

National Institute of Urban Affairs (NIUA)
UrbanShift Country Project: Livable Cities in India

Reference No.: NIUA/GEF_LCI/EOI/2024-25/P-477

November 29, 2024

EXPRESSION OF INTEREST

Empanelment of Subject-matter Experts

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 (SME):

To further the Project agenda, the Project Management Unit (PMU)-UrbanShift at NIUA wants to empanel the following consultants/ Subject-matter Experts (SMEs) to undertake short-term assignment(s) under the following categories:

1. **Transit-oriented Development (TOD) Expert**, with extensive experience in developing guidance documents, policies, strategies, etc. to make TODs implementable in Indian cities.
2. **Public Bicycle Share (PBS) System Expert**, with extensive experience in assessing the demand and evaluating the viability of PBS systems, designing implementation (deployment and operation framework) of PBS, etc.
3. **Electric Vehicle (EV) Expert**, with extensive experience in facilitating adoption of EVs in cities, developing strategies to integrate charging infrastructure with the land use planning process, etc.

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

C. GENERIC SCOPE OF WORK OF SUBJECT-MATTER EXPERTS (SME):

1. Provide technical inputs, undertake research, review technical documents, etc. related to UrbanShift Country project activities.
2. Support onboarding of consulting firms/ individual consultants for undertaking various tasks/ assignments/ projects under the UrbanShift Country project. The empanelled SME 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 SME 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 15 years of professional experience can apply for positions mentioned in **Section B**.
2. The empanelled 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

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

** Remuneration paid to empanelled 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 UrbanShift Country Project.

3. The evaluation criteria for selecting SME 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 Qualifications (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	At least 2 relevant projects/ assignments
		10

(as mentioned in Annexure 1)	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 are required to submit a detailed CV as indicated in **Annexure 2**, mentioning general information, educational background, employment record and assignments that best illustrate suitability towards the category applied for.
5. 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**.
6. The applicant must not be on any blacklist or be 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.
7. For facilitating the empanelment process, candidates are requested to submit digital self-attested copies of the following documents:
 - i. **Proof of Educational Qualifications**
 - Graduation Certificate(s)
 - Post-graduation Certificate(s)
 - Certificate(s) of any other relevant qualification(s)
 - ii. **Proof of Work Experience**
 - Employment contracts, Relieving Letters or Experience Certificates from previous employers/ clients
 - Mail from the HR department outlining the engagement period and projects undertaken
 - Documents certified by a Statutory Chartered Accountant (CA) mentioning/ elaborating the works undertaken by the SME
 - Any other documentation that supports the work experience listed in the CV, etc.
 - iii. **Copy of PAN Card**
 - iv. **Copy of Aadhaar Card**
 - v. **GST Certificate (if not available, kindly provide self-declaration of turnover being less than 20 lakhs)**
8. **Applications, including a 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), Self-attested undertaking that the candidate is not blacklisted (as per Annexure 4) and above-mentioned supporting documents in PDF format, shall be submitted by email to urbanshift@niua.org and hr@niua.org not later than January 03, 2025, 17:00 hrs IST. The subject line of the email must clearly mention the position applied for:**

“UrbanShift Subject-matter Expert _Name of position_GRADE I”.

Only those candidates whose applications are complete in all regards 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.**

9. NIUA shall inform candidates whose applications for empanelment are accepted via issuance of the **Letter of Empanelment (LoE)**. The LOE will be valid for a period of two (2) years, up to September 30, 2026 (whichever is earlier).
10. 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.
11. The process of empanelment is intended to create a pool of Experts to support the UrbanShift Country Project, or any other project at NIUA. Successful empanelment should not be construed as an offer of employment, nor does it guarantee the engagement of the empanelled SME for any minimum number of days.
12. For the award of work, the specifics of the short-term assignment(s) and the estimated person-days necessary to complete the assignment will be communicated to the empanelled Subject-matter Experts individually by NIUA. Subject to the availability and consent of the Expert to undertake the short-term assignment(s), a **Letter of Award (LoA)** mentioning the detailed Scope of Work will be issued for the specific short-term assignment(s).
 - 12.1 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.
 - 12.2 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.
13. The Project is committed to promoting diversity and equal opportunity and welcomes applications from women and underrepresented minorities.
14. The empanelled 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.
15. 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 Subject-matter Expert at the time of award of work.

S. No.	Subject-matter Expert (SME) Category
1.	<p data-bbox="304 443 448 477">TOD Expert</p> <p data-bbox="304 495 1345 595">Minimum Qualification: Master's degree in Transport Planning/ Transport Engineering/ Urban Planning/ Urban Design/ Regional Planning, or a related field from a recognized University/ Institution.</p> <p data-bbox="304 622 1345 871">Relevant experience: Developing TOD plans and offering technical support in creating policies, strategies, and frameworks that integrate land use with transit systems. Proficiency in evaluating guidelines for mixed-use development, improving accessibility, and promoting walkable, dynamic communities around transit hubs. Expertise also in stakeholder engagement, capacity building programs on TOD, facilitating the effective implementation of TOD initiatives, and applying knowledge of best practices implemented across the world.</p>
2.	<p data-bbox="304 887 799 920">Public Bicycle Share (PBS) System Expert</p> <p data-bbox="304 938 1345 1039">Minimum Qualification: Master's degree in Transport Planning/ Transport Engineering/ Urban Planning, or a related field from a recognized University/ Institution.</p> <p data-bbox="304 1066 1345 1274">Relevant experience: Having extensive experience in planning, designing, and implementing bike-sharing programs. Expertise should include conducting feasibility studies, identifying optimal station locations, and developing strategies to enhance user adoption and system efficiency. Should have worked on policies and operational frameworks that ensure seamless integration with existing transportation networks and modes.</p>
3.	<p data-bbox="304 1294 424 1328">EV Expert</p> <p data-bbox="304 1346 1345 1447">Minimum Qualification: Master's degree in Transport Planning/ Transport Engineering/ Urban Planning, or a related field from a recognized University/ Institution.</p> <p data-bbox="304 1473 1345 1722">Relevant experience: In-depth knowledge and experience in assessing the EV readiness of cities, including evaluating infrastructure needs, regulatory frameworks, market dynamics, etc. Proficiency in planning EV charging networks, integrating renewable energy solutions, and developing roadmaps for large-scale adoption is essential. Experience in policy formulation and an understanding of emerging technologies is necessary. Additionally, expertise in addressing urban mobility challenges ensuring effective implementation is desirable.</p>

ANNEXURE 2: INDICATIVE 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 years 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 empanelled with any other organization: If yes, then please specify the name of the organization and period of empanelment		
15.	Whether empanelled 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
<hr/>		

(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
<hr/>		

Name of Employer	Signature	Date
<hr/>		

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, 2024.

Yours sincerely,

Name of Candidate: _____

Signature of Candidate: _____

Address: _____