from a recognized University/ Institution</p> <p>Relevant experience: Extensive experience in designing aviaries that mimic natural habitats, considering factors such as species-specific requirements, spatial layout, vegetation, and environmental enrichment. Familiarity with safety protocols and features to ensure the security of both animals and caretakers within the aviary. Expertise in designing and implementing environmental enrichment programs within aviaries to stimulate natural behaviours, mental health, and physical well-being of the avian inhabitants. Experience collaborating with multidisciplinary teams, including architects, landscape designers, and ornithologists, to create successful aviary projects.</p>
14.	<p>Urban Heat Mitigation Expert <i>with experience of developing Heat Mitigation Strategy and Action Plans for cities</i></p> <p>Minimum Qualification: Master's degree in Environmental Science/ Architecture/ Urban Planning/ Meteorology/ Climate Science, or a related field from a recognized University/ Institution</p> <p>Relevant experience: Experience in urban planning and design with a focus on mitigating heat-related issues. This involves creating urban landscapes and structures that reduce heat absorption and promote cooling, such as green spaces, cool roofs, reflective surface and permeable pavements. Experience in developing heat resilience plans for cities, which may involve assessing vulnerability, setting temperature reduction targets, and implementing strategies to protect vulnerable populations. Experience of reviewing urban policies and regulations related to heat mitigation, including building codes, zoning ordinances, and land-use planning that promote heat-resilient urban development.</p>

ANNEXURE 2: CV FORMAT

S. No.	Information required (all fields are mandatory)		
1.	Full Name		
2.	Contact details		
	a) Address		
	b) Email-id		
	c) Phone		
3.	City currently based in		
4.	Country of Citizenship/residence		
5.	Language		
6.	Field/s of Expertise		
7.	Membership of Professional Associations (if any):		
8.	Year of Highest Degree		
9.	Education		
	College/ University	Ph. D/ Degree/ Diploma obtained	Year
	A		
	B		
	C		
	D	... (add rows)	
10.	Total Work experience (in year and months)		
11.	Employment Record		
	A	a) Organization with address	
		b) Period (from - to)	
		c) Position held / Currently working as (and since....)	
		d) Summary of activities performed	
		e) Reference (if any)	
	B	... (add rows)	
	C	... (add rows)	
	12.	Works undertaken that best illustrates relevant work experience	
A		a) Name of the Project with location	
		b) Year of execution	
		c) Client	
		d) Position/s held	
		e) Individual responsibilities and challenges/ complexity of work undertaken	
		f) Project budget	
		g) Project website URL (if any)	
B.		... (add rows)	

	C.	... (add rows)	
13.	List of Key Publications (Citation in APA format, year) 1. 2. 3. ...		
14.	Whether empaneled with any other organization: If yes, then please specify the name of the organization and period of empanelment		
15.	Whether empaneled with any other project in NIUA: If yes, then please mention the project and specify the period of empanelment		

Declaration: I understand that any misrepresentation that knowingly or unknowingly misleads, or attempts to mislead, may lead to disqualification or dismissal and/or the imposition of sanctions or other remedial actions by the National Institute of Urban Affairs (NIUA).

Place:

Date:

Name:
(Applicant)

Signature

ANNEXURE 3: UNDERTAKING TO CONFIRM AVAILABILITY TO PROVIDE SERVICES AS SUBJECT-MATTER EXPERT/ ENDORSEMENT FROM CURRENT EMPLOYER

I, the undersigned, certify that to the best of my knowledge and belief, the submitted CV correctly describes my qualifications, my experience, and myself.

(Please choose the appropriate option below)

(Option A)

As an independent consultant, I certify to be available to undertake the short-term assignments for approximately ____ person-day (for onsite/ off-site work) per annum for the UrbanShift Country Project duration (up to September 2026). I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the National Institute of Urban Affairs (NIUA).

Name of Expert

Signature

Date

(Option B)

As a Subject-matter Expert having contractual obligations with the current employer to submit an EOI on an individual basis, I declare hereby to have got my employer's (*Name of the employer*) consent to make myself available to undertake the short-term assignments for approximately ____ person-day (for onsite/ off-site work) per annum for the UrbanShift Country Project duration (up to September 2026). I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the National Institute of Urban Affairs (NIUA).

Name of Expert

Signature

Date

Name of Employer

Signature

Date

ANNEXURE 4: SELF-ATTESTED UNDERTAKING THAT THE CANDIDATE IS NOT BLACKLISTED

To whomsoever it may concern

<Location, Date>

I, Mr/ Ms _____, hereby declare that I have not been blacklisted or debarred by any government organization, public sector undertaking, private sector entity, or any other agency for which I have executed or undertaken works, projects, or services in the past.

In case the above information is found false, I am fully aware that the empanelment will be rejected/cancelled.

Dated this Day of, 2023.

Yours sincerely,

Name of Candidate: _____

Signature of Candidate: _____

Address: _____