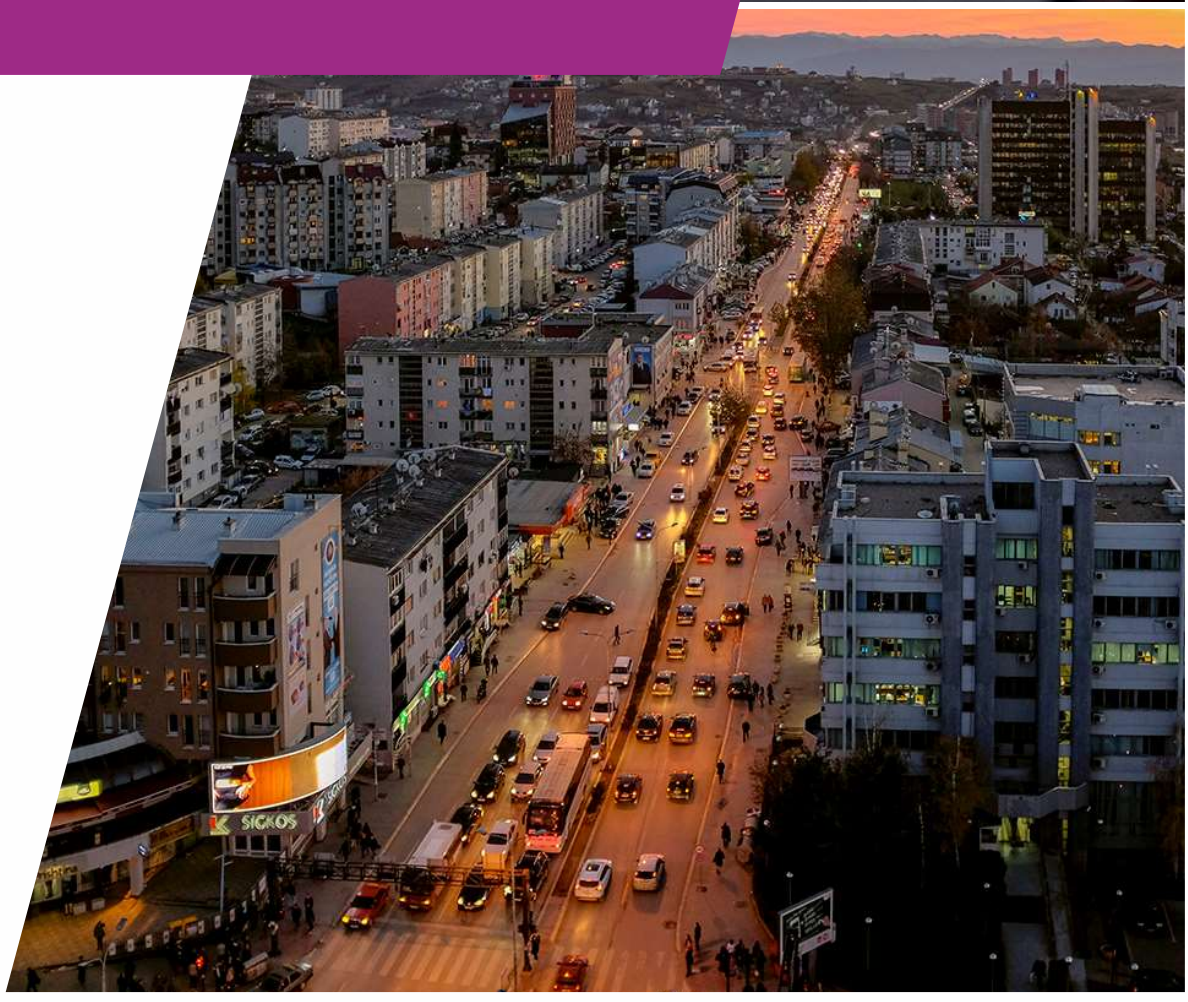
Mobilise Your City

[Model Terms of Reference]

Sustainable Urban Mobility Plan (SUMP)

[Partner City Name]



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Disclaimer:

The content presented in this document represents the opinion of the authors and is not necessarily representative of the position of the individual partners of **MobiliseYourCity** or the United Nations Framework Convention on Climate Change (UNFCCC).

July 2020

Context of the Publication

This document aims to provide guidelines for drafting Terms of Reference for selecting the Consultant responsible for the design of a Sustainable Urban Mobility Plan (SUMP) within the framework of the **MobiliseYourCity** Initiative. This document shall be a model, to be adapted to the local context. All information displayed [in grey] shall be fulfilled while finalizing the Terms of Reference.

This publication has been developed within the **MobiliseYourCity** Partnership in collaboration with the project "Advancing climate strategies in rapidly motorizing countries", funded by the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety.

MobiliseYourCity is an initiative for integrated urban development planning in emerging and developing countries under the UN Marrakech Partnership for Global Climate Action. **MobiliseYourCity** supports and engages local and national partner governments in improving urban mobility planning & finance, by providing a methodological framework and technical assistance, through capacity building, and by enabling access to funding at both local and national levels. Particular attention has been paid to the methodological and advisory frameworks related to National Urban Mobility Policies and/or Programs (NUMPs) and Sustainable Urban Mobility Plans (SUMPs) that serve as the basis for the promotion of investments and development of attractive mobility services.

MobiliseYourCity is an action involving several donors, jointly co-financed by the Directorate General for International Cooperation and Development (DG DEVCO) of the European Commission, the French Ministry of Ecological and Solidarity Transition (MTES), the French Fund for the Global Environment (FFEM) and the German Federal Ministry for the Environment, Nature Conservation, Buildings and Nuclear Safety (BMUB). The initiative is implemented by its founding partners, ADEME, AFD, CEREMA, CODATU and GIZ.

Besides its contribution to the international climate process, **MobiliseYourCity** also contributes to the UN's Agenda 2030, specifically acting on the 11th Sustainable Development Goal (SDG): "Make cities inclusive, safe, resilient and sustainable".

Overall objectives of **MobiliseYourCity** are:

- Enabling transformational changes towards more inclusive, liveable, and efficient cities.
- Fostering more comprehensive, integrated and participatory urban mobility planning (local & national levels).
- Targeting reduction of transport-related GHG emissions in participating cities (>50% by 2050).
- Linking planning with agreement on investments and optional use of financial assistance.
- Making use of innovative planning techniques and digitalization and promoting state-of-the-art mobility and transport technologies.

Contents

Abbreviations and Acronyms

ADEME : French Agency for the Environment and Energy Management

AFD : French Development Agency

BAU : Business as Usual

BMUB : German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety

CEREMA : Centre for Studies and Expertise on Risks, Environment, Mobility and Spatial Development

CODATU : Cooperation for Urban Mobility in the Developing World

COP21 : Paris' 21st Conference of Parties

DG-DEVCO : European Commission's Directorate-General for International Cooperation and Development

FFEM : French Facility for Global Environment

GCA : UN Global Climate Action

GHG : Greenhouse Gas

GIS : Geographic Information System

GIZ : German Corporation for International Cooperation

MRV : Measure Report Verify

MTES : French Ministry of Ecological and Solidarity Transition

NDC : Nationally-Determined Contribution

NGO : Non-Governmental Organization

NMT : Non-Motorized Transport

NUMP : National Urban Mobility Policy

SDG : Sustainable Development Goals

SUMP : Sustainable Urban Mobility Plan

UN : The United Nations Organization

UNFCCC : United Nations Framework Convention on Climate Change

WHO : World Health Organization

[Add here other necessary abbreviations and acronyms]

1. Overview of Urban Mobility in [City]

1.1. National Context

[Insert a description of the national context here: national urban development, national legal and policy framework regarding urban mobility, main stakeholders, main salient facts/issues regarding urban mobility at national level…].

1.2. Local Context

[Insert a description of the local context here: institutional framework, urban mobility offer/demand, main issues…].

1.3. Available Data

[Insert description of the available data here: existing planning documents, on-going projects…].

2. MobiliseYourCity Framework

2.1. MobiliseYourCity Objectives & Principles

MobiliseYourCity is a globally operating multi-partnership initiative launched at Paris' 21st Conference of Parties (COP21) in December 2015 by the Governments of France and Germany and by its founding partners ADEME, AFD, CEREMA, CODATU and GIZ, and supported by the European Commission. This multi-donor action is jointly co-financed by the European Commission's Directorate-General for International Cooperation and Development (DG DEVCO), the French Ministry of Ecological Transition and Solidarity (MTES), the French Facility for Global Environment (FFEM), the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB) and the French Development Agency (AFD).

The partnership aims to support the governments of emerging and developing countries, both nationally and locally, in planning actions for transformative sustainable urban mobility.

The Partnership is a global climate initiative with a strong political dimension. It is part of the international initiatives for the transport of the UN Global Climate Action (GCA). Through its activities, **MobiliseYourCity** contributes to reducing Greenhouse Gas (GHG) emissions in urban transport and fostering the development of inclusive, liveable and economically efficient cities.

- **The initiative aims at achieving the following targets:**
  - At least 20 countries are committed to implement ambitious NUMPs promoting sustainable urban mobility planning;
  - At least 100 cities and local governments are committed to implement ambitious SUMPs aiming to reduce urban mobility emissions by 50% by 2050.
- **The overall objectives of MobiliseYourCity are:**
  - Enabling transformational changes towards more inclusive, liveable, and efficient cities.
  - Fosting more comprehensive, integrated and participatory urban mobility planning (local & national levels).
  - Targeting reduction of transport-related GHG emissions in participating cities (50% by 2050).
  - Linking planning with agreement on investments and optional use of financial assistance.
  - Making use of innovative planning techniques and digitalization and promoting state-of-the-art mobility and transport technologies.

A full description of the **MobiliseYourCity** initiative is presented in [Appendix 6.1] and online: https://mobiliseyourcity.net/about_the_partnership

In addition, **MobiliseYourCity** has defined guiding and technical principles for its planning activities related to sustainable urban mobility:

- **Guiding principles for NUMP & SUMP activities:**

  MobiliseYourCity supports national and local governments in emerging and developing countries in the development of National Urban Mobility Policies (NUMP) and Sustainable Urban Mobility Plans (SUMP). The initiative establishes the following guiding principles for developing such activities:

  - Building upon well-proven methodologies, existing tools and international policies, e.g. European Union recommendations and Guidelines on Sustainable Urban Mobility Planning.
  - Building upon existing local strategies, plans and policies, and working towards their integration.
  - Linking National Urban Mobility Policies and Sustainable Urban Mobility Plans to ensure coherent policy framework and sustainable financing for implementation.
  - Including the assessment of climate benefits in the development and implementation processes of NUMP & SUMP via the Monitoring, Reporting and Verify system, embedded in national or local Observatories on Urban Mobility Data and GHG emissions.
  - Cooperating with experienced knowledge & network partners as a key driver for transformational change.
  - Utilizing the tailor-cut advisory and capacity building services, and initiative's guidance on developing NUMP & SUMP.

- **Technical Principles for SUMP design:**

  The European SUMP Guidelines and the **MobiliseYourCity** Partnership Methodological Framework provide guidance on the preparation of a SUMP. They should be considered by the Consultant as reference documents during the preparation and implementation of his assignment.

Box 1: The Sustainable Urban Mobility Plan (SUMP) Concept.

The European Commission – a strong supporter of the **MobiliseYourCity** Initiative – has led the way in developing the SUMP concept. **MobiliseYourCity** is basing its work on this concept and the accompanying "Guidelines on Developing and Implementing a Sustainable Urban Mobility Plan" (SUMP Guidelines).[1] The SUMP Guidelines provide the following **definition**:

> A **Sustainable Urban Mobility Plan** is a strategic plan designed to satisfy the mobility needs of people and businesses in cities and their surroundings for a better quality of life. It builds on existing planning practices and takes due consideration of integration, participation, and evaluation principles.

[11] The Sustainable Urban Mobility Plan concept and the "Guidelines for Developing and Implementing a Sustainable Urban Mobility Plan" were developed through an extensive expert consultation process between 2010 and 2013. The Guidelines were revised and republished in February 2020. With the launch of the European Union's "Urban Mobility Package" in December 2013, the Sustainable Urban Mobility Plan concept has become European policy (https://ec.europa.eu/transport/themes/clean-transport-urban-transport/urban-mobility/urban-mobility-actions/sustainable-urban_en). To access SUMP Guidelines, see: http://www.eltis.org/mobility-plans/sump-guidelines

The SUMP Guidelines further state that "A **Sustainable Urban Mobility Plan** needs to pursue the general aim of improving accessibility and providing high-quality, sustainable mobility for the entire "functioning area", a concept which refers to "the geographical area that should be covered by the plan. The functioning area is determined based on travel-to-work patterns of people travelling to and from the city from the surrounding area".

For more information, see: https://www.eltis.org/glossary/functioning-area

Partners developing **MobiliseYourCity** SUMPs adopt the technical principles for SUMP implementation:

- **On contents:**
  - Prioritizing sustainable urban mobility planning concept within the urban functional area;
  - Integrating urban planning, mobility policies and plans to promote appropriate urban forms (compactness, mixed land-use, people-oriented) and reduce the demand for transport;
  - Encouraging fair, gender inclusive and safe public space-sharing;
  - Encouraging low-carbon transport modes particularly non-motorized, for trips that cannot be avoided, and facilitating intermodality;
  - Including the urban freight in urban and mobility planning;
  - Taking advantage of new technologies to improve urban mobility services, especially for paratransit, artisanal or any non-regulated urban transport services.
- **On process:**
  - Identifying long term & medium term scenarios, and short term "quick win" measures.
  - Accelerating implementation through better planning and financing.
  - Involving all stakeholders, both institutional, private, civil society, to define the "vision" of the future urban mobility locally.
  - Enhancing institutional coordination, for example by setting up a multimodal urban transport authority.
  - Establishing realistic funding and financing schemes.
  - Setting up sustainable monitoring systems to Measure/Report/Verify the impact of urban mobility policies and measures, through persistent Mobility Observatories.

Box 2: MobiliseYourCity Emissions Calculator

The Mobiliseyourcity emissions calculator must be used to calculate the transport GHG emissions in the context of the SUMP (accessible online: https://mobiliseyourcity.net/mobiliseyourcity-emissions-calculator). This tool is a bottom-up model for both national and local levels. It enables calculating transport GHG inventories as well as BAU "business as usual" scenarios and climate scenarios. The tool enables calculating the potential environmental effects of national and urban transport policies. It follows the methodology presented in the publication ***MobiliseYourCity Monitoring and Reporting Approach for GHG Emissions*** (available online: https://mobiliseyourcity.net/knowledge-products).

2.2.

2.2. [City] and MobiliseYourCity

Partner countries and partner cities of MobiliseYourCity have recognized the global challenges on urban transport and committed to tackle these through adoption of common principles of sustainable urban mobility planning in their national and local development planning. Partner countries and partner cities participate in the MobiliseYourCity Community of Practice and they can receive technical assistance as well as may take part in capacity-building activities.

The Municipality of [City] applied to MobiliseYourCity initiative in [year] and expressed an interest in the design of a Sustainable Urban Mobility Plan. The Steering Committee of MobiliseYourCity approved the application in [Date]. [Agency] then proposed to [City] to fund the elaboration of a SUMP, as a concrete measure undertaken in [Country] under the framework of MobiliseYourCity. This study will be funded by a grant made available by [Agency] to support MobiliseYourCity programs in [Continent]. [Agency] will oversee the procurement and of the follow up of the contracts needed to implement a SUMP in [City].

3. General Description of the Assignment

3.1. Scope of the Assignment

As an important step for the Initiative in [Country], [Agency] on behalf of [City] is calling for consultancy services to coordinate and manage the development of a Sustainable Urban Mobility Plan (SUMP) in [City Metropolitan] area with the aim of reducing GHG emissions and improving the quality of urban life.

The expected overall outcome of the assignment is a Sustainable Urban Mobility Plan (SUMP), the quality of which has been monitored and ready for adoption by the [City] government.

The geographical scope of the assignment will cover at least the area of [City]. During the inception phase of the SUMP process, the Consultant will have to review more precisely the geographical scope of the assignment, distinguishing SUMP study area from SUMP action area.

The SUMP horizons are of:

- 1 to 2 years for short-term measures;
- 5 years for the medium term;
- 15 years for long-term measures.

[These horizons may be adjusted at the beginning of the service according to local conditions (to ensuring consistency with the master planning document of "City"].

The plan must be established in coherence with the related sectoral plans; it will address [City] urban mobility problems according to the consultation of all the local political decision-makers concerned and the actors of the urban mobility as well as the citizens of [City]. The participatory dimension is central, and as such will have a special place in the evaluation of the technical offers received within the framework of this tender. The SUMP must be in line with national priorities for sustainable urban mobility. It should include a concrete action plan for the sustainable transformation of urban mobility. The proposed SUMP shall be financially viable: proposed measures shall be aligned with expected financial resources. [If relevant, add other objectives for the SUMP specific to the local context].

3.2. Assignment Main Components and Calendar

Based on the European Union SUMP Guidelines, **MobiliseYourCity** elaborated a **four-component SUMP approach** that serves as foundation for the work of technical agencies and Consultants who are working in cities on SUMP development or revision, and that should be accompanied by **one cross-cutting mission** and **one specific mission**.

More specifically, the four components and two missions are:

- **Component 1: Inception of the SUMP process**

  This component includes inception activities, including review of the initial work plan. [To be added if MobiliseDays are included in the mission: In addition, initial MobiliseDays will bring together local key stakeholders and a joint understanding of the SUMP development process will be formed].

- **Component 2: Diagnostic (data collection, interviews and analysis)**

  An in-depth **Status Quo** Analysis will bring light into the strengths, weaknesses, opportunities and threats of urban mobility. Political and organizational backing of the SUMP process will be reassured.

- **Component 3: Definition of a vision and strategic objectives, construction of scenarios, formulation of priority measures proposed by the SUMP**

  In the **Vision & Goal Setting** phase, the city will develop a joint vision for urban mobility and set up targets & indicators to measure success during implementation. **Future Development Scenarios** will be built. Core part of the SUMP is setting up **integrated Packages of Measures** in line with the target framework. Positive and negative impacts will be discussed, and measures adapted accordingly. There is also a need to address barriers for implementation (such as limited staff capacities or lack of finance) early on.

- **Component 4: Detailing the selected scenario into an action plan, including monitoring and evaluation indicators, implementation modalities and horizons, budgeting and financing of measures**

  The developed and assessed measures will feed into a Road Map and Budgeting & Finance Plan, which reflects different budget scenarios and identifies high priority as well as quick-win measures.

- **Cross-cutting Mission: Participatory process (concertation and consultation)**

  As per this cross-cutting mission, the Consultant shall support [City] in all aspects of citizen and stakeholder's participation as well as communication and awareness raising during the design of the SUMP.

- **Specific Mission: Establishment of an Observatory on urban mobility data and GHG emissions (current status and monitoring of the SUMP measures)**

  This mission relates to the process of collection, analysis and monitoring of all date needed to evaluate the progress and results of the SUMP development.

  These **activitie**s are to be carried out over a period of [X] months, with a start of the services foreseen in [month] [year].

Diagram 1: Development of the SUMP - Components and Missions Timing.

[Insert here the Project Gantt Chart].

3.3. Assignment Management

3.3.1. Assignment Validation and Monitoring Framework

Validation and monitoring of the assignment will be ensured at **three levels**:

- A **Steering Committee**, in charge of the political validation of the SUMP. It validates the main orientations of the SUMP and takes decisions, in close coordination with the Technical Committee which reports Consultant's recommendations. It ensures the political steering of the project and is composed of [Steering Committee attendees]. The Steering Committee will review and officially validate the deliverables submitted by the Consultant through the Technical Committee.
- A **Technical Committee**, the direct interlocutor of the Consultant for the technical follow-up of the SUMP development. This Committee pre-validates the deliverables. It consists at least of the team from the [City] in charge of urban mobility planning [Representative of the relevant ministry or other relevant stakeholder]. It must designate a person as the Consultant's focal point for the project duration. This Committee can also associate, on a regular basis, some representatives of other administrations, local experts in the field of mobility, security forces, the academic world, professionals of the sector or any other relevant stakeholder. The Technical Committee is appointed by the principal authority of the government of the [City], to which it reports progresses of the project. It consults relevant stakeholders for all important decisions and guidelines.
- A **SUMP Core Team**, in charge of the daily follow-up of the SUMP. The Core Team includes few persons: the referent person for the [City] for the assignment, the Consultant project manager and any other key person directly tasked to follow-up the design of the SUMP.

3.3.2. Coordination and Management Tasks

The Consultant shall coordinate and manage all components and missions of the SUMP process in an optimal manner.

The Consultant will nominate a **project manager** who will be the referent person for the [City] and the **MobiliseYourCity** sub-program manager during the entire SUMP process. The project manager is expected to liaise frequently with the **MobiliseYourCity** [Country] Sub-Program Manager. Meetings between Consultant project manager and referent person for the [City] shall occur at least monthly and all meetings conclusions shall be recorded in minutes. The project manager shall also liaise frequently with **MobiliseYourCity** Secretariat.

The project manager is responsible for the quality and consistency of all the project outputs before submitting the results to [City] and transmitting them for information to the **MobiliseYourCity** Sub-Program Manager. The project manager shall ensure the timely execution of work processes, validation and delivery of the results and deliverables. The project manager shall in addition ensure that the principles of the SUMP concept (see [Sections 2.2 and 2.3] of this document and [Appendix 6.1]), the participatory approach, are taken into account in the development process of the project and in the plan itself.

Main coordination tasks of the project manager include:

- **Support the [City] in setting up the SUMP Core Team**.
- **Assess the composition of the Technical Committee** and make recommendation if needed, in terms of capacity building or needs for additional human resources
- All along the SUMP implementation process, **coordinate and conduct interviews** with a wide range of stakeholders and local experts to gather comments, opinions, suggestions and, where appropriate, obtain feedback on project outcomes / documents.
- **Ensure excellent cooperation among key stakeholders** in the design of the SUMP of the [City].
- **Provide information, report and advise stakeholders** on the development and conduct of the Sustainable Urban Mobility Plan and the SUMP concept. The **MobiliseYourCity** initiative partners provide technical inputs and some templates to the Consultant.
- **Update on new methodological developments** and other innovations in the field of sustainable urban mobility and support the revision of key project documents accordingly.
- **Organize, moderate and monitor the project** - internal meetings, stakeholder workshops and working group meetings of the SUMP Core Team.
- **Present deliverables and other project results** at national and international workshops and conferences at the request of the [City].
- **Assist the SUMP Core Team** in discussions and negotiations with potential partners and private sector partners (for potential public-private partnership) and in financing options for the SUMP implementation.
- Upon request, **provide the SUMP Core Team** with supporting documents and presentations for the internal and external communication of the SUMP project.
- **Encourage and coordinate the participation of the SUMP Core Team** in the **MobiliseYourCity** Community of Practice, which provides a forum for the exchange of good practices and feedback from **MobiliseYourCity** partner countries and cities.

As part of this coordination and management tasks, the Consultant is expected to organize, in addition to the regular follow-up meetings, at least [2-3] **half-day meetings with the SUMP Core Team** to review and validate the main findings of the different stages of the study. The themes must be defined by the Consultant and could be, for example:

- The city's vision for sustainable urban mobility;
- The objectives, targets and indicators identified;
- The list of priorities for the SUMP measures;
- The draft final report.

3.3.3. Capacity Development

Stakeholder competencies at the local level will have to be strengthened during the development process of the SUMP in order to adequately implement planned actions, monitor design progresses, conduct meaningful evaluation and share knowledge and results with other cities in the [Country and Region].

The Consultant will propose specific activities regarding stakeholders' capacity building and add them to the work plan included in the methodology offer. The proposal shall at least include thematic training sessions.

These activities will then be refined and confirmed during the inception phase of the assignment. Consultant can refer to the Capacity Development Strategy of **MobiliseYourCity** [Editors note: the publication of this Strategy is still upcoming. Please verify the publication status when referring to it].

All capacity development activities delivered as part of this assignment shall be recorded in specific reports, to be delivered at the end of each component of the assignment.

4. Expected activities

4.1. Component 1: Inception of the SUMP Process

4.1.1. Objectives

- Engage with key stakeholders and conduct a stakeholder mapping.
- Set up the validation and monitoring framework.
- Confirm assignment scope, work plan and data collection methods.
- Start data collection and production.

4.1.2. Consultant's Tasks

During the inception phase, the Consultant is expected to initiate the first SUMP activities, including:

- Interviews with main SUMP stakeholders, starting with the [City] SUMP political and technical focal points.
- Gathering and preliminary analysis of data/reports.
- Data/information availability mapping and identification of data gaps.
- On-site visits.

[In addition, inception activities may include the implementation of MobiliseDays, which must be understood as a series of coordinated communication and technical actions, planned and committed by the [City], intended for the general public, the inhabitants and the administration of the [City]. These actions are concentrated in a relatively limited period of time, making it possible to generate a real kick-off effect of the SUMP process. MobiliseDays are a crucial step that carries a strong political message, setting the participatory process].

As part of the inception phase, the Consultant is expected to deliver the following analysis:

- Accompany the [City] in the evaluation of technical skills, availability of staff and financial resources to develop the Sustainable Urban Mobility Plan. This is done in order to identify possible additional support needed for the suitable development of the project (data collection, modelling, scenario development, visualization of planned measures, etc.).
- Based on this evaluation, develop a **Competency Management Plan**: this type of plan is defined in the SUMP European Guidelines as "a strategy that describes and explains how the required skills will be made available and maintained throughout the mobility planning process". The plan should identify the internal or external people or organizations that may be assigned to certain tasks. The competency management plan should also indicate the additional skills and resources needed to carry out the SUMP work.
- As part of the development of the skills management plan, realize a mapping exercise of local stakeholders. This exercise aims to identify the main actors of urban mobility in the [City] and to understand their objectives and their points of view. Realize a detailed report based on the mapping of stakeholders, which serves as a contribution to facilitate the engagement and ownership of the SUMP by local stakeholders.
- Support the [City] in the definition and set up the assignment validation and monitoring framework: Steering Committee, Technical Committee and SUMP Core Team.

- Support the [City] in the organization of a kickoff meeting for the assignment. The Consultant shall propose an agenda, draft a presentation and ensure logistic organization of the meeting.
- Confirm the SUMP geographical scope. The Consultant shall propose a SUMP **study area** which shall include at least the area of the [City] and may also encompasses neighbouring municipalities' areas in order to define a coherent area in terms of mobility. The Consultant shall in addition propose a SUMP **action area**, which shall include at least the area of [City] and may also encompasses neighbouring municipalities' areas if this seems necessary and if the neighbouring municipalities agree to be included in the SUMP. The Technical Committee shall validate study and action areas at the end of the inception phase.
- Review the detailed project work plan for the elaboration of the Sustainable Urban Mobility Plan, including:
    - The tasks and responsibilities of each team members involved in the implementation of this consultancy.
    - The timing and scope of the interviews, workshops, working group meetings, activities, milestones, expected results and deliverables in the various components of the consultancy.
    - A methodological note to describe the needs for data gathering and detail the proposed activities (including surveys) to fill the identified gaps. Regarding surveys, the note shall detail inter alia proposed methodology, software/format that will be used to provide results, calendar.
    - Reviewed capacity development program proposed as part of this assignment.

Box 3: MobiliseDays

Rationale for MobiliseDays

A central pillar of the **MobiliseYourCity** approach is to ensure the participation of citizens and stakeholders. The aim is to use the SUMP process as a liaison element to involve civil society in the design, monitoring and evaluation of public policies related to sustainable urban mobility. Participation will create opportunities for dialogue between various governmental and non-governmental actors, representing all the different groups of private and commercial users of urban mobility, and aiming at building consensus on a common vision of urban mobility.

Participation also enhances the public legitimacy of sectoral policies and confirm interest of the general public in the process. This interest may then be translated into sustained support for the implementation of a recognized consensual vision, which includes support from authorities for the deployment of necessary resources.

MobiliseDays can also bring greater visibility and greater strength to the commitment of the [City] in its desire to act concretely, quickly and continuously on the major issues of sustainable urban development.

Objectives of MobiliseDays

- Engage simultaneously political and technical processes and anchor it for the entire duration of the project.
- Display the political ambition of [City] to intervene on initial strategic objectives (GHG, quality of life).
- Engage citizens & key stakeholders in the [City]'s approach.
- Initiate the necessary technical collaboration between institutional authorities and internal services within the [City].
- Start collecting and producing data.

Consultant's task related to MobiliseDays

- Propose **outstanding participatory actions to kick-start the SUMP development process.** The Consultant will propose and organize a panel of flagship actions from the starting of SUMP development process. These initial communication and awareness-raising actions will be brought into line with the consultation and communication plan to be developed and implemented in the Cross-Cutting mission (Participatory process).
- **Organize and accompany [City] in the implementation of these MobiliseDays.** In close collaboration with the SUMP Core Team and Technical Committee, the Consultant will lead the implementation of **MobiliseDays** actions, after receiving validation from the [City].
- **Ensure communication and promotion around MobiliseDays and other actions executed.** In close collaboration with the SUMP Core Team and Technical Committee, the Consultant will ensure the valorisation of the actions carried out in the local and national media.
- [Add any other task specific to the local context – cf. example of MobiliseDays activities below].

Example of MobiliseDays activities

- Organize high-level seminars to anchor the political process and engage key and target actors.
- Organize awareness workshops for institutional actors.
- Lead public debates on urban mobility, city planning and climate issues.
- Organize a Car-free Day or a Mobility week.
- Lead street interviews upstream to the process, gathering testimonies of inhabitants.
- Create (journalists) student groups to follow the development of the SUMP process.
- Launch a photography (or other media) contest on "traveling today in my city.
- Conduct travel surveys (kick-start of data production).
- Collect useful data from the city services.
- Collect useful data from the city services.
- Demonstrate or propose to test new vehicles, for example electric vehicles

Rationale for MobiliseDays deliverables

- Organization of a **MobiliseDays** event and other activities, and the internal and external communication associated with them.
- **MobiliseDays** report, detailing the implemented events/actions and outcomes.

4.1.3. Deliverables

- **Workshops/meetings:**
  - Kickoff meeting.
- **Reports:**
  - **Report on interviews and stakeholder meetings** conducted under this assignment compiling minutes of meetings.
  - **Inception report** detailing implemented activities as part of the inception phase and including all expected analyses, including skills management plan, stakeholders mapping, adjusted work plan.
- [If implemented, **MobiliseDays** deliverables].

4.2. Component 2: Diagnostic

4.2.1. Objectives

Collect and analyse all necessary data and formulate a diagnostic of the existing status and challenges regarding urban mobility, mainly for the purpose of defining and evaluating options/scenarios in the subsequent component. Diagnostic shall consider the following aspects:

- Urban structure and development.
- Institutional and regulatory aspects.
- Transport infrastructure and transport services supply.
- Mobility demand.
- GHG emissions data and analysis.

Data should be collected and analysed for the [current year], which will serve as **reference year** for future projections. Whenever necessary, trends will also be analysed. A detailed description of available studies and surveys is mentioned in [Appendix 6.4]. If necessary additional surveys will be carried out by the Consultant.

4.2.2. Consultant's Tasks

Based on the data collection and analysis, the Consultant will prepare a **diagnostic of the current situation,** showing strength and weaknesses and prepare simple contrasted visions about further development of the city.

Task 1: Data Collection and Analyses

- Collection and analyses of **existing data/reports.**
- Additional **surveys.**

To complement the assessment of transport demand, the Consultant will conduct necessary surveys.

To complement the assessment of transport demand, the consultant will conduct necessary surveys. Main objectives of the surveys is to provide additional data to enable the consultant to:

- Draw an accurate diagnosis of the urban mobility situation in Metropolitan Area;
- Provide forecasts of the urban mobility situation in BAU and SUMP scenarios;
- Provide a baseline and targets for the Observatory on urban mobility.

The consultant is expected to make detailed proposals in its offer regarding the proposed surveys and the proposed methodologies for each type of survey. Methodologies shall include a draft calendar taking into account activities temporalities in the [City].

[For the surveys, either:

- indicate list of mandatory surveys with minimum methodological requirements (as per Annex 6.8);

- or allow the consultants to propose surveys, for example with the following indication:"In order to leave flexibility to the Consultant in the proper sizing of these tasks, as well as to facilitate the work of analysis and evaluation of the proposals, a list of

possible surveys is provided in Annex [XX], providing details for each survey on the type of data to collect, minimum requirements, as well as **information to be provided in the technical offer.**]

It is estimated that the acquisition of transport data (transport demand and supply, data on mobility uses, eventual air pollution measurements) should globally represent **15 to 25% of the total cost of developing a SUMP**. It is recalled that the study area extends over a total area of about [XX] km^2 and houses a population of about [XX] inhabitants. The average size of a home is considered to be [XX] people.

[To be detailed according to local needs].

- **Qualitative analysis via individual interview of main stakeholder:**

  Assimilate the information provided from the inception phase interviews for the global diagnostic. The Consultant will assess interview and information gaps and carry out (missing) interviews accordingly.

- **Qualitative analysis and focus groups interviews:**

  The Consultant will carry out at least **one stakeholder workshop** and **three** [gender-balanced] **focus groups meetings** to better understand key challenges related to urban mobility in the city as perceived by stakeholders and users and their vision for a sustainable future of the mobility in the city. This will concern in particular:

  - **A qualitative analysis**: focus group interviews with representative groups of the city's population on mobility practices and needs in the city (frequency of trips, trips motives, specificities men versus women, transport budget, public transport service quality, etc.).
  - **Thematic groups**: such as transport operators (private or public, formal or informal), businesses and commerce actors, public transport users, logistics companies etc. In addition, or as a substitute, a qualitative survey of private transport operators (formal and informal) could be conducted.
  - **Geographically based groups**: representative of each district or important area or, for urban freight, groups based on nature of the transported goods.

The Consultant is expected to use **innovative methods of IT-based data collection and analysis** in view of achieving better quality and efficiency of transport system planning. These innovative methods include Global Positioning System (GPS)-based data collection, smart phone zoning data proposed by cellular operators, web surveys, as well as spontaneous and voluntary data sharing by citizens. In case the innovative data collection methods cannot be provided by the consultancy, it is expected that the consultancy organizes a call for proposals open during project months [X] with an ensuing evaluation and selection of a service provider no later than in project month [X].

The Consultant's data collection will therefore go well beyond classical approaches of data collection, such as household surveys and travel diaries. However, it is expected that the Consultant integrates existing travel data made available by the local municipality (transport routes, fares, stops, timetables, etc.) and updates the information, if necessary, via data re-collection. The Consultant should gather and analyse data on informal urban transport (passengers and goods) and capture short-distance trips that may have been underrepresented in conventional travel data surveys. Although logistics data are

often considered as commercial capital, the Consultant should explore the methods to get them from private companies transporting goods (operators, craftsmen, etc.).

In the bid to **MobiliseYourCity**, the Consultant should elaborate how the new quality data could be used by the local municipality to provide real-time transport/travel information, for example via mobile applications or dedicated websites.

Box 4: Examples of Additional Surveys.

- Household survey or update of existing surveys.
- Personal vehicle on-road surveys (origin-destination, modal choice, willingness to pay, value of time, etc.).
- Road traffic counts along major corridors and at major intersections.
- Non-motorized transport survey (including analysis of historic and current use as well as potential of walking and cycling).
- Public transport passenger survey at major public transport stations (origin-destination, modes, trip motives).
- Public transport passenger counts at peak hours in major stations and interchanges.
- Public transport capacity assessment on major public transport routes including informal transport.
- Collective transport operator's survey including taxis, informal organisation, sharing companies.
- Goods/freight transport survey.
- Noise survey.
- Energy distribution survey (if electro mobility is envisaged)
- All necessary surveys to collect the required information to use the GHG Calculation tool (See Task 2: Carbon emission data and analysis).
- History of major natural and man-made disasters and ways to address them. Mapping of currents natural, human and financial risks.

Task 2: Elaboration of the Diagnostic Report

The Consultant is expected to produce all following analyses, which shall all be reported in the Diagnostic report.

- **Analysis of urban structure and development:**

  Including existing data on population (inhabitant number, household size, car ownership, type of housing, employment, etc.), jobs, major traffic generators (hospitals, universities, etc.), and projects (equipment, facilities, infrastructure for health, education, etc., distinguishing envisaged/approved/on-going projects). This task will also include the analysis of existing urban development plans and development trends. Data will be established for the reference year and forecasted for the planning horizons ([5 and 15 years]). [The project owner may precise the type of

zones for which data will be provided (for instance districts or zones of special interest for the project, such as sub-centres)]. [Describe here details of expected forecasts from the Consultant].

- **Analysis of institutional, regulatory and financial framework:**

  This will include at least:

  - An inventory of relevant legislation, rules, schemes, licenses, concessions, relevant to public transport and road traffic in the area, including National Urban Mobility Policy ([if applicable, the consultancy should use the diagnostic of the NUMP/cooperate with the assessment consultancy in the Country]).
  - Assessment of the roles and legal mandates of public and private entities in the public transport system (institutional arrangements), relations between transport authorities and operators as well as between different levels of government authorities. Paratransit/informal pubic transport shall also be taken into account in this analysis with the identifiactions of relevant actors of the sector (public authorities, operators, drivers, licence owners, associations…) as well as nature of relationship between various actors of the sector. Assessment of challenges related to urban mobility roles distribution, between various levels of local governments, and for the regulation of various transport operators.
  - Analysis of budgetary and financial aspects. The Consultant will collect and analyse existing data on the financial capability of local authorities as well as transport authorities and operators to engage in sustainable urban mobility activities. This will include the analysis of past (past 10 years) and projected/planned (next 3-5 years) management and operating budgets.

- **Inventory of transport infrastructure and transport services supply:**

  The Consultant shall develop an inventory and assess trends and challenges of the various dimensions of transport supply in the study area, including:

  - **Road network**: inventory and assessment in relation with all mobility needs (pedestrians, non-motorized transport (NMT), public transport, and other vehicles) with focus on the roads carrying public transport; review of plans and projects. The inventory of the road network shall include:
    - Road characteristics in the city centre and possibly other secondary traffic centres [Precise].
    - Road characteristics of the major roads.
    - Quality and density of the secondary and service road networks.
    - Inventory of main routes and accesses in relation with NMTs flows.

  As far as possible, the Consultant will update data on road network on OpenStreetMap.

  - **Public transport system (road, rail, water, formal/informal transport)**: including routes extension and localization, depots, garages, rolling stock quantity and quality, considering current plans and projects; volume of public transport supply and duration of travel at peak period. The Consultant should upload the data on public transport (routes and stops) on OpenStreetMap and provide a GTFS format dataset with open license ODbL.

- **Access to public transport:** For the purpose of the impact monitoring within the MobiliseYourCity initiative, the Consultant will assess (in a quantified manner) the prevailing access situation of the city´s population to public transport (e.g. the number of people living within 500 meters or less of a public transport stop with minimum 20 minutes service at peak hour).
- **Financial aspects**: fares, subsidies, fuel policy.
- **Parking**: inventory in the city centre [or other specific zones] and analysis of parking management and pricing schemes.

■ **Mobility demand and expected trends:**

The final report should include at least:

- Diagnostic analysis of **city-wide mobility**, current characteristics and trends: Household car ownership, daily individual mobility (per type of household, gender, age, income level, etc.), seasonality of mobility demand.
- Diagnostic analysis of the current characteristics and trends of the **individual mobility per mode per main transport axis**.
- Fleet and vehicles technologies: number of vehicles and specifications on the fleet such as age, type of fuel consumed, alternative fuel vehicles, refuelling infrastructure, possibly data on fuel consumption
- **Modal split**: for the purpose of impact the monitoring within the MobiliseYourCity Initiative, the Consultant will assess the modal split, e.g. the share of public transport and non-motorized modes in pkm (not trips; as average over one year [within city boundaries]).
- **Public transport demand:** the Consultant will review all existing data on mobility, including existing traffic volumes per mode, at peak hours and for the full day and per sub areas and for each main axis; the objective is to identify the transport demand per mode on the main corridors and for the main origin-destinations.
- **Road traffic**: the Consultant will inter alia quantify road traffic flows on main corridors, distinguishing daily flows and peak flows. The Consultant shall also analyse traffic at main intersections of the SUMP area. The Consultant shall assess the level of road congestion at peak periods and appraise traffic planning at city level and traffic management at a lower scale. The Consultant will quantitatively and qualitatively analyse other individual modes (2, 3, 4-wheelers) in the perspective of establishing GHG emissions calculation through the MobiliseYourCity Emissions Calculator.
- **Freight traffic**: the consultant will in particular review the regulations regarding goods delivery and transport and assess their actual implementation, develop an inventory and assess main delivery areas and routes as well as logistics hubs , characterise the main flows (all type of goods) and the nature of the demand (frequency, size, delivery hours,..) . It will also identify the main logistics operators (formal and informal), their fleet (for example, estimate of number and types of vehicles, loading capacity,..), their practices for storing and delivering goods (including illicite stops) and their relations with the demander (especially modes of payment).
- **Non-motorized transport (pedestrians and cyclists)**: the Consultant will quantify the flows of cyclists and pedestrians on the main corridors and accesses.

- **Commercial speed**: for the purpose of the impact monitoring within the MobiliseYourCity Initiative, the Consultant will assess the commercial speed (e.g. the average speed of a mode of transport between any two terminals, including all operational stops).
- **Traffic safety**: causes, severity and localization of accidents. The diagnostic will cover at least: Inventory of black spots as well as, if available the number of traffic fatalities (road, rail, etc.) over the past 10 years (e.g. as defined by the WHO, a death counts as related to a traffic accident if it occurs within 30 days after the accident).
- **Gender:** the Consultant will review gender related issues and provide a gendered perspective status of urban mobility, including in particular women's travel patterns and how they differ from men's, gender-related inequalities in terms of access to i) public transport and ii) services and opportunities offered in the urban area (health care, education, jobs, etc.). The Consultant is in addition expected to provide a diagnostic of current gender-related harassment faced by women while travelling in the urban area as well as jobs opportunities for women in the urban mobility sector. On this specific issue, the Consultant is expected to organize a one-day workshop during the diagnostic phase to raise awareness and collect feedback from key stakeholders.
- **Liveability:** the Consultant will analyse the transport- and urban mobility-related liveability criteria for the city, including frequency of public transport, affordability of public transport, transport safety, security, air and noise pollution.

■ **Carbon emission data and analysis:**

The Consultant will review and analyse:

- All existing data on GHG emissions by urban transport sources.
- Current systems and on-going projects at the city level for their impact on traffic and reduction of GHG emissions.
- Current capacity and challenges of measuring and evaluating carbon emission.
- Current and planned policies and programs of the transport sector to better understand the current status and serve as a basis for the GHG attenuation action plan at the city level.
- The international context to highlight opportunities coming from UNFCCC and help the city learn from relevant experiences abroad.

As part of the diagnosis report, the Consultant should give an overview of the already existing information on transport GHG emissions in the country, including previous GHG inventories or bottom up or top-down analysis of transport GHG emissions.

Moreover it is expected that the consultant carries out a transport GHG emissions inventory for the selected based year of the SUMP (see details of the methodology for the calculation in Chapter **Erreur ! Source du renvoi introuvable.**)

IMPORTANT NOTE:

MobiliseYourCity has developed its own GHG Calculation tool to estimate the GHG emission reductions that can be expected with the implementation of the SUMP. **The use of this tool to calculate this estimate is mandatory**. The tool and its user manual are annexed to this Terms of Reference.

The Consultant should pay special attention to identify all required information to use the tool and identify and conduct the necessary surveys to collect it.

[This requirement may be adapted to allow a simplified use of the GHG Calculation tool with the collection of only part of the data required for the tool and use of assumptions for the remaining data].

- **Resilence data and analysis**

  The consultant will review and analyse:

  - All historic data on major risks over the mobility and urban system and ways to address them
  - All existing data on current risks
  - A first draft of the role of mobility in risks management
  - Mapping of resilience actors and links between them

- **Monitoring and reporting diagnostic:**

  More details and specific additional tasks regarding SUMP monitoring and evaluation are described as part of the Specific mission: Establishment of an observatory on urban mobility data and GHG emissions.

Task 3: Capacity Development

The Consultant shall implement capacity development activities as per capacity building program approved at inception phase.

4.2.3. Deliverables

- **Workshops:**
  - One stakeholder workshop, three focus group meetings, one-day specific gender workshop.
  - Diagnostic presentation workshop.
- **Reports:**
  - **Report on capacity development measures and workshops:** including participation and conclusions.
  - **Report on interviews and stakeholder meetings** conducted under this assignment compiling minutes of meetings.
  - **Surveys report: the report shall detail for each conducted survey:**
    - Survey methodology (for survey implementation and data processing/analyses).
    - Main results.
    - [Complete according specific study requests regarding data collection and surveys].
    - For each survey, the Consultant shall deliver the complete set of raw and processed data.
  - **Diagnostic report:**

The diagnostic report shall include all diagnostic analyses described above as well as, in addition, conclusions of the diagnostic component. The Consultant should use appropriate visualizations in its diagnostic report to illustrate and complement the findings and data analyses in a visually attractive and intuitive way. At least [20] visualization elements such as charts, graphs, diagrams, infographics, tag clouds, and maps shall be included in the Diagnostic report, including at least the following GIS-based maps to be provided at adequate scale: Situation map with study zones, Main geographic features, Location and density of population, jobs (on the employer's site) if possible, Location of main services and economic activities, Road network (current situation), Traffic, Public transport networks (current situation).

4.3. Component 3: Definition of a vision and strategic objectives, construction of scenarios, formulation of priority measures proposed by the SUMP

4.3.1. Objectives

The vision, goal setting and measure planning component builds upon the diagnostic work carried out in component 2 "Diagnostic". Its main outcomes are the strategic vision and the strategic direction for urban mobility in [City]. These outcomes serve as input to the ensuing plan validation activities of the SUMP development process. The **component-specific objectives** are to:

- Confirm a strategic vision for urban mobility and a strategic framework for the direction of the SUMP.
- Formalize the goals of the SUMP.
- Elaborate short- and long-term scenarios.
- Define and develop (integrated packages) of measures.
- Compare scenarios and select the preferred scenario.
- Identify the strategic direction for sustainable urban mobility in [City].

4.3.2. Consultant's Tasks

- **Formalize the methodology and ambition of the SUMP :**
  - **Organization of stakeholder workshop:** the Consultant will organize a (component) kickoff workshop (Workshop N. 3.1) with the SUMP Core Team and other key urban stakeholders to present and validate the findings of the diagnostic work (current situation and trends, strengths and challenges). The workshop will also discuss and record actions and measures considered or proposed by stakeholders.
    It is expected that, based on this workshop, the project owner will reach consensus on the diagnostic and the vision for urban mobility in [City].
    The stakeholder list will include at least [Complete list/ or include it in the Appendix].
  - **Goal setting and prioritization**: the Consultant will assist the project owner in formalizing and prioritizing urban mobility goals. These goals need to be aligned with [City]'s vision for urban mobility [and are city-specific].
    The Consultant will organize a goal setting and prioritization workshop (Workshop N. 3.2) with the SUMP Core Team to accomplish this task.
  - **Defining criteria and indicators:** define implementation, sustainable mobility and GHG/emission indicators to conduct the multi-criteria comparison of scenarios. The selected indicators shall include the impact indicators and the investment indicators defined by the MobiliseYourCity Initiative ([cf. Appendix 6.2]). More details and specific additional tasks regarding SUMP monitoring and evaluation are described as part of the Specific mission: Establishment of an observatory on urban mobility data and GHG emissions.
  - **Identify and assess the effectiveness of measures**: towards reaching targets, in particular in relation to their impact on GHG reduction.
  - Defining complementary data collection **as needed**: if limited complementary data collection is needed for the definition and comparison of scenarios, the Consultant will define them and carry them out as part of this activity.

- **Elaborate mobility scenarios for the short, medium and long term:**
  - **Scenario building**: The Consultant will build the business as usual (BAU) scenario and at least [2] alternative low carbon scenarios with their defined actions to be taken in the short- and the long-term. The long-term scenario target year is [2050]. In addition, [at least one 10 year] scenario from the base year must be calculated (for harmonized reporting).
    The Consultant will assess the volume of expenditures needed for each scenario (for investment as well as for operational subsidies, if any) and ensure that such volume is coherent with the ability to mobilize funding for the city [taking as reference the 10 past years].
    The Consultant must also assess in detail ex-ante the implications with respect to GHG emissions for all scenarios (for more details, please refer to the chapter related to the Specific mission: establishment of an observatory on urban mobility data and GHG emissions).
    For each scenario, the Consultant shall propose a detailed implementation calendar.
    The Consultant will build the scenarios in close coordination with the stakeholders and will organize a workshop (Workshop N. 3.3) to validate the set of scenarios to be tested with the SUMP Core Team.
    [The description of the scenarios will vary depending on the study focus. The TOR should not be too prescriptive, but could mention several items that are considered important by the client, in order to give to the Consultant an idea of the detail level expected by the task].
  - **Defining actions and (integrated packages of) measures**: The Consultant will assist the project owner in defining actions to be taken and integrated packages of measures to be implemented in the short and long terms for each scenario ([Box 5]). The Consultant will provide descriptions of each action as well as integrated package of measures paying attention to technical design, cost, timing, public engagement requirements, anticipated impacts, and potential risks. These actions and measure packages will be the building blocks of the scenarios to be defined. The Consultant will organize a measure identification and selection workshop (Workshop N. 3.4) with the SUMP Core Team to accomplish this task.

Box 5: Electro mobility.

Electro mobility is considered as one of the best solutions to improve air quality and reduce noise pollution. Technology is progressing rapidly, increasing the range autonomy while reducing the costs of the batteries, making electric vehicles an affordable solution in the coming years. It is most likely that electromobility should be envisaged for future mobilty of passengers and goods ; then the consequences of its deployment through the various transport modes on the City's global transport system must be considered in the strategic framework of the SUMP. Even if the deployment is forecasted on a rather long term, several decisions and related actions have to be taken in order ro prepare the introduction of electric vehicles. The implementation of adequate electric infrastructure, the organisation of the road network, the involvement of specific stakeholders, the reinforcement of the staff's knowledge on the electro mobility domain, all these topics and others need to be anticipated and integrated in urban planning several years before the concrete deployment.

If electro mobility is considered as a possible source of improvement of local mobility, it will be important to analyse with the SUMP team the opportunity of integrating electro mobility measures among the other SUMP's measures. Moreover, if electro mobility is envisaged, then scenarios will

include other correlated topics to mobility, such as energy supply. The main guidelines for analysing these opportunities are also presented in the specific note "guidance note on enhanced requirements regarding e-mobility proposals".

Moreover, if the opportunity is confirmed and if electromobility is identified as an important focus for the SUMP, specific tasks must be undertaken by the Consultant to help the SUMP team to determine the positioning of the City on this transversal topic. They are also detailed in the "guidance note on enhanced requirements regarding e-mobility proposals".

- **Traffic forecast modelling:**

  [The use of a specific traffic forecast model is optional for the case that the partner city wishes to include the development of a transport model within the context of its SUMP development. In certain very simple cases where data are scarce, a mere expert analysis of available data collected during the previous component, could be enough].

  The Consultant will build and calibrate a simple traffic forecasting model that can evaluate different scenarios defined at different horizons. The model used should be adapted to the needs of [City] and easy to take in hand. The Consultant will train the key staff of the Technical Committee to use the model autonomously and independently.

  In addition, the modelling tool/software must be financially accessible so [City] can use it in the long term at a reasonable cost. His choice must be well- argumented and will be submitted for validation by [City].

  The model will be calibrated for the base year, and will be sensitive to the main parameters explaining the behaviour of travellers and freight flows, and the spatialization of the transport demand (localization of the residential areas, of the human activities and major generators of displacement, urban forms and densities, travel costs and travel time, motorization of households and of logistics fleet, household income, areas of high congestion, etc.).

  Once the model is calibrated, it must be able to provide at least, for the base year, and for the defined horizons ([X]) in the short and long term, the following outputs:

  - Typical structure of an origin-destination matrix of travel movements (demand matrix for all modes and all reasons for the trips) and associated graphic representations (Desire lines).
  - Modal split between private and public transport (the Consultant will specify the categories that appear to him to be valid: private cars, collective taxis, public taxi services, buses, motorcycles, vans, trucks…).
  - Average travel distance and overall volumes of vehicles/kilometre per mode.
  - Orders of magnitude of traffic at rush hour and by day on a limited number of main corridors (these results can be obtained by simple exploitation of the desire lines, but the uncertainties will have to be highlighted).

  The Consultant will explain in the technical offer a preliminary methodology for the traffic forecasts modelling process, and the detailed methodology, as well as the choice of the model/software will be discussed at the beginning of the services and developed in the first deliverables of the study. The traffic forecast report will include [if applicable]:

  - Characteristics of the model showing formulas utilized for calculation.

- Socio-economic and traffic data per zone at current situation showing calibrating results.
- Results per zone at short and long terms (socio-economic data and traffic volume per social group, trip motive, and mode).
- A file containing the user manual of the acquired software and whose license will be given to the Technical Committee at the end of the services with the description of the model, its operating manual, the basic data and the data used during the study as well as the modalities of their modifications.

In case of scarce data, the process should at least include:

- A simplified generation and distribution method, based on socioeconomic data (population, employment…) and evaluated trip impedance,
- A modal split evaluation by an expert opinion, that could rely on similar situations and experiences or national references or surveys,
- By hand trip assignment on a simplified but relevant network, using “state of art” formulas.
- Whatever the method used, the calibration phase should be conducted with great care with an estimation of confidence level.

- **Elaborate resilence scenarios for crisis**
  - Resilience is the ability of an organization to resist being affected by an event or the ability to return to an acceptable level of performance in an acceptable period of time after being affected by an event.
  - For infrastructures, resilience is also the capability of a system to maintain its functions and structure in the face of internal and external changes and to degrade gracefully when this is necessary.
- **Definition of Infrastructures and mobilities resilience**: Cities and territories resilience depend of the accordance of a lot of topics that each corresponding to different actors.

  The consultant will build the matrix of resilence considerations and actors before deciding of wath is precisely transportation goals. To do that, the consultant should use the **ISO 37101 resilence matrix** to check, on the line “résilience”, différents topics, mentions, actors…

  The interest of this matrix is to contextualize the role of infrastructure and mobility (columns 10 and 11) in the overall ecosystem of the resilience of a territory.The value of this scale should be judged in the extent to which it shows the precise infrastructure and mobility (columns 10 and 11) roles in the global resilence system of the study area.

Action areas / Purposes	Governance,	Education	Innovation,	Health	Culture	Living together	Economy	Living environment	Security	Infrastructures	Mobility	Biodiversity
Attractiveness												
Preservation and improvement of environment												
Resilience												
Responsible resource use												
Social cohesion												
Well-Being												

ISO 37101 Purposes and Action areas

- **Defining the types of crisis and their characteristics**: The consultant will assist the project owner for defining different crisis typologies and the responsibility of infrastructures for crisis management. Infrastructures will be hierarchize wil several criteria as:
  - For each crisis typologiy, probality of mobilities and infrastructures dysfunctions;
  - Impacts for Population, services, economic and social structures;
  - Duration of crisiss and estimation of the global impact
  - Principals links with others resiliences topics.
- **Multi-criteria comparison of scenarios:**
  - [In both the short and long terms], the various scenarios will be compared to the BAU scenario. The comparative analysis of the measures proposed under various scenarios should allow choosing the most effective and, on this basis, formulating an optimal scenario for meeting the SUMP objectives and the vision desired for the future mobility in [City].
  - The comparison of the scenarios will take into consideration the following aspects:
    - **Technical feasibility**: technical choice, availability of the technology, risk (land acquisition, social acceptability, archaeology, environmental and social impacts), operability, promotion of innovative tools, ability to withstand and absorb crisis, etc.
    - **Economic feasibility**: cost, financial profitability, socio-economic profitability, including GHG emissions reduction, time saving, safety impact…
    - **Institutional feasibility**: regulatory and institutional frameworks with clear definition of roles and actors (including level of participation of stakeholders), adequacy of the proposed scenario with existing policy/strategies…
    - **Expected benefits**: transport accessibility, demand, modal split, speed gains, impact on congestion, road safety, better integration of informal operators, quality improvements…
    - **Environmental and social impacts**: environmental impact, land acquisition and resettlement impact, impact on land-use and urban development, induced economic

development, improvement of social inclusion and promotion of equality of opportunity between citizens (gender inclusion), accessibility to/from poor or vulnerable area / populations, transit-oriented development and urban densification…

- In addition, the Consultant shall quantify impacts on the various scenarios against the selected indicators (including **MobiliseYourCity** standard impact and investment indicators). Estimated emission reductions must be reported for every [10th] year, in accumulated form for every [10]-year period, as well as the average annual reduction over a [10]-year reporting period (to harmonize reporting). More details and specific additional tasks regarding SUMP monitoring and evaluation are described as part of the Specific mission: Establishment of an observatory on urban mobility data and GHG emissions.

- **Scenario comparison and selection workshops and public meetings:**

  The Consultant will present a synthetic description of the various scenarios and of the multi-criteria analysis to the SUMP Core Team during a first one-day scenario comparison workshop (Workshop N. 3.5). Based on the SUMP Core Team comments, the Consultant will adjust the proposed scenarios (possibly through a recombination of actions and measures) and refine the analysis.

  The revised analysis will then be presented to the general public in a public meeting chaired by the transport authorities of [City]. [If feasible and coherent with the [City]'s practices regarding citizen participation, a two-week exhibition at City Hall will also be organized aimed at collecting the public's specific reactions to the proposals in the scenarios].

  Finally, taking all public comments into account, the Consultant will organize a second scenario comparison workshop (Workshop N. 3.6), this time with the City's (political, financial, and technical) decision makers, in addition to the SUMP Core Team. The aim of this second workshop will be for the decision makers and the SUMP Core Team members to select a preferred scenario for the SUMP.

- **Capacity Development:**

  The Consultant shall implement capacity development activities as per capacity building program approved at inception phase. The activities shall include a training program covering tools and instruments enabling formulation of a SUMP and computation of GHG emission. Training will concern [members of the governmental units in charge of transport planning and regulation, and climate change for the city, and other professionals involved in the study].

Box 6: Examples of Urban Mobility Goals.

- Limit the private car modal choice.
- Reach a defined target for the public transport modal split.
- Reinforcing economic growth of certain modes.
- Limiting the investment and operational cost of defined transport programmes.
- Focusing on improvements in the central area of the city or other defined areas.

Box 7: Examples of actions and measures to be proposed in the scenarios.

Short term

- Creation of new roadways to complete the network, rehabilitation of road network in a post conflict situation (defined at conceptual level).
- Traffic management measures for the improvement of traffic flow, road safety, priority to public transport, pedestrians, parking policy, etc.
- Improvement of efficiency of the public transport network, such as network restructuring, business reform, bus lanes and other bus priority measures, improved passengers' information.
- Improvement of efficiency of the informal urban transport (paratransit) operators (i.e. informal public transport), if any, such as network restructuring, vehicle scrapping or improvement, improved maintenance or other vehicle priority measures and improved passengers' information.
- Road safety measures via traffic engineering and design, awareness raising measures, "safe routes to school" initiatives, "don't-drink-and-drive" initiatives, etc.
- Gender-focused measures, for example to improve women's access to public transport as well as to urban opportunities and services.
- Social equity-focused measures, for example to improve access of underserved communities to public transport as well as to urban opportunities and services.
- Regulatory measures for public transport and informal urban transport (paratransit, if any).
- Institutional or organizational measures, such as the creation of a public transport authority.
- Capacity development measures (staff increases, skill trainings, etc.).
- Urban mobility financing mechanisms.
- Short-term urban mobility policies (car scrapping incentives, digital mobility policy).
- Implementation of Urban Consolidation centers and associated delivery organization.
- Deployment of charging stations.
- Resilience plan before, during and after crisis.

Long term

- An outline of the major roads and Mass Rapid Transit lines (metro, LRT, BRT, cable car, commuter rail) to serve the city development in line with the urban development plan.
- Recommendations on institutional reforms, and financial sustainability of the sector.
- Priority lines of Mass Rapid Transit.
- Long-term urban mobility policies (transport demand management, transit-oriented development).
- MRV organization.
- Electromobility hubs.

4.3.3. Deliverables

The expected overall outcomes of the component are a strategic vision for urban mobility in the partner city as well as a strategic framework for the direction of the SUMP, including identified urban mobility goals and a set of integrated packages of measures. These outcomes will serve as input to the ensuing component. The following deliverables are expected under the assignment:

- **Workshops and meetings:**
  - Component kickoff workshop with the SUMP Core Team and other key urban stakeholders to reach consensus on the diagnostic and the vision for urban mobility in [City]. (Workshop N. 3.1).
  - Goal setting and prioritization workshop with the SUMP Core Team. (Workshop N. 3.2).
  - Scenario validation workshop with the SUMP Core Team. (Workshop N. 3.3).
  - Measure identification and selection workshop with the SUMP Core Team. (Workshop N. 3.4).
  - Scenario comparison workshop with the SUMP Core Team. (Workshop N. 3.5).
  - Scenario comparison and selection workshops with decision makers and the SUMP Core Team. (Workshop N. 3.6).
- **Reports:**
  - **Report on capacity development measures and workshops:** including participation and conclusions.
  - **Report on interviews and stakeholder meetings** conducted under this assignment compiling minutes of meetings.
  - **Traffic forecast report**
  - **Scenario elaboration and comparison report,** including (at current time, short term and long term) at least the following:
    - Description of the BAU scenario and the alternative scenarios, including physical investments. Descriptions of each action, measure as well as integrated package of measures, including elaborations on technical design, cost, timing, public engagement requirements, anticipated impacts, and potential risks.
    - Evaluation of scenarios and comparison of scenarios with respect to the various criteria and indicators accepted. If electro mobility is included, then the evaluation must encompass an assessment of environmental impacts preferably based on Cost-Benefit Analysis, which will provide a comprehensive evaluation of the deployment of electro mobility policy and systems.
    - A note presenting policy, institutional, regulations measures, and financial recommendations.
    - Technical presentation sheets that have been used during workshop and consultation for information of stakeholders.
    - The report shall include GIS-based maps at adequate scale and complementary to the maps developed by the inventory and assessment consultancy, at least for the following: traffic zones, road network (current situation, short term and long term for each scenario), public transport network (current situation, short term and long term for each scenario), future traffic volumes motorized modes (distribution matrix), traffic volume at peak hour per mode (at short term and long term).

4.4. Component 4: Detailing the Selected Scenario into an Action Plan, Including Monitoring and Evaluation Indicators, Implementation Modalities and Horizons, Budgeting and Financing of Measures

4.4.1. Objectives

- Deepening and coordination of measures and integrated packages of measures selected in the context of the vision and goal-setting component.
- Identification of the implementation constraints, especially financing ones, and institutional responsibilities, and determination of all actions necessary for effective implementation, including the assignment of responsibilities and suggestion of budget allocation to implement measures.
- Identification of measures and integrated packages of measures that are financially feasible to implement and, on this basis, support of measure prioritization.
- Development of a budgetary framework and financially sound and validated measure action plan.

4.4.2. Consultant's Tasks

- **Detailed description of the SUMP mobility and accessibility improvement measures:**

  These measures will be described with as much specificity as possible at this stage. The intention is to ensure that the measures are clearly defined, comprehensive, and well-coordinated. This description provides the basis for preparing more detailed cost estimates and defining the scope of the feasibility studies that will later be necessary for implementation.

  Special attention should be paid to the main hubs or nodes in the city's transport system where coordination may be particularly important. Attention will also be given to the environmental and social impact of the measures and the need for land acquisition which is a crucial success factor for efficient urban logistics. In describing the implementation measures, it is expected that the Consultant groups them by transport modes or themes (passengers/goods, public/collective/individual transport, non-motorized transport, traffic, road safety, emissions of GHG, resilience to climate events, etc.) to support the identification of (financially) feasible integrated packages of measures. In some cases (for the city centre and, possibly, some important secondary centres or development corridors), the measures may also be presented by geographic areas.

- **Assessment of priorities:**

  The SUMP should be a comprehensive set of complementary and mutually supportive measures. It may include larger and most costly infrastructure measures as well as packages of smaller and less costly (soft) measures, such as transport demand management, educational, promotional or awareness raising measures. Not more than **three levels of priority** should be considered.

  This assessment might be based on a rough estimate of benefit-cost ratios [if the traffic model makes it possible to do it]. It might also be based on expert judgement, lessons of experience and international best practices, and should take into account the views of stakeholders as expressed during the scenario's comparison workshops (Component 3) and public meetings. The need for improving social inclusion and promoting equality of opportunity between citizens might also be

contemplated for determining priorities. In addition, other factors such as the ease of implementation, the amount of risks and the degree of preparedness should be considered.

- **Refinement of the cost estimates:**

  The estimates used in the comparison of scenarios will be refined, as necessary. For example, costs that were estimated on a cost/km basis for a major new infrastructure or a modernization project may be revised through a better analysis of the cost of key project components in similar projects (for a BRT project, for example, the platform, the passenger stations and transfer facilities, the improvements of intersections and traffic regulation, etc.). Whenever necessary, operational costs would also be refined. If feasibility studies have already been carried out for some projects, the cost estimates in those studies will be updated.

  [This text may need to be adjusted if it is found necessary to prepare concept designs for some major and likely costly projects that have not previously been studied (mass transit lines, motorways, or main transport system nodes) or those for which the cost may vary considerably depending on technical alternatives].

- **Assessment of available financing:**

  The Consultant will refine the analysis of available financing carried out when the various scenarios were prepared. The goal will be to inventory all potential financing sources (local government's existing and new fiscal resources, fees and charges, central government grants, private or public investors, loans that might come from local or international institutions taken into account local government credit worthiness, etc.) and competing budgetary needs (by other sectors and/or other cities) in order to deduct the amounts that would realistically be available for the urban mobility sector both for investment and operational expenditures. It is possible to conclude with only two options, prudent or optimistic.

  [This text may need to be adjusted to consider the particular context of the country and the city for which the SUMP is being prepared. This is especially relevant for cities where the central government is likely to have more control over the city's finances and donor financing might be both more important and more uncertain. In that case, three funding options may be formulated. The availability of financing may also depend on whether or not some main city transport infrastructure is likely to be financed by the central government as part of a national inter-urban transport project].

- **Analysis of the implementation process:**

  The Consultant shall elaborate recommendations regarding SUMP implementation. The Consultant will identify the studies that need to be carried out downstream in order to prepare for implementation of the SUMP. These will essentially be feasibility and engineering studies for the improvement measures, but they could cover a very wide range of subjects such as infrastructure improvement and development, traffic regulation, tariff and ticketing studies, restructuring of public transport operations and integration of fares, institutional development, introduction of new technologies, etc. The time necessary to deliver these studies will carefully be estimated.

  The Consultant will also ascertain what entities will take responsibility for implementing the various measures in the SUMP (including the preparatory studies). The Consultant shall assess entities

capabilities to implement the SUMP and propose measures according to the identified gaps (capacity reinforcement, staffing, institutional measures…).

[In some cities, preparation of a capacity development plan may be necessary. In this case, it should be explicitly mentioned in these Terms of Reference].

- **Preparation of an implementation schedule:**

  Given the availability of funds (in volume and over time), the priority among measures, their costs, and the duration and constraints of their implementation, the Consultant will prepare a schedule for optimal implementation of the SUMP over the [15] years of its expected duration. It will be essential for this schedule to be realistic and take systematically into account all the sequential stages of implementation, particularly the time required for feasibility studies, environmental and social assessments, review and approval of all stakeholders, mobilization of resources, establishment of specific institutional and legal arrangements if required (as in the case of public private partnerships), preparation of detailed engineering whenever necessary, selection of suppliers and contractors, etc. All activities necessary for successfully carrying out these stages will also be clearly identified and presented in a time-based action plan. Although this plan should cover the entire SUMP period, it should be particularly detailed and carefully thought out for all actions necessary during the first [5] years.

- **Refinement of SUMP impact assessment and monitoring and evaluation plan:**

  The Consultant shall quantify expected impacts of the selected scenario vs BAU scenario according to selected impact and investment indicators. The Consultant shall also elaborate a monitoring and evaluation plan.

  More details and specific additional tasks regarding SUMP monitoring and evaluation are described as part of the Specific mission: **Establishment of an observatory on urban mobility data and GHG emissions**.

- **Synthesis of SUMP action plan:**

  The Consultant will summarize the SUMP actions in a synthetic action plan (table). The Consultant shall also provide one (or several maps) summarizing the SUMP action plan in [A0] format. The provided map shall be designed as a communication tool, and easily readable for non-transport specialist. The Consultant shall provide [10] hard copies of the map.

  For each action, the Consultant shall provide in addition a Fiche Action including a brief description of the action, implementing partner, estimated cost, prioritization, implementing calendar.

- **Review by stakeholders and validation by decision makers:**

  To ensure that the above tasks are executed with the full understanding and support of key stakeholders, the Consultant will frequently consult the local SUMP Technical Committee during the assignment. The Consultant will also present proposals to the local SUMP Steering Committee and seek its validation. This should be done at least twice, after the assessment of priorities and after the preparation of the draft implementation schedule and action plan. A one-day workshop should be envisaged in each case for these presentations. [If the city's highest authorities (such as the mayor) are not part of the Steering Committee, the Consultant should assist them in their review and approval of the final implementation schedule].

- **Capacity Development:**

  The Consultant shall implement capacity development activities as per capacity building program approved at inception phase.

4.4.3. Deliverables

The main outcome of this component is a budgetary framework and action plan for prioritized and financially validated measures and integrated packages of measures. The following deliverables are expected:

- **Workshops and capacity development:**
  - 1-2 workshops with the Steering Committee for presenting/reviewing the Consultant's proposals regarding the prioritization of mobility improvement measures and the implementation schedule and action plan.
  - Contribution (as needed) to the official presentation of the SUMP to the public and stakeholders.
- **Documents and reports:**
  - **Report on capacity development measures and workshops**: including participation and conclusions.
  - **Report on interviews and stakeholder meetings** conducted under this assignment compiling minutes of meetings.
  - **SUMP action plan** including all analysis described above.
- **[Optional deliverable:**
  - Draft of concept note/application for donor financing]

4.5. Cross-Cutting Mission: Participatory Process (Concertation and Consultation)

4.5.1. Objectives

The objective of the participatory process is to support and advise the Technical Committee in all aspects of citizen and stakeholders' participation as well as communication and awareness during the development of the SUMP. At first, the involvement of the different stakeholder groups is essential to the success of the development of the SUMP, and then to the success of its implementation. Indeed, to ensure the success of the SUMP, it is essential to consult a wide range of actors to collect their vision, expectations and perspectives. On the other hand, to accompany changes in mobility practices, it is important to organize information and consultation sessions with the population so that it is involved, understands the issues, makes its contributions and is a driving force in the transformation of mobility.

This mission covers all other activities, and includes activities such as the development of tools for online participation focused on target groups (for example, OpenStreetMap users, or students in the framework of a cooperation with the local academic world preferably), consultations for global reforms' negotiation in the transport sector (for example, public or artisanal transport reforms, implementation of specific measures on vehicles, etc.) and conflicts mediation between different interest groups.

The objectives of this Cross-cutting mission, complementary to the other components of the consultancy, are as follows:

- Identify and involve all stakeholders concerned by the development of the SUMP.
- Encourage the participation and contributions of citizens and stakeholders and ensure their commitment to the development of the SUMP.
- Support the Technical Committee with advice and appropriate assistance for him to ensure the engagement of citizens and stakeholders.
- In association with the team of [City] in charge of communications, develop a clear communication and awareness strategy for the following groups: the stakeholders involved in the SUMP process, the population, the media, etc.
- Evaluate the participatory process at the end of the mission: sharing feedback and lessons learned in the framework of the SUMP.

4.5.2. Consultant's Tasks

The Consultant shall deliver at least the following activities. In its technical proposal, the Consultant may consider and propose additional or alternative participatory activities.

- **Assess the need for participation:**
  - Identify relevant stakeholders and interest groups.
  - Conduct a comprehensive stakeholder analysis describing special interests, participation in ongoing mobility and urban development projects, potential risks and contributions to the development process of the SUMP.
  - Collect and provide on-demand best practices and lessons learned from public participation in other countries in the field of urban mobility and urban development.

- Provide consulting services on the design and promotion of participatory online tools, also during the data collection process (OpenStreetMap community type). To do this, the Consultant will rely on the experience of organizations such as the Fabrique des Mobilités supported by ADEME, which is also a partner of the **MobiliseYourCity** initiative.

■ **Develop a participatory process at the institutional stakeholder's level:**

- **Accompany the Technical Committee in the organization of extended consultations and feedback at local or national level**: The Consultant shall, at the request of the Technical Committee, help the latter to organize meetings and / or workshops to provide a state of progress of the work, inviting stakeholders concerned by urban mobility issues, in particular:
  - At the local level: District, Region, the security forces.
  - At the national level: sectoral ministries concerned, international donors.
- **Participation tools**: The Consultant will ensure the selection and implementation of participation tools targeting institutional stakeholders, presenting the potential and risks of each one and ensuring that the results are considered in the SUMP process. The tools and instruments of participation should be designed in [The national language of the country/city and in English/French].
- **Coordination**: Where appropriate, the Consultant will advise and facilitate coordination and regular exchanges with other potentially relevant administrative entities, departments and expert teams to ensure proper ownership of results.
  - **Mediation**: The Consultant will mediate or provide advisory services to the Technical Committee explaining how to mediate in possible complex conflicts, will negotiate with interest groups and specific stakeholders (professional unions, operators, etc.) and will propose solutions for the management of major problems of the SUMP process (protests against public transport rising prices, etc.).

■ **Develop a citizen participation process:**

The Consultant will ensure the selection and implementation of participation tools targeting citizens, presenting the potential and risks of each one and ensuring that the results are considered in the SUMP process. The Consultant will develop a participation strategy that engages citizens and other stakeholders to generate remarks throughout the various phases of the SUMP to ensure a wide ownership and a strong support for this strategy. During the SUMP establishing, the Consultant will (re) evaluate and ensure the inclusion of all relevant stakeholders in close coordination with the Technical Committee.

■ **Sharing Lessons Learned:**

In the framework of this participatory process, for critical analysis and capitalization, the Consultant will:

- Examine the process of citizen participation as a result of the SUMP establishing, considering the feedback and contributions of relevant stakeholders.
- Inform on guidelines concerning future updates of SUMP in terms of citizen and stakeholder participation.

- Propose ways to improve local standards on the participation of citizens and stakeholders in the development of urban mobility policies, particularly with a view to reforming regulatory and administrative frameworks for citizen and stakeholder participation at national and local levels: identification of obstacles, formulation of recommendations for improvement.

- **Communication Plan:**

  In terms of communication, the Consultant will:

  - Develop a communication strategy on how to approach specific target groups, citizens and media to support and enhance the local discussion on the development of the SUMP. This includes the communication on the expected participation of the population. Discuss and agree on the communication strategy with the Technical Committee and the communication or public relations departments.
  - In association with the team of [City] in charge of communications, design a communication plan for the entire development process of the SUMP to be adopted by the Technical Committee: identity and logos, key messages, press conference schedule and media awareness at each stage of the process.
  - Implement the communication plan. Communication activities to be implemented during the Consultant will entail at least: [to be adapted according to local context. The activities may include for example: production of a website, a video, newsletter, banners, leaflets, drafting of press articles, communication on social media, organization of press conferences…]. The activities and implementation details will be reviewed and confirmed with the Technical Committee at the inception stage of the SUMP process. Communication activities implementation costs will be covered under a specific lump sum.
  - Ensure facilitation of participatory events with citizens and stakeholders.
  - Facilitate institutional meetings, including the preparation of meetings, synthesize and disseminate the results of each meeting.

Box 8: Documentary Sources to Consider for the Participatory Stream of SUMP.

The European SUMP Guidelines and **MobiliseYourCity** provide recommendations for the participation component when developing a Sustainable Urban Mobility Plan. The Consultant will also refer to the following documents:

- "Involving Citizens in the SUMP Process, Challenges and Recent Trends in French Urban Mobility Plan". (Cerema, June 2015). https://www.cerema.fr/fr/actualites/concertation-citoyenne-elaboration-pdu
- "Guidelines for Developing and Implementing a Sustainable Urban Mobility Plan, 2nd edition". (Rupprecht Consult - Forschung & Beratung GmbH, December 2019).

4.5.3. Deliverables

- **To be delivered at the end of Component 2- Diagnostic:**
  - Mapping of stakeholders with preliminary identification of relevant stakeholders (preparation for further stakeholder analysis).
  - A communication strategy on how to approach specific target groups, citizens and media to support and improve the local discussion on the development of the SUMP. This includes the communication on the expected participation of the population.
  - In association with the teams of [City] in charge of communications, a communication plan for the entire SUMP process, adopted by the Technical Committee: identity and logos, key messages and schedule of actions at each stage of the process.
  - Communication activities as per Consultant's methodological offer reviewed and confirmed at inception stage of the SUMP.
  - Stakeholders Engagement Plan.
  - A concept note on the ownership of different stakeholders in the development of a SUMP.
- **To be delivered together with the final SUMP report:**
  - Documentation of all communication and consultation measures delivered as part of this mission, including detailed documentation on participation, results, conclusions and amendments.
- **To be delivered at each stage of the SUMP process (Components 2, 3 and 4 and final report):**
  - Summary notes of the document validated at each stage of the SUMP process, intended for the general public. These notes are designed as communication documents, with great attention to graphics.

4.6. Specific Mission: Establishment of an Observatory on Urban Mobility Data and GHG Emissions

4.6.1. Objectives

This mission establishes a monitoring system for mobility data and for GHG emissions indicators, covering the whole process, from SUMP development (ex-post) to SUMP implementation (ex-post). Settling-up this monitoring system facilitates (i) the analysis of the existing trends, (ii) understanding of the scenarios impacts, and (iii) evaluation of the SUMP measures implementation and impacts analysis. On the longer term, the intention is to facilitate data accessibility and databases maintenance.

The monitoring system and resources will have to be built progressively throughout the SUMP development process, and eventually stand as the [City] **Urban Mobility Data and GHG Emissions Observatory**.

The main objective of this Specific mission is to accompany [City] in the process of collection, analysis and monitoring of all data needed to evaluate the progress and results of the SUMP development. The specific objectives of this proposal are as follows:

- **Set up monitoring and evaluation mechanisms for mobility and GHG indicators, including setting and data entry on the perimeter of the SUMP.**
- **Make these mechanisms operational; support the technical services in their use, their update and in the analysis process.**
- **Provide the city with tools for modelling, decision aiding and evaluation tools, combined with a Geographic Information System (highly recommended).**

This mission is based on the principles defined in the **MobiliseYourCity Monitoring and Reporting Approach for GHG Emissions** Guidelines (https://mobiliseyourcity.net/monitoring-reporting-approach-ghg-emissions-myc). It covers several actions, carried out at different time intervals and must be designed to match the specificities of the SUMP. All participating **MobiliseYourCity** cities are required to follow the mandatory indicators detailed in [Appendix 6.2].

The specific implementation indicators of the SUMP must be identified by the Consultant with the SUMP Technical Committee and in agreement with the **MobiliseYourCity** Sub-Program Manager. The indicators shall at least include the mandatory indicators detailed in [Appendix 6.2]. Data will have to be collected continuously during the implementation of the SUMP, which requires the setting up of a monitoring system. It is therefore up to the Consultant to define the responsibilities, the budget and the schedule of the monitoring process, which will enable [City], through the mobility observatory and the MRV GHG system, to monitor the results of the SUMP and to carry out an adequate reporting. The baseline data should have been collected during the completion of the components "Diagnostic" and "Definition of a vision and strategic objectives, construction of scenarios".

IMPORTANT NOTE:

MobiliseYourCity has developed its own GHG Calculation tool to estimate the GHG emission reductions that can be expected with the implementation of the SUMP. **The use of this tool to calculate this estimate is mandatory**. The tool and its user manual are annexed to this Terms of Reference.

The Consultant should pay special attention to identify all required information to use the tool and identify and conduct the necessary surveys to collect it.

[This requirement may be adapted to allow a simplified use of the GHG Calculation tool with the collection of only part of the data required for the tool and use of assumptions for the remaining data].

4.6.2. Consultant's Tasks

- Validate the scope of the GHG emission assessment

  The Consultant will review and confirm the perimeter of the monitoring indicators, based on the perimeter of the SUMP, the perimeter of the selected scenario and the availability of data. **MobiliseYourCity** follows a territorial approach to evaluate GHG emission reductions. In addition, the "scope" includes:

  - The modes of transport monitored in the SUMP (e.g. if the carriage of goods is not covered, it may be decided that the goods transport activity may not be followed if the data are difficult to obtain).
  - The emissions under consideration (e.g. direct GHG emissions with or without upstream emissions from energy production).
  - The period / time interval considered.

  See MobiliseYourCity Monitoring and Reporting Approach for GHG Emissions for more details on the different scopes.

- **Elaborate a methodology to calculate current emissions**

  In line with **MobiliseYourCity**'s approach to monitoring and reporting of GHG emissions (see **MobiliseYourCity *Monitoring and Reporting Approach for GHG Emissions***) and taking into account the mandatory use of the GHG Calculation tool on one hand the Consultant will calculate current transport emissions i.e. transport GHG emissions inventory to be delivered together with Component 2.

  The data gathering process for the input required for the MYC emission calculator should be done during Component 2 of the SUMP - Diagnosis. The data to be gathered concern:

  - Mileage of the different transport modes
  - Vehicle types
  - Fuel consumption

  A list of the input data for the GHG emissions inventory is given in 6.3.

  If an MRV GHG system and a national urban mobility monitoring system are already set up at the national level, Consultant may have to adapt the existing methodology to ensure the coherence with the MYC requirements (e.g. scope, emission factors, etc.).

The Consultant shall submit its methodology to SUMP technical Committee for validation.

- **Calculate GHG emissions of the BAU and SUMP scenario**

It is required to calculate the expected emissions in the BAU scenario defined in Component 3. The BAU or reference scenario - that is, the expected level of emissions without the implementation of the SUMP - must be developed with a dynamic and realistic approach (applicable to the real environment). For example, real GDP development or real fuel prices should be considered in assessing the number of cars and mileage in the baseline scenario.

In order to evaluate the expected impact in terms of GHG emissions of the SUMP, it is also necessary for the Consultant to calculate the SUMP scenario (or "climate" scenario). The planned measures should be bondeled according to their impact areas: Avoid, Shift or Improve, and their impact in this three areas derived. Details on the methodology are given in ***MobiliseYourCity Monitoring and Reporting Approach for GHG Emissions.*** The input data required for the calculation of the SUMP scenario are given in Section 6.3.

If an MRV GHG system and an urban mobility monitoring system are already set up at the national level, Consultant will have to download information from the national government to evaluate studies, tools, emission factors, etc., available at the national level in order to articulate the monitoring mechanisms of the SUMP.

The Consultant shall submit its methodology to SUMP Technical Committee for validation.

- **Defining the SUMP specific implementation indicators:**

For each SUMP, results from SUMP implementation should be monitored annually and reported in an annual monitoring report, once the SUMP is in the implementation phase. The SUMP specific implementation indicators must be identified by the Consultant jointly with the SUMP Technical Committee in liaison with the **MobiliseYourCity** Sub-Program Manager. The SUMP specific implementation indicators shall entail as a minimum MobiliseYourCity core standard indicators.

Two types of core standard indicators are monitored in the **MobiliseYourCity** MRV system

- **Impact indicators:**
  - GHG Emissions reductions
  - Access to Public Transport
  - Road Safety
  - Air Pollution (optional)
  - Modal Share of Non-Motorized and Public Transport
  - Affordability of Public Transport
- **Investment indicators**
  - KM of sidewalks planned to be built or to be substantially advanced in quality through the SUMP
  - KM of cycle lanes planned to be built or to be substantially advanced in quality through the SUMP
  - KM of mass rapid transit planned to be built or to be substantially advanced in quality through the SUMP

- Number of city centre parking spaces (for individual cars), which are newly subjected to active parking management through the SUMP (for example, payment required in the future for parking, which was previously free of cost).
- The amount of mobilised public and private funding for the implementation of the SUMP in Euro (€).

Please refer to **MobiliseYourCity *Core Indicators & Monitoring*** Framework for more details about MobiliseYourCity core indicators. Data need for these indicators is specified in Section 6.3.

In addition to the core indicators, specific implementation indicators may be defined according to the scope of SUMP (cf. **Component 3** ; and **MobiliseYourCity *Monitoring and Reporting Approach for GHG Emissions*** Publication)**.**

- **Elaborate a model for reporting tracked data:**

In order to make monitoring and reporting as fluent as possible, and to ensure consistency over time, the Consultant is responsible for preparing a reporting template that covers the data requirements for **MobiliseYourCity** indicators, as well as the specific implementation indicators of the Country. Data requirements that should be present are available in Appendix **Erreur ! Source du renvoi introuvable.**, it includes for example composition of the vehicle fleet, mileage, traffic speed, number of death, etc.

Data formats of the data sets collected during the diagnostic phase and for the inventory should be used as a starting point. Any adaptation of the format between the source data and the format required to calculate the GHG emissions in the MYC emissions calculator should be specified and pre-defined in the perspective of future data collection. The Consultant should provide a robust and applicable data collection model at reasonable cost for monitoring the impacts of SUMP over time. The set of indicators should be made open and made comparable to other set of data, especially if local indicators are pre-existing.

The template must be provided in Excel format associated with a GIS and include specific information on the data to be collected in which the data format, as well as information on time intervals for data collection and the source of the data (in a fact sheet separate). Ultimately, the model must allow the city's technical services to update, process, and analyse data.

- **Identify relevant institutional framework and appropriate budget needs:**

Continuous monitoring requires clear distribution of responsibilities. The Consultant is required to identify an appropriate institutional configuration / distribution of the responsibilities of the departments that hold, collect and / or process the data. The monitoring and reporting responsibilities must be agreed with the territorial authorities and the SUMP Technical Committee in an efficient and sustainable manner. Responsibilities shall cover include the regular collection, analysis and maintenance of data and a database, as well as the responsibilities for monitoring results (indicators) with [City]and the **MobiliseYourCity** Sub-Program Manager.

This task will also need to identify additional budgetary requirements for monitoring and reporting, as well as the allocation of this budget.

- **Monitoring and Reporting Plan:**

To provide the SUMP Technical Committee and other stakeholders with an easy-to-use guide for monitoring and reporting, the Consultant is responsible for summarizing the requirements and the monitoring and reporting procedures in a single document - the **Monitoring and Reporting Plan**. The plan will summarize the indicators to be followed, the methodological requirements for the collection, processing and evaluation of data, describe the responsibilities and the necessary budget, as well as a timetable for monitoring the various indicators and collecting data, including reporting deadlines. The data reporting template will be provided as an appendix to the Plan.

- **Training on data collection, monitoring and reporting:**

In order to allow representatives of the mobility observatory to undertake or manage the monitoring and reports by themselves, the Consultant will have to carry out the following trainings:

- Introduction and overview of the Monitoring and Reporting Plan (Why report, what and how?).
- Data requirements and methodologies for data collection.
- Quality control in data processing and maintenance.
- Calculation of GHG emission reductions.
- The content of the training must be adapted to the specific context of the territory.

Input and training materials for the GHG emission reduction calculation may be provided by the **MobiliseYourCity** Secretariat. Other documents will be developed by the Consultant, using the **MobiliseYourCity** PowerPoint template (to be requested by the Consultant from **MobiliseYourCity** Secretariat at the beginning of the assignment) and in accordance with the contents of the Monitoring and Reporting Plan. The Consultant will propose and provide a training program (modules, number of sessions and duration), for the long term, beyond the design of the SUMP, but will not be responsible for its implementation.

4.6.3. Deliverables

- **Workshops:**

  - 1 to 2-days training sessions conducted with [City]'s technical services and other relevant institutions (this includes documentation of all capacity building measures and workshops proposed for this mission, including detailed documentation of participation, results and conclusions, 1 week after completion of training.).

- **Reports:**

A report specific to monitoring and reporting activities, including:

- At the end of Component 2 - Diagnostic, the current status with the result of the inventory fo the transport GHG emissions as carried out during Component 2, a brief description of the monitoring and reporting scope and list of institutions involved in the collection, monitoring and reporting of data and their specific roles (data management system).
- As part of component 3 report, the results of the GHG emissions of both BAU and climate scenarios as carried out in Component 3 as well as the relevant tools and data reporting model, a list of impact and implementation indicators proposed for the SUMP,
- A final report to be delivered together with the final SUMP report, specific to monitoring and reporting activities, including **Monitoring and Reporting Plan** and budget estimates for monitoring and reporting.

- PowerPoint presentations for training on methodological requirements for data collection, processing and evaluation.

- **An observatory on urban mobility data and an operational and exploitable MRV GHG system** (parameters, necessary data entered) within [City]'s technical services.

4.7. Final SUMP Report

At the end of the assignment, the Consultant shall deliver a final report, which will constitute the SUMP of [City]. The final SUMP report shall summarize main analyses and conclusions developed during the whole SUMP implementation process. This final report shall follow the **MobiliseYourCity** SUMP standard table of contents ([cf. Appendix 6.3]).

In addition, the Consultant shall deliver at the end of the assignment a note describing the contributions made during the course of the assignment to **MobiliseYourCity** activities in connection with **MobiliseYourCity** Secretariat or the **MobiliseYourCity** Sub-Program Manager, in particular any element related to the SUMP process monitoring and its impacts.

5. Organization of the Services

5.1. Expert Resources Expected

The composition of a suitable expert team is generally the responsibility of the Consultant. However, **MobiliseYourCity** suggests that the assigned team of experts comprises the following or similar expert profiles: [Suggested list to be modify/completed by the writer].

- **Sustainable urban transport and mobility expert / planner as team leader (international short-term expert or possibly long-term local expert resident in [City/Country]).**

  Minimum requirements: Master's degree in economics, transport planning, transport engineering, urban planning, geography, policy, public administration or similar; 15 years relevant job experience in sustainable urban transport planning as well as strategy development, policy advisory, master planning or similar; at least 5 years of work experience in a supervising role and in project management in a consultancy or public/municipal administration; several experiences in developing countries; ability to delegate work; writing and speaking proficiency in [English] language).

- **Financial and institutional expert (international short-term expert or possibly long-term local expert resident in [City/Country]).**

  Minimum requirements: Master's degree in economics, business administration, transport engineering, political science, geography or similar; 10 years relevant job experience, of which 5 years in sustainable urban transport planning, strategy development, institutional organization, policy advisory, sector regulation and reforms, or similar; writing and speaking proficiency in [English] language.

- **Traffic engineer (short term expert).**

  Minimum requirements: Master's degree in transport/traffic engineering, or similar; 5 years relevant job experience in urban traffic modelling with a good knowledge of the different transport traffic models; writing and speaking proficiency in [English] language.

- **Urban transport planner expert.**

  Minimum requirements: Master's degree in economics, transport engineering, geography or similar; 5 years relevant job experience both in sustainable urban transport planning as well as, policy advisory, master planning or similar; writing and speaking proficiency in [English] language.

- **Environmental management expert (international short-term expert or possibly long-term local expert resident in [City/Country).**

  Minimum requirements: Master's degree in transport engineering or similar; 10 years relevant job experience both in sustainable urban transport planning with a specific expertise in the field of GHG reduction policies, or similar; writing and speaking proficiency in [English] language.

- **Expert in data collection, analysis and management, GIS and modelling (international short-term expert or possibly long-term local expert resident in [City/Country).**

  Minimum requirements: Master's degree in transport economics, transport engineering, statistics or similar; 5 years relevant job experience in sustainable urban transport planning, transport surveys or similar; writing and speaking proficiency in [English] language.

- **Urban planner.**

  Minimum requirements: Master's degree in urban planning, geography or similar; 5 years relevant job experience both in sustainable urban planning as well as, policy advisory, master planning or similar; writing and speaking proficiency in [English] language.

  Generally, regional experience and specific technical experience in fields most relevant in the **MobiliseYourCity** [City/Country] is considered as asset. Technical proposals should include informative CVs of the specially proposed experts. Any later exchange of experts after project award may lead to cancellation of the assignment.

5.2. Contacts

The assignment takes place under responsibility of [AFD / GIZ, e.g. Regional Division XXX / XXX (partner institution)] as responsible agency tendering this assignment, coordinated by the responsible **MobiliseYourCity** sub-program manager in close cooperation with the **MobiliseYourCity** Secretariat in Brussels/Belgium or one of its regional offices.

As far as not communicated differently by the responsible **MobiliseYourCity** sub-program manager, work approaches, organization, and project results are to be discussed and adjusted with [City] and the responsible **MobiliseYourCity** sub-program manager. All deliverables are to be submitted to the responsible **MobiliseYourCity** sub-program manager, which ensures distribution and commenting by relevant stakeholders of **MobiliseYourCity** and partner institutions.

Sub-program manager and contact person:

[Whom acts as responsible contract manager and representative of the client towards third parties and partner institutions].

Name:
Full address:
Tel:
Email:

5.3. Format, Submission and Validation of the Deliverables

Lengthy reports should be avoided. All reports should focus on the substance (against the Terms of Reference's scope of work and output description) and avoid generic statements.

- **Structuring elements of reports shall usually include, [if applicable]:**
  - Title page.
  - Executive Summary (Background, Objective and scope, Methodology, Document Structure, Key results, Conclusions and recommendations).
  - Contents.
  - Introduction (Background, Objectives, Scope, Methodology, Structure).
  - Experiences (national/international).
  - Methodology.
  - Results (detailed analysis and interpretation of the results).
  - Conclusions and recommendations.
  - Bibliography.
  - Appendix.
- **The deliverables will only to be considered as complete when the following characteristics / elements are fulfilled:**
  - All analyses / data mentioned in these Terms of Reference.
  - All the figures and graphs formatted such as they can be read in black and white (these should be delivered in a separate file presenting one figure/graph per page, following the same numbering and order they appear in the text; if the graph was originally done in Excel, the file should contain all the calculation and formulas and clear explanation of the methodologies and calculations performed).
  - All the tables (these should be delivered in one Excel document, containing one table per sheet and following the same numbering and order they appear in the text. The file should also contain all the calculation and formulas and clear explanation of the methodologies and calculations performed).
  - All the pictures (in separate files and following the same numbering and order they appear in the text). The minimum picture resolution should be 300 dpi (minimum 3 megapixels, ideally 7) with clear distribution rights.
  - A concise presentation (30 slides maximum) which should allow the local partners to rapidly take note of the content.
- **Visibility of donors:**

  All reports and documents produced under the assignment will mention [Agency] and [other donor] support to the project, which will also be acknowledged by the consulting team at public communication, if any. [Agency] representatives will be informed and invited to any public event related to the assignment.

- **Review and acceptance of project outputs:**

  Submitted reports shall be provided for review to [City] and the responsible [Agency] **MobiliseYourCity** sub-program manager. After the production of each draft report, the responsible **MobiliseYourCity** sub-program manager will coordinate commenting of [City] or acceptance and will jointly determine if all key deliverables were provided as agreed, and review and discuss the quality of the outputs submitted in each report and reach consensus on whether to authorize the progress payments. If the progress payments are not authorized, the Consultants will be given a written list of deficiencies to be corrected and the requested date for a revised submission. The consulting firm will be given the opportunity to clarify the nature and extent of the deficiencies and agree with [Agency] and the municipality of [City] on the needed revisions and the resubmission date. The new submission will then be reviewed again by [Agency] and [City] experts to determine whether the deficiencies have been sufficiently addressed.

  All deliverables are generally to be provided in English language only. Furthermore, executive summaries of all written deliverables are to be provided in [English] language.

  Draft final reports and final reports should include professionally rendered overview drawings/visualizations of key concepts (e.g. organization diagrams, charts, maps, process flows etc.) to enhance understanding of analysis results and recommendations.

  All written deliverables are to be submitted in electronic format as soft copies only (.pdf and source files such as .DOC and .XLS or .PNG or its open source equivalent). In addition, [5] hard copies of each draft final reports and final reports shall be delivered.

  At the completion of the assignment, the full set of collected raw data and information and any processed data accrued under the assignment shall be provided on a suitable and properly structured storage device to [City] and the responsible **MobiliseYourCity** sub-program manager. The Consultant shall in addition provide details (e.g. calculation sheets) of all calculations made for the SUMP, including calculations related to indicators (including GHG emission estimates) and economic and financial calculations.

  All geographic data collected shall be integrated in an open GIS. To this end, the Consultant will propose a modifiable database entailing all geographic data as well as all data regarding transport offer (public transport routes, frequency…) collected, updated or gathered as part of the SUMP study. The proposed database skeleton will be submitted to the [City] project manager for prior approval. The Consultant is expected to provide at least a ".KMZ" file with all geographic data and a ".GTFS" file for transport offer data. The [City] may disseminate the data delivered by the Consultant in an open data format.

  The above-mentioned requirements regarding the content of the report(s) should be considered minimum requirements. However, the final version of the documents should be approved by [Agency] and it is the Consultant's responsibility to make any adjustments, clarifications and provide additional information requested by [Agency] and include any information necessary to fulfil these Terms of Reference.

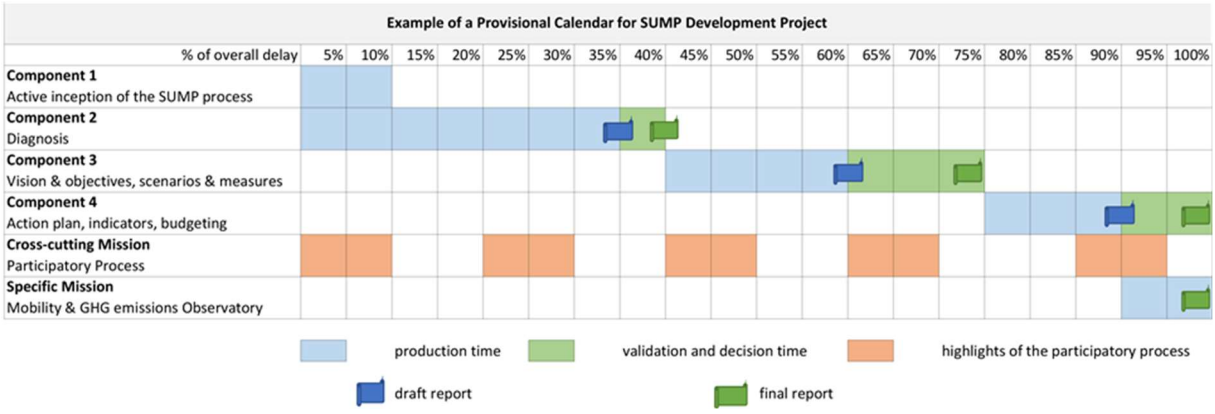
5.4. Estimated Schedule

The completion of the Services tasks is estimated to take not more than [X] months from the date of signing the act of engagement. The services are anticipated to start on [month] [year].

The Consultant will prepare a study programme that details all activities as part of the proposal. Additional activities deemed necessary to the Project Study objectives may be proposed by the Consultant according to his own understanding of the Project with associated justification. The Consultant will optimize the programme and particularly the number of missions in [City].

The Consultant will identify which activities will be carried out in [City] and the schedule for on-site presence by all the Study Team members and will propose its own estimation of volumes to complete the services requested.

Diagram 2: Indicative chronogram of expected services, including the validation of the deliverables.



5.5. Budget

The maximum available budget for the elaboration of the SUMP of [City] is [X] €.

5.6. Payments method

Invoicing shall be processed as follows:

- **Invoice 1**: [10%] of total budget (except lump sum for communication activities) upon final acceptance of the deliverables of **Component 1**.
- **Invoice 2**: [30%] of total budget (except lump sum for communication activities) upon final acceptance of the deliverables of **Component 2.**
- **Invoice 3**: [30%] of total budget (except lump sum for communication activities) upon final acceptance of the deliverables of **Component 3.**
- **Invoice 4**: [20%] of total budget (except lump sum for communication activities) upon final acceptance of the deliverables of **Component 4.**
- **Invoice 5**: [10%] of total budget (except lump sum for communication activities) upon final acceptance of the **Final SUMP Report.**

Deliverables of the Cross-cutting mission (Participatory process) and Specific mission (Establishment of an observatory) have to be included in the above-mentioned deliverable for each component and in the final SUMP report as per requirements described in Cross-cutting and Specific missions deliverables paragraphs.

Reimbursement of expenses related to communication activities may be requested by the Consultant against submission of corresponding invoices actually payed by the Consultant to third parties. The reimbursement request shall be included in one of the 5 Consultant invoices listed above.

A [20%] **advance** payment could be considered upon request from the Consultant.

[Insert here a summary table with all the expected deliverables by Component/Mission and the estimated submission date (in months after the beginning of the services)].

5.7. Additional responsibility of the Consultant

The Consultant shall be responsible for the execution of the entire services as described in this Request for Proposals and shall provide such facilities, staff and equipment that will enable him to execute the assignment in a timely manner.

- **Office space.**

  The Consultant shall be responsible for organizing his office space, transport, equipment, supplies and such other services that are necessary for smooth and efficient execution of the assignment.

- **Information and documentation.**

  The Consultant is responsible for the collection and analysis of data which are necessary for the fulfilment of the objectives of the study. Every survey mentioned in these Terms of Reference are included in the services expected from the Consultant and shall be carried out by the Consultant.

  Any information, data, document received from the authorities or any public institution shall be studied and assessed by the Consultant. The responsibility of the accuracy and the utilization of these data lies with the Consultant. Any of this information, data or reports shall be considered as confidential and shall not be used for any purpose not related to the study.

5.8. Duties of the Beneficiary

- **Studies, documents and data.**

  [City] will provide all available relevant studies, documents, data, drawing and other materials in the format and level of content in which they are currently available.

  [City] will also assist the Consultant in establishing the working relationship with relevant Ministries' departments and teams, including public works and engineering, traffic engineering, urban planning to gain access to plans, data and foreseen developments. The Consultant shall be fully responsible for subsequent follow up.

- **Liaison.**

  [City] will facilitate consultations with all relevant agencies and with relevant stakeholders and decision-takers that the Consultant needs to contact for the implementation of this project. They will also assist the Consultant to establish contacts with community groups and the public for the tasks where this is required. The Consultant shall be fully responsible for subsequent follow up.

- **Facilitation of Access.**

  [City] shall facilitate the entry and exit and issuance of statutory permits that the Consultant may require for the execution of the assignment. They will issue Letter of Entry Permit to the Consultant for site locations. Letters entrusting the Consultant to relevant government organizations will also be provided by the municipalities.

  Payments for any related costs will be the responsibility of the Consultant.

6. Appendix

6.1. General information on the MobiliseYourCity initiative

The following elements relate to the initiative as a whole and presents the main methodological concepts for the development of SUMPs and NUMPs.

MobiliseYourCity offers two complementary **activity lines** to its partner countries and cities: the **National Urban Mobility Policy and Investment Programs** (NUMP) and the **Sustainable Urban Mobility Plan** (SUMP).

There are essential differences in the approaches of National Urban Mobility Policies and Sustainable Urban Mobility Plans compared to the approaches to conventional strategy development or master planning. The distinguishing characteristics of **National Urban Mobility Policies and Sustainable Urban Mobility Plans** are:

- **Long-term vision.**

  Short-term delivery plan embedded in a long-term vision for mobility, developed for the entire urban area and by engaging citizens and other stakeholders.

- **Enabling access.**

  Approach to enable, facilitate and improve access through transport (not to transport) to markets, jobs, education and other services offered in urban areas, thereby prioritizing people and their quality of life.

- **Focus on integration.**

  Integration of multiple sectors instead of single-sector planning approach (besides transport ministries buy-in to be ensured by ministries of finance, energy, environment, public works, land-use planning, health, education, etc.) as well as the balanced and integrated development of all transport modes.

- **Participatory approach.**

  Participatory and multi-stakeholder approach involving representatives of the public sector and the private sector, academia, civil society, NGOs, and other urban mobility stakeholders in order to establish a thorough understanding and sustainable anchorage of their ambitions, leverage support for urban mobility transformation, and justify/legitimize sustainable urban mobility policies.

- **Institutional cooperation.**

  Establishment of appropriate frameworks, efficient and effective (cooperation) processes, and, if needed, the transformation of prevailing structures to allow the development of sustainable urban mobility policies and plans. This relates to areas, such as institutional structures, budgeting and financing frameworks, technology choices, etc.

- **Contribution to international climate change commitments.**

  Linkage between sustainable urban mobility planning measures and their GHG emission reduction potential and therefore connecting sustainable urban mobility strategies with international commitments.

- **Focus on implementation of financially sound and well-monitored measures.**

  Action-driven planning process to ensure implementation of priority measures through precise action budgeting and financing stream identification, eventual pilot projects or pre-feasibility study on priority corridor implementation, and monitoring and reporting tools to ensure a follow-up of the implementation.

6.2. Monitoring indicators of the MobiliseYourCity initiative

[Status of MobiliseYourCity standards indicators shall be checked by the writer with MobiliseYourCity secretariat when finalizing the Terms of Reference].

MobiliseYourCity is developing a set of standard impact and investment indicators. Indicative indicators are as follow:

MobiliseYourCity Standard Impact indicators

- Standard impact indicator no. 1: Reduction of GHG emissions (in tCO2e) as opposed to a 'business as usual' scenario without SUMP.
- Standard impact indicator no. 2: Accessibility to public transport (percentage of the population living within 500 meters or less of a public transport stop with a transit period of up to 20 minutes during rush hour or having access to shared mobility services with equivalent level of service and cost).
- Standard impact indicator no. 3: Safety (road, rail) (number of fatalities due to transport accidents in SUMP area per 100,000 inhabitants. According to the World Health Organization, a death is counted if it occurs within 30 days after the accident).
- Standard impact indicator no. 4: Air pollution: annual average air pollution (PM2.5) level in the SUMP area, measured at a defined number of stations.
- Standard impact indicator no. 5: Modal split (share of public transport and active modes of travel).
- Standard impact indicator no. 6: Public Transport affordability (440 x average public transport fee/ average annual income of 2nd quintile households).

MobiliseYourCity standard investment indicators

- Standard investment indicator no. 1: km of walkway built or significantly rehabilitated.
- Standard investment indicator no. 2: km of cycle way built or significantly rehabilitated.
- Standard investment indicator no. 3: km of mass rapid transit system built or significantly rehabilitated.

- Standard investment indicator no. 4: number of parking plots recently subject to an active parking policy (including plots for which parking policy has evolved from free to charged parking).

MobiliseYourCity is currently in the process of revising these indicators. The Consultant is requested to confirm with **MobiliseYourCity** Secretariat indicators to be considered in the SUMP at the beginning of the assignment.

The guide "MYC GHG Monitoring and Reporting approach" may be downloaded at the following address: https://mobiliseyourcity.net/monitoring-reporting-approach-ghg-emissions-myc

6.3. List of data requirements for MYC indicators monitoring

6.3.1. Indicator 1: Transport Related GHG Emissions:

This indicator should be calculated as follow: Yearly GHG emission reductions (in MtCO2e) of a 'SUMP/NUMP scenario' against a 'without SUMP/NUMP scenario' (baseline).

The data required for calculating the GHG emissions inventory (or base year), Business-as-usual scenario (BAU) and the SUMP/NUMP Scenario in the MYC emissions calculator are listed in the tables below. Compulsory input data are specified in Table 1 and optional input data in Table 2. More details on methodological issues and sources are given in **MobiliseYourCity** ***Monitoring and Reporting Approach for GHG Emissions***.

Table 1 List of needed data for the inventory and the BAU Scenario

Category/Parameter	Data required for	Unit	Sensitivity for results	Source/collection methods
Total annual vehicle kilometres travelled per vehicle category *1	Inventory	Mio km	+++	Traffic model or Counts, by section
Vehicle stock (total number of vehicles) per vehicle category *2	Inventory	Nb. Of vehicles	+++	National or regional data (owners registred)
Average annual mileage per vehicle category *2	Inventory	Km/veh/year	+++	National or regional data (owners registred)
Annual mileage growth rate per vehicle category *1	BAU	Annual %	+++	Traffic model or Counts, by section
Average mileage share by fuel type and vehicle category	Inventory, BAU	%	++	Combination of national or regional data (
Average occupancy/load per vehicle category	Inventory	Person or ton/vehicle	++	Trip surveys
Average trip length per vehicle category	Inventory	Km/trip	++	Trip surveys or origin-destination surveys
Average energy consumption per vehicle category and energy type	Inventory	L/100 km (kg for natural gas and kWh for e-cars)	+++	
Specific emission factor of electricity production for road	Inventory and BAU	gCO2/kWh	++	
Specific emission factor of electricity production for rail	Inventory and BAU	gCO2/kWh	++	
Specific emission factor of electricity production in future years	BAU	gCO2/kWh	++	

Legend: + low; ++ medium; +++ high impact; intense orange: national or regional data; orange light: national data; red: city data

*1 users have to choose between the first method called the mileage (or vehicle kilometre) approach used when a transport planning tool or traffic counts are available or *2 the second method called fleet approach based on number of vehicles to calculate the mileage within the scope.

Table 2 List of optional data and scope of input parameters

Category/Parameter	Data required for	Unit	Sensitivity for results	Source/collection methods
Population - Number of inhabitants	Inventory, BAU	Nb of Inhab.	+	National (or regional data)
Population growth rate	Inventory, BAU	Annual %	+	National (or regional data)
Gross domestic product (GDP) or Gross market product	Inventory	USD Billion	+	National (or regional data)
GDP growth rate or Gross market product (GMP) for cities	BAU	Annual %	+	National (or regional data)
Annual change in average energy consumption of vehicles in future years	BAU	Annual %	+++	National (or regional data)
Fuel specific GHG-emission values	Inventory	kg/TJ	+	National (or regional data) or IPCC defaults
Fuel specific GHG-emission values in future years	BAU	kg/TJ	+	National (or regional data) or IPCC defaults
Fuel consumption for road and rail sectors per fuel type in the energy balance	Inventory	1000 Toe	+	Energy balance (country)

Legend: + low; ++ medium; +++ high impact; intense orange: national or regional data; orange light: national data; red: city data

Once the inventory and the BAU scenario finalised, the GHG emission reduction can be calculated by developing the Climate scenario in the MYC emission calculator. All data are compulsory as long as the climate scenario changes the parameter in comparison to the BAU scenario (ex: if no change has been made concerning fuel efficiency, the input is not required).

Table 3. List of data and scope of input parameters needed for the Climate scenario (SUMP scenario)

Category/Parameter	Data required for	Unit	Sensitivity for results	Source/collection methods
Total annual vehicle kilometres travelled per vehicle category *1	Passenger and freight climate scenario	Mio km	+++	Traffic model
Total annual person-kilometres transported per vehicle category *1	Passenger climate scenario	Mio pkm	+++	Traffic model
Total annual ton kilometres transported per vehicle category *1	Freight climate scenario	Mio tkm	+++	Traffic model
Avoided motorized mileage by vehicle type *2	Passenger and freight climate scenario	% of the yearly mileage	+++	Result of the step by step approach
Additional mileage per sustainable transport modes *2 **	Passenger climate scenario	Mio km	+++	Result of the step by step approach
Additional mileage per vehicle category*2	Freight climate scenario	Mio km	+++	Result of the step by step approach
Average occupancy rate of sustainable transport modes **	Passenger climate scenario	Passenger/vehicle	++	Traffic model or step by step approach results combined with projection of occupancy rate
Average load per vehicle	Freight climate scenario	Tons/vehicle	++	Traffic model or step by step approach results combined with projection of load rate
Origin mode of transportation of the new public transport passengers	Passenger climate scenario	% of trips	+++	Traffic model or step by step approach results
Origin mode of the shifted tkm	Freight climate scenario	% of the tkm	+++	Traffic model or step by step approach results
Mileage share by fuel %	Passenger and freight climate scenario	%	+++	Traffic model or step by step approach results combined with projection fuel share
Average energy consumption per vehicle category and energy type	Passenger and freight climate scenario	L/100 km (kg for natural gas and kWh for e-cars)	+++	Projection of national/regional data

Legend: + low; ++ medium; +++ high impact; intense orange: national or regional data; orange light: national data; red: city data; ** sustainable transport modes for passenger transport are: non-motorized transport, minibus, bus, bus rapid transit, long distance train, urban train and metro;

The user has to choose between *1 the first method where the results of the mileage is directly given in km and pkm (as taken from a transport planning tool) or *2 the second method relies on a step by step approach to give the results of the avoid and shift packages of measures

6.3.2. Indicator 2: Access to public transport

This indicator should be calculated as follow:

$$\%\ \boldsymbol{with\ Access\ to\ PT} = 100 * \left(\frac{\sum Population\ within\ 500\ m\ buffer\ circles}{Total\ population\ in\ the\ covered\ aera}\right)$$

Category/Parameter	Data required for	Unit	Exemple of Source/collection methods
Inventory of public transport stops	Population within 500 m buffer circles	Number of stops	Public transport authority; open-streetmap, transitfeed website Specific survey
Population within 500 m buffer circles	Indicator 2	Number of inhab-itants	local census or a population registry at neighbourhood level/ spatial data (GIS) using the Buffer Wizard
Total population in the territory	Indicator 2	Number of inhab-itants	local census or a population registry at neighbourhood level/ average popula-tion density figures

- Indicator 3: Road Safety - fatality rate

This indicator should be calculated as follow: Traffic fatalities by all transport accidents (road, rail, etc.) in the urban area covered by the SUMP, per 100.000 inhabitants, per year

Category/Parameter	Data required for	Unit	Exemple of Source/collection methods
Number of road and rail fatalities in the territory	Indicator 3	Number of fatali-ties (potentially by mode of transport)	police and hospital statistics
Total population in the territory	Indicator 3	Number of inhab-itants	local census or a population registry at neighbourhood level/ average popula-tion density figures

6.3.3. Indicator 4: air pollution (optional)

This indicator is optional if no previous assessment as been made at the national level.

6.3.4. Indicator 5: Modal Share of Non-Motorized and Public Transport

6.3.5. Indicator 6: Affordability of Public Transport

Fare affordability is measured as the proportion, or percentage, of disposable household income spent on public transport for the second quintile household group - referring to the income group just above the bottom 20 per cent who take public transport.

This indicator should be calculated as follow:

$$PT\ affordability\ index\ =\ 100 * \left(\frac{440\ X\ average\ fare}{Average\ income\ of\ the\ 2nd\ quintile}\right)$$

Category/Parameter	Data required for	Unit	Source/collection methods
Average fare of a trip	Indicator 6	Local money unit	Transport operators, public transport survey
Average yearly income of the second quintile	Indicator 6	Local money unit	Populations census and official statistics

6.3.6. Investment indicators

Table 4 Reporting on Investment Indicators

Indicator	Base Year (existing infrastructure)	Target Year (existing + new infrastructure)	Change between base and target year (new infrastructure)
KM of sidewalks planned to be built or to be substantially advanced in quality through the SUMP/NUMP			
KM of cycle lanes planned to be built or to be substantially advanced in quality through the SUMP/NUMP			
KM of mass rapid transit planned to be built or to be substantially advanced in quality through the SUMP/NUMP			
Number of city centre parking spaces (for individual cars), which are newly subjected to active parking management through the SUMP/NUMP (for example,. payment required in the future for parking, which was previously free of cost).			

6.4. List of possible surveys and associated methodological requirements

6.4.1. Demand data

Data type	Data / information to be provided by the Consultant	Minimum requirements	Enhanced requirements
Household surveys	■ Survey methodology ■ Number of households surveyed ■ Notable information collected	The consultant is required to adapt number of surveys to respect statistical representativity (e.g. minimum of 150 inhabitants surveyed)	The consultant is required to increase number of surveys

Origin-destination surveys	■ Survey methodology ■ Number of surveys detailed by mode (motorized mode, public transport, etc.) ■ Notable information collected (trip origin, trip destination, trip purpose, etc.)	The consultant is required to adapt the survey methodology to estimate at least 2 origin-destination matrices (LV/HL)	The consultant is required to adapt the survey methodology to estimate 1 origin-destination matrice by mode
Stated preference survey:	■ Survey methodology ■ Number of stated preferences surveys ■ Implementation survey methodology and objective ■ Survey items description	The consultant is required to adapt the number of surveys to calibrate a modal choice model and estimate parameters as value of time and prices (i.e. fuel price or toll) elasticity	The consultant is required to increase number of surveys
Road Traffic counts	■ Counts plan methodology included - Number of counts - Counts position (GIS) - Modes counted - Counts period (peak hour, day, week, etc.)	The consultant is required to adapt the counts methodology to: ■ Calibrate traffic planning model ■ And/or estimate at least 2 origin-destination matrices (LV / HW)	The consultant is required to adapt the counts methodology to: ■ Improve the calibration of the traffic planning mode ■ And/or estimate 1 origin-destination by mode
Transport public counts	■ Counts plan methodology included - Number of counts - Counts position (lines counted) ■ Counts period (peak hour, day, week, etc.)	The consultant is required to adapt the methodology to investigate main services.	The consultant is required to adapt the methodology to investigate all services.

Pedestrian counts	■ Counts plan methodology included - Number of counts - Counts position (GIS) - Counts period (peak hour, day, week, etc.)	The consultant is required to adapt the methodology to determine at least 20 points (high volume of flows) during peak hours.	The consultant is required to adapt the methodology to double numer of points (high volume of flows) during peak hours.
Pedestrian surveys	■ Survey methodology and notable data requested	The consultat is required to adapt number of surveys to respect statistical representativity.	The consultant is required to increase number of surveys

6.4.2. Supply data

Data type	Data / information to be provided by the Consultant	Minimum requirments	Enhanced requirements
Road infrastructure data inventory	■ Inventory methodology and data collection method ■ Primary road network characteristic	The consultant is required to model primary road network	The consultant is required to model primary and secondary road network
Road travel time inventory	■ Inventory methodology and data collection method ■ Number of itineraries ■ Period measurements ■ Position measurements	The consultant is required to calculate travel times on main road for different period	The consultant is required to calculate travel times on primary and secondary roads for different period
Transport public routes inventory	■ Inventory methodology and data collection method ■ Number of lines, stops ■ Lines position (GIS when possible) ■ Lines caracteristics (services, length, speed)	The consultant is required to develop a methodology for the description of the main public transport routes (including route, stops, commercial speed, frequency) in GTFS format) with associated information	The consultant is required tto improve the methodology for the description of the main public transport routes (including route, stops, commercial speed, frequency) in GTFS format) with associated information

6.4.3. Specific freight data

Data type	Data / information to be provided by the Consultant	Minimum requirments	Enhanced requirements
Transport of godos surveys	■ Survey methodology and notable data requested ■ Number of surveys ■ Surveys points position	The consultant is required to manage these qualitative and / or quantitative surveys to understand the freight transport and logistics system in the urban area	The consultant is required to improve these qualitative and / or quantitative surveys to understand the freight transport and logistics system in the urban area

6.4.4. Collection methods specifications

Collection methods	Scale	Main data obtained	Some strenght	Some weaknesses
Household survey	■ National (country) ■ Regional (region) ■ Local (city)	■ Socio-economic data ■ Mobility behavior ■ Household equipment ■ Household mobility habits ■ Numbers of trips - Starting point of trip - Ending point of trip - Reason of trip - Trip decomposition - trip duration	■ Details of data ■ Comparisons ■ Multiple scales	■ Cost of the surve ■ Implementation difficulty ■ Implementation delay ■ Analysis delay ■ Large sample needed ■ Answers veracity (declarative data)
Origin-destination survey	■ Regional (region) ■ Local (city, area)	■ Starting point of trip ■ Ending point of trip ■ Reason of trip ■ Occupancy rate ■ Type of vehicles ■ Sarting hour of trip	■ Flexibility of perimeter ■ Large choice of questions	■ Survey contruction (zones) ■ Implementation on site (stop vehicles) ■ Large sample needed
Traffic counts	■ Local (road, intersections)	■ Traffic data ■ Vehicles type ■ Vehicles speed	■ Implementation ■ Cost ■ Delay	■ Data scope limited ■ Counting errors

Public transport survey	■ National (country) ■ Regional (region) ■ Local (line, station)	■ Starting point of trip ■ Ending point of trip ■ Reason of trip ■ Fare of trip ■ Attendance	■ Large choice of questions ■ Details of data	■ Survey construction (zones) ■ Implementation on site ■ Large sample needed

6.5. SUMP standard table of contents

Overview of content of the template of the Final SUMP Report (**indicative version**):

1 Executive summary

- 1.1 Background of the SUMP
- 1.2 Objective and scope
- 1.3 Methodology
- 1.4 Document structure
- 1.5 Key results
- 1.6 Conclusions and recommendations

2 Process and management structure

- 2.1 Context of developing the SUMP
- 2.2 Process overview
- 2.3 Stakeholder involvement

3 Status Quo Analysis

- 3.1 Land use and urban development
- 3.2 Institutional and regulatory framework
- 3.3 Financial framework
- 3.4 Mobility and transport
  - 3.4.1 Transport infrastructure and transport services supply
  - 3.4.2 Mobility demand and traffic
  - 3.4.3 Active mobility
  - 3.4.4 Public transport
- 3.5 Accessibility
- 3.6 Road safety
- 3.7 Urban freight
- 3.8 Social aspects of mobility
  - 3.8.1 Gender and mobility
  - 3.8.2 Transport poverty
  - 3.8.3 Liveability
- 3.9 Environment
  - 3.9.1 Air pollution and GHG emissions data and analysis
  - 3.9.2 Noise
- 3.10 New solutions for mobility and transport
- 3.11 Baseline

4 Vision and goals

- 4.1 Strategic vision
- 4.2 SUMP Goals, targets and indicators
- 4.3 Short- and long-term scenarios

6.6. Available information

The client will provide to the Consultant the following documents:

[Insert here a summary table with available data accessible to the Consultant to provide the service)].

Table 1: Indicative list of documents to be provided.

Document	Prepared by	When
National urban mobility policy		
Other national policy/legal documents		
Regional development plan		
Urban development plan		
Former urban mobility development plan		
Master plans/studies and investment studies and projects		
Road traffic data studies (road traffic volume/congestion, traffic accidents)		
Air pollution and GHG emissions studies		

Noise pollution studies		
Public transport regulations		
Public transport supply studies (structure of networks, fare structure, rolling stock fleet, depots, workshops, performance) per operator or group of informal operators		
Public transport demand data		

6.7. Proposal submission details

[To be adapted to local context and requirements]

Proposals must not exceed 30 pages (excluding annexed CVs and any supporting documents). Proposals shall be submitted in English language.

Proposals shall contain a tentative outline of interventions, field trips, workshops and major milestones foreseen for component's design including detailed allocation of responsibilities and tasks to staff proposed.

Proposals shall specify the expert days to be delivered by each expert. Only regular workdays in the country of assignment to be counted, whereas one work week shall count for maximum 5 work days and 8 work hours (travel days may be conducted during weekends).

- **Proposals shall contain:**
  - A reflection on the project and its objectives of the components / Consultant´s understanding of role.
  - Comments to the Terms of Reference.
  - Methodology for data gathering, surveys and focus groups.
  - Methodology for component's implementation and staging of activities.
  - Methodology for capacity development activities, including training details: number of modules, sessions and duration.
  - Methodology for participatory process.
  - Staff assignment schedule.
  - Relevant reference projects within the last 5 years.
  - CVs of proposed experts (max. 3 pages per CV).
- **Further remarks on financial proposal:**

  The Consultant is responsible to include in his proposal all costs for international and national travel, accommodation, subsistence, communication and alike to implement the assignment. Same applies for all required materials including training materials, technologies, equipment etc.

  The Consultant does not need to allocate budget for office space, meeting and training facilities in the country of assignment; such facilities will be provided by **MobiliseYourCity** partner governments.

  The financial proposals are to be structured by following categories:

  - Fees.
  - Local support budgets (e.g. translation, interpretation, assistance).

- Travel, accommodation, subsistence, communication.
- Other cost (to be specified).

Offers to be valid for 6 months.

6.8. GHG Calculation tool and User Guide

User's Manual: https://mobiliseyourcity.net/user-manual-mobiliseyourcity-emissions-calculator

Calculation Tool: https://mobiliseyourcity.net/mobiliseyourcity-emissions-calculator