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| **TERMS OF REFERENCE**SELECTION OF AN INDIVIDUAL TRANSPORT CONSULTANTFOR THE IMPLEMENTATION OF SUMART (SUSTAINABLE URBAN MOBILITY AND RELIABLE TRANSPORTATION) PROJECT AND DISSEMINATION OF MOBILISEYOURCITY INITIATIVE IN TÜRKİYEMULTI-YEAR ASSIGNMENTLOCATION OF DUTY: ANKARA, TÜRKİYE |

# Background

## 1.1 SUMART

Within a context of rapid urbanization and growing motorization, the municipalities of Türkiye face several challenges:

* **fragmented local governance**, with a lack of coordination and cooperation across different policy areas and sectors (transport, land-use and spatial planning, environment, economic development, social policy, health, road safety, etc.) and across different levels of government and administration as well as across local authorities in neighbouring cities.
* **limited technical capacities** to plan sustainable mobility and implement urban mobility measures, with a lack of access to qualified and experienced human resources.
* **limited access to finance:** only a few cities can attract commercial banks’ financing (which usually has relatively short maturity) and IFIs’ support, while alternative access to capital markets, such as issuing municipal bonds (or municipal green bonds) in domestic and international market, is extremely limited (only Istanbul managed a Eurobond issuance in 2020 and a Greenbond issuance end of 2023).

To address these challenges, the Sustainable Urban Mobility and Reliable Transportation (“SUMART”) Project was developed together with ILBANK, TBB (Union of Municipalities of Türkiye), and is funded by the EU Delegation to Türkiye (under IPA III grant funds) and by AFD loan.

The objective of the SUMART Project is to encourage, improve and facilitate the efforts put forward by Turkish municipalities in their increasingly crucial role of pursuing sustainable and smart urban mobility services across city jurisdictions by blending EU grants with the loans to be provided by ILBANK (using AFD loan). ILBANK and TBB will be the recipient of EU grants. ILBANK will be the borrower of the AFD loan and it will implement its own component under the SUMART Project through the dedicated Project Management Unit (PMU) equipped with qualified staff under the Department of International Relations including the Business Development Unit, Technical Management Unit, Contract Management Unit and Financial Management Unit.

SUMART will deliver a number of activities including the technical assistance to key enabling stakeholders, policy dialogue, awareness and promotion activities to encourage the peer exchange of experience and best practices in Türkiye/in the EU/ other candidate countries, and the preparation of SUMPs. SUMART will also deliver investment preparation support (feasibility studies, design, Environmental and Social safeguard documents) and investment implementation support for sustainable and smart urban mobility projects with a strong focus on emergence of integrated and innovative mobility pilots that improve the integration of existing mobility structures with innovative mobility solutions. In this way, the Action will support municipal investments in de-carbonization and digitalization of urban mobility.

The SUMART Project will consist of the following components:

* A concessional credit line provided by AFD for an amount of EUR 200 million to ILBANK for a total of 10 investments (most likely in 10 different cities) in the following four main areas (the number of projects is indicative at this point and may change):
1. One urban mass transit public transport projects such as Bus Rapid Transit or urban rail projects that carefully consider the EU’s environmental regulations and integrated urban mobility approaches.
2. Three Non-Motorised Transport (NMTs - bicycle and pedestrian) infrastructure, as well as small-scale infrastructure projects for public transport services (such as buses and minibuses) and investments to enhance urban transport intermodality.
3. Three smart mobility / pilot projects.
4. Support to three municipalities investing in clean and low carbon public transport vehicles/fleets (such as electric, hydrogen vehicles), in an attempt to modernize their vehicle portfolio for lower operational costs, higher quality of service, reduced GHG emissions and increased air quality. This output involves the procurement of clean and low emission public transport vehicles mainly for metropolitan municipalities.

Procurements under this component will be conducted by municipalities.

* Technical assistance through an EU grant of EUR 15 million to increase the awareness and capacity of Turkish municipalities for the following:

To be procured by ILBANK

1. To prepare Sustainable Urban Mobility Plans (SUMPs),
2. To revise their transport master plans with a sustainability perspective,
3. To prepare sustainable urban mobility project preparation documents (feasibility, design, ESIA, carbon assessment)
4. To prepare pilot projects on innovative and integrated solutions

To be procured by TBB: Capacity building activities to a wide range of municipalities

## 1.2 MobiliseYourCity Partnership (MYC)

Launched at COP21 in Paris in 2015, the MobiliseYourCity Partnership (MYC) has established itself as the leading global Partnership of nearly 100 partners for sustainable urban mobility planning, policy development, and increasing investment for sustainable transport in developing and emerging economies.

Today, the Partnership has more than 70 member cities with a combined population of over 75 million people in 32 countries. As of February 2022, MYC’s implementing partners have raised EUR 40 million in grants to support 39 member cities and 9 member countries with technical assistance and project preparation. This was made possible through the contributions of the European Union (EU), the Agence Française de Développement (AFD), the French Ministry of Ecological Transition (MTE), the German Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), and the French Facility for Global Environment (FFEM), GIZ, ADEME, Cerema, CODATU, EBRD, KFW, and Wuppertal Institute implement the Partnership. MYC’s implementing partners are working with cities and countries all over the world to develop scalable solutions to improve mobility in complex environments.

MYC supports its members through four service areas:

* **Mobility planning:** MYC supports its member cities and countries to shift from road-centric transport planning to mobility planning that focuses on meeting the needs of all people while balancing the needs of our planet.
* **Implementation support:** MYC offers targeted implementation support to bridge the implementation gap for small-scale and critical measures that is due to low local capacities to allocate finance and, generally, too small amounts to attract external financiers. MYC focuses on three areas: walking and cycling, paratransit, and policy and regulatory reforms.
* **Capacity building:** To facilitate lasting change at a global level, MYC focuses on developing, deploying and scaling tested solutions that lead to real results. The Partnership works as a knowledge hub to create, disseminate, and scale knowledge. By bringing together global experts with local practitioners, MYC can generate solutions that are ambitious, adaptable and achievable. MYC’s partners work together to add value to each other’s contributions.
* **Advocacy**: MYC inspires its members to take bold, ambitious actions toward decarbonized and just mobility systems, and it animates others to support them to do so. MYC gains their trust by collecting and communicating results that will improve the lives of their people.

In Türkiye, the city of Ankara has become the first Turkish city joining MYC in 2022. It is anticipated that more Turkish cities will follow in the footsteps of Ankara.

# Intended Outputs

The role of the consultant will consist in supporting AFD’s team in Ankara as a sustainable urban mobility expert with regard to i) the overall execution of the SUMART Project, 2) the dissemination of MYC efforts in Türkiye.

The consultancy services can be summarized along the following three main outputs:

**Output 1 – SUMART: Technical/sectoral advisory on sustainable urban mobility to project beneficiaries (ILBANK, municipalities and TBB).** The main objective of the first output is to support AFD’s team in Ankara in the indirect implementation of the technical assistance components that are managed by beneficiaries (ILBANK and TBB), and of the investments that are managed by ILBANK and implemented by municipalities.

**Output 2 – SUMART: Expert support to AFD Project Team (in Ankara and Paris) in the implementation of technical assistance components directly managed by AFD.** Under this component the consultant will support AFD project team in the procurement process and management of service contracts under direct AFD management

**Output 3 – MYC local advisor on capacity development and dissemination of MYC efforts in Türkiye.** The last output is to assume the role of MYC local advisor on capacity development and dissemination of MYC efforts in Türkiye, and conduct technical and administrative activities enabling the timely and successful delivery of the efforts the MYC partnership intends to undertake in Türkiye.

# Detailed Description of the Services

**Output 1 – SUMART: Technical/sectoral advisory on sustainable urban mobility to project beneficiaries (ILBANK, municipalities and TBB).** The consultant will be tasked to perform a wide range of technical activities in relation to the implementation of SUMART, including but not limited to:

1. Participate in meetings and workshops with ILBANK, TBB and other stakeholders where technical input is required, and proactively provide technical feedback on behalf of AFD.
2. Establish communication with relevant technical departments of cities that are candidates to benefit from the Project’s financing, in coordination with ILBANK.
3. Support AFD in the validation of investments and services that will receive financing under the SUMART Project, in line with the programme's eligibility criteria and proposals made by ILBANK.
4. Participate to the review of procurement documents for the procurement of works (to be managed by ILBANK and implemented by beneficiary municipalities) and services (to be managed by ILBANK and TBB), check compliance with AFD procurement guidelines (Procurement Guidelines for AFD-Financed Contracts in Foreign Countries), suggest revisions.
5. Organise and deliver support to the procurement staff of ILBANK, TBB or municipalities with regard to AFD’s procurement guidelines.
6. Ensure the quality of technical documents submitted by ILBANK to AFD for No-objection. These can include but are not limited to feasibility studies, design, ESIA, carbon assessment, smart projects, etc…
7. Conduct approximately quarterly supervision missions in project cities to review the progress of physical implementation of 10 investment projects under the scope of SUMART in coordination with ILBANK, and prepare mission reports at the end of each mission.

**Output 2 – Expert support to AFD Project Team (in Ankara and Paris) in the implementation of technical assistance components directly managed by AFD.**

1. Support AFD Senior Project Manager based in Ankara as a technical expert in sustainable urban mobility
2. Support the drafting of terms of reference (ToR) for service contracts that will be managed by AFD directly, support the project team in the tendering process, participate in the evaluation process.
3. Produce technical analysis or synthesis of the projects.
4. Accompany AFD’s Task Team Lead for SUMART in Paris and AFD’s Senior Project Manager for SUMART in Ankara during supervision missions (usually once a year).

**Output 3 - MobiliseYourCity (MYC) local advisor on capacity development and dissemination of MYC efforts in Türkiye.** The consultant will conduct technical and administrative activities enabling the timely and successful delivery of the efforts the MYC partnership intends to undertake in Türkiye, including but not limited to:

1. Supporting AFD Ankara agency's coordination with MYC secretariat in Brussels.
2. Liaison and coordination with participating MYC members in Türkiye
3. Awareness raising on sustainable urban mobility and dissemination of MYC services and tools among existing member cities and potential new beneficiaries. Delivery of capacity building sessions to MYC Turkish member cities and potential new beneficiaries, building on MYC training materials and in liaison with MYC secretariat.
4. Contribution to the policy dialogue, progress monitoring and reporting, technical advice to beneficiaries
5. Support MYC Secretariat in the establishment of a strategy aimed at identifying new participating cities in Türkiye.
6. Desk-work (in preparation of consultation missions), preparation and updates of city information sheets, with data and facts, existing situation, institutional mapping, existing planning documents, existing studies (completed and on-going), and all relevant facts. Regular report to MYC secretariat on activities conducted in Türkiye in the framework of MYC, using MYC standard reporting tools and in particular MYC core indicators and MYC standard factsheet.
7. Conduct consultation missions and visit selected MYC (candidate) cities in Türkiye; Identification of new MYC members and participating cities;
8. Preparation of thematic notes on relevant urban mobility issues. Contribute to MYC Secretariat delivery of new global tools and trainings by providing information on Turkish specific case studies.
9. Assist beneficiaries in drafting MYC application documentation for new candidate cities, including collection of basic transport data and proposed draft scope for expected MYC support
10. In liaison with MYC secretariat, ensure all SUMART activities, in particular capacity building to municipalities through TBB, are making the best use of readily available resources, guidelines and standard tools provided by the MYC Partnership
11. Coordinate the production (there will be a separate contract for translation and graphic design) and ensure the quality of the Turkish versions (including editing and format) of the MYC contents to be disseminated.
12. Provide inputs to the preparation by MYC Secretariat of a communication plan for the MYC in Türkiye, fully consistent with the MYC Partnership communication Strategy. Contribution to the creation of a webpage dedicated to MYC activities in Türkiye, to be included in MYC global website.

# Experience and Requirements

Execution of this service will be provided by a senior urban transport expert with relevant experience in policy formulation, capacity development and proven project management skills:

1. Academic credentials: Bachelors degree in Civil Engineering and Masters degree in Transport Planning and Engineering or equivalent. Holding a PhD in Transport Planning is an asset.
2. Minimum 12 years of professional experience with at least 10 years of recent specific experience in domains such as sustainable urban transport planning, urban mobility policy formulation and urban transport regulation.
3. Previous experience in technical supervision of the physical implementation with regard to sustainable urban transport investments either in the public or private sector.
4. Knowledge of Turkish Public Procurement Law for construction and services.
5. Knowledge of World Bank or other IFIs procurement standards would be an asset.
6. Previous experience in preparing and / or revising outputs such as Terms of Reference documents, feasibility studies and urban mobility master plans.
7. Proven experience in designing and delivering trainings and capacity development measures.
8. Previous experience in Türkiye. Experience beyond Türkiye is an asset.
9. Experience of working with IFIs such as AFD, EBRD, EIB etc. and/or national financial institutions such as ILBANK.
10. Strong social, networking and communication skills.
11. Strong communication and writing skills in English and Turkish are necessary.
12. Flexibility to travel frequently for missions with short stays across different project cities in Türkiye.

# Implementation Arrangements, Mobilization and Reporting Requirements

1. **Duration of the assignment:** The duration of the assignment is 60 months. The assignment includes an option for an extension of 12 months, leading to a total duration of 72 months.
2. **Location of duty:** It will be full-time role based in AFD’s Ankara office in Türkiye with frequent missions to several cities in Türkiye and occasionally to Europe for coordination purpose with the MYC Secretariat and AFD.
3. **Start of the services:** The commencement of the services is anticipated in mid May 2024, the actual date will be agreed jointly. The signature of the contract will be conditional on the signature of the Contribution Agreement between AFD and EU for the SUMART Project.
4. **Reporting:** The consultant will report to AFD Ankara Agency. The frequency and content of Consultant’s own-activity reports will be as follows: bi-monthly reports and site visit reports.
5. **Coordination** with SUMART counterparts and MYC members (existing and prospective). The consultant is to work closely with counterparts and other relevant actors in participating cities.
6. **Deliverables:** This will be a service-based contract. Specific deliverables (e.g. following field missions, memos on project assessments) can be requested on a case-by-case basis.
7. **Visibility:** SUMART is funded by EU (grant) and AFD (loan). The consultant will be required to ensure visibility of these sources, as well as the MYC Partnership. All reports and documents produced will mention EU, AFD, and MYC as per relevant context, which will also be acknowledged by the consultant during public communication, if any. AFD representatives will be informed and invited to any public event related to the assignment.
8. **Language, formats and project data:** All reports shall be produced in English (with language quality assurance). Reports shall be provided in electronic format (unless otherwise agreed). The electronic versions of the reports shall be provided in both MS Word and PDF formats. The consultant shall keep project records updated at all time.
9. **Logistics and Support provided by AFD:** An office space is anticipated to be provided by AFD to the Consultant at AFD office in Ankara. AFD might also facilitate meeting arrangements in case the consultant needs formal introduction or request. AFD Ankara office will support the Consultant on mission preparations such as logistics and travel arrangements.
10. **Payments:** The Consultant will be paid on a bi-monthly basis, after submission of a time-sheet, a bi-monthly report and an invoice. The fee of the Consultant will be a minimum of 300 EUR/day and maximum 330 EUR/day, and it will be subject to negotiation based on the technical qualifications of the candidate. The Consultant will work on average 223 days / year. The contract will be exempted from VAT pursuant to the Financial Framework Partnership Agreement signed between the Republic of Türkiye and the EU in 2022. The consultancy fee does not cover expenses related to travel inside or outside of Ankara, which will be reimbursed after submission of evidence of expenditure.