Consolidating Urban Freight Baseline and conceptualising Low Carbon urban Freight action plan for Shimla under “EcoLogistics -Low Carbon Freight for Sustainable Cities” project

**Terms of Reference**

<table>
<thead>
<tr>
<th>Title</th>
<th>Consolidating Urban Freight Baseline and conceptualising Low Carbon urban Freight action plan for Shimla under “EcoLogistics -Low Carbon Freight for Sustainable Cities” project</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Shimla</td>
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<tr>
<td>Time (4 Months)</td>
<td>TOR published on ICLEI South Asia website – 3rd September 2019</td>
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<td></td>
<td>Last date of acceptance of proposals: 27 September 2019</td>
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<td></td>
<td>Identification of winning proposal and selection of consultant – 2 October 2019</td>
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<td></td>
<td><strong>Existing situation assessment: T+ 30 days</strong></td>
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<td></td>
<td><strong>Baseline for Urban Freight: T+45 Days</strong></td>
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<td><strong>Low carbon action plan for urban freight: T+120Days</strong></td>
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<tr>
<td><strong>Advocacy and presentation:</strong></td>
<td>- Presentation to City and state government at relevant stages of study (2-3 visits)</td>
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<td>- Presentation during National meeting at New Delhi in November 2019 (dates to be finalized)</td>
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<td></td>
<td>- Presentation during UMI 2019 to be held in Lucknow during 15th -17th November 2019</td>
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<td>7th Involvement of Experts</td>
<td>20 Man Days</td>
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**Background:**

Urban freight includes a wide variety of services, from waste collection trucks to construction trucks or commercial related trucks. Today, a growing number of cities are including urban freight in their plans to reduce their emissions. Urban freight transport has significant
environmental and social impacts such as GHG emissions, poor air quality, noise pollution, road accidents and traffic congestion which hampers urban life quality.

With the above context, ICLEI is implementing EcoLogistics project (2017-2021) involving cities in Argentina, Colombia, and India. The project will focus on enhancing capacities, strategies, and policies to promote low carbon urban freight through local action. This project will advance the development of effective regulatory, planning and logistical instruments at all levels of government to support low-carbon freight.

**Description of the Project**

A first of its kind global initiative, the project will assist cities to develop Low Carbon Action Plan for Urban Freight, support implementation of demonstration projects in cities, and suggest national policy recommendations for the urban freight sector. In India, the project is being implemented in cities of Kochi, Shimla and Panaji. The project is supported by the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMU) through it's International Climate Initiative (IKI) program.

The primary objective to involve expert is to assist the project team in developing the baseline related to urban freight, identify the critical bottlenecks and inefficiency and develop an action plan for low carbon urban freight. Expected outputs from the involvement

1. The baseline for urban freight sector in the Shimla Planning Area.
2. Awareness and acceptance of the action plan amongst key stakeholders at city and state level
3. Strategies for implementation of the priority projects proposed/strategies in the action plan.

**Outputs of the involvement (Deliverables)**

This proposed study aims to review the performance of the urban freight system in city and provide effective strategies that can be considered over short term (0 to 2 years), medium term (3 to 5 years ) and long term (5 + years) Listed are envisaged output of study:

- Baseline report for urban freight which describes existing situation and bottlenecks comprehensively. The details are listed in scope of work section.
- Comprehensive presentation on existing baseline report.
- Recommendations for the entire city based on above.
- Advocacy on findings during meetings with key stakeholders.

**Study area**

Shimla Planning Area
Timeline:
Timeframe for current involvement shall be 4 Months. However, the current involvement can be further supplemented with separate ToR (post completion of existing current ToR) in 2020 to build upon the current work. However, it shall be dependent solely on the outcome of current involvement.

Scope of Work
Task 1: Existing situation assessment: T+30 days from date of engagement
The first step in preparing the Low Carbon Action plan is to access the existing status related to urban freight based on secondary sources, identification of data gaps and means to overcome the same through selective surveys. The task will require expert to:

• Assist in the study of existing goods flow, freight traffic generation, a major hotspot for urban freight emissions from the freight sector, infrastructure status, its environmental impact, system efficiency and level of service.
• Review the compiled urban freight data and highlight the important gaps along with measures to address the highlighted gaps.
• Review of the urban freight systems and assist to compile the status of infrastructure, the extent and routing of their operations, types of vehicles operational and categories of services and associated impact by each.
• Assist project team to access the relevant data from various government agencies as well as secondary sources.
• Assist project team to develop and finalize the methodology to quantify the issues and impacts associated with urban freight in the city. It shall include finalization of the scope, location, frequency, timing and sample size of the survey required to fill the data gaps from secondary data. The survey would aim to capture the missing information related to freight characteristics such as; vehicle fleet, truck flows, commodity flows, major freight generators and major freight corridors. The potential survey which may need to be conducted through survey agency are listed below:
  • Roadside interview survey
  • Vehicle traffic count survey
  • Establishment survey
  • Parking survey
  • Freight vehicle driver survey
  • Truck operator survey
  • Truck/ goods terminal survey

Task 2: Baseline for Urban Freight: T+45 days
• Assist project team in validating the self-monitoring tool (developed as part of EcoLogistics project) in the context of Indian cities
• Assist to review and document the current policy framework and enabling environment for urban freight in India.
• Assist project team to effectively synchronize the data from secondary source and primary surveys and guide to compile it on scientific methodology in order to arrive at comprehensive existing baseline for urban freight system in terms of daily goods flow, freight traffic generation, modal share for freight vehicles of different category, emissions from freight sector, infrastructure status, its environmental impact, system inefficiency and level of service.
• Identify potential issues and appropriate solutions concerning urban freight

Task 3: Low carbon action plan for urban freight : T +120 days
• Identify the potential of reducing emission from urban freight
• Assist in the delineation of the influence area over which measures for Low carbon urban freight action plan need to be considered.
• Assist to propose short, medium- and long-term low carbon actions and policies with a clear action plan. The required steps to implement the actions need to be detailed.
• Assist to assess means to integrate the informal sector with formal and improve institutional structure related to urban freight.
• Assist project team to outline the required technical and financial resources along with barriers and means to overcome these are identified.

Task 4: Advocacy: Continuous over 120 days
• Assist project team to present the relevant findings and solutions to important stakeholders including the city officials, state Government officials, relevant citizen groups, regulating ministries and prospective vendors, to present the findings of the study and brainstorm on critical issues.
• The details includes:
  o Presentation to City and state government at relevant stages of study (3 visits)
  o Presentation during National meeting at New Delhi in November 2019 (dates to be finalized)
  o Presentation during UMI 2019 to be held in Lucknow during 15th -17th November 2019

Qualification and Experience
a. 15 years of experience(minimum) in urban transport planning and research with preferred good understanding of sustainable urban Freight.
b. Experience in urban freight assessment of at least one city.
c. The expert shall be conversant with sustainable urban freight developments across the world and should have good communication and writing skills.
d. Should be a good coordinator and would be responsible for quality of the outputs.
Proposal Submission

- The Terms of Reference (ToR) can be downloaded from the ICLEI South Asia website (southasia.iclei.org).
- The financial & technical proposals should be submitted as separate documents.
- The Proposal should be submitted with title “Developing Urban Freight Baseline and formulation of Low Carbon urban Freight action plan for Shimla under EcoLogistics -Low Carbon Freight for Sustainable Cities project”
- The Proposal can be submitted by applicant through email to ashish.rao-ghorpade@iclei.org on or before 27/09/2019
- The proposal shall be submitted in two parts, viz.
  - Part I: Technical Proposal;
  - Part II: Financial Proposal;

Terms and conditions:

- In case of any doubt/query regarding any portions of ToR, the applicant should send it by mail to contact person mentioned in ToR.
- ICLEI South Asia reserves the right to reject any Proposal, and to annul the selection process and reject all proposals at any time, without thereby incurring any liability to the affected applicant or any obligation to inform the affected applicants of the grounds for such decision.
- It should be noted that the project is being implemented in Shimla planning area and hence instructions to bidders will be given by ICLEI South Asia in consultation with SMC officials. ICLEI South Asia will be overall in-charge for all the works that would be executed under the present scope of work.
- The applicant shall also obtain necessary permission from concerned government departments related to the work/data collection if deemed necessary and in coordination with SMC and ICLEI South Asia.
- The decision of ICLEI South Asia will be final.
- The proposals received will be scrutinized & evaluated by ICLEI South Asia in consultation with senior officials of SMC involved in the execution of EcoLogistics project. The decision shall be informed to the winning applicant.
- Detailed Work Order will be issued to winning applicant within 5 days of announcing the results.
- The selected applicant is to forward the signed and sealed work order to ICLEI at the earliest or not more than 7 (seven) days of issue of work order.
- ICLEI – South Asia retains a full-time project staff in all the three projects cities and will help facilitate meetings and interactions.