

Terms of Reference for Nature-based Solutions (NbS) Expert

ORGANIZATION	National Institute of Urban Affairs (NIUA)
PROJECT	UrbanShift: Livable Cities in India (Demonstrating Sustainable Urban Planning and Development through Integrated Approaches)
FUNCTIONAL TITLE	Nature-based Solutions (NbS) Expert
EXPERIENCE	Min. 10 years
DURATION OF ASSIGNMENT	6 months
LAST DATE OF APPLICATION	April 6, 2023
NO. OF VACANCIES	01

A. About National Institute of Urban Affairs (NIUA)

Established in 1976, the National Institute of Urban Affairs (NIUA) is a premier institute of Ministry of Housing and Urban Affairs, Government of India, for research and capacity building for urban sector in India. NIUA's broad objective is to bridge the gap between research and practice on issues related to urbanization. For more than 40 years now, NIUA has been the vanguard for contributing to and building the urban narrative for a fast evolving urban India. The Institute has been actively working on bringing forth key areas of concern for urban India in order to build the urban discourse at various urban scales. It has utilized its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and continuously striving to develop sustainable, inclusive and productive urban ecosystems in the country. It has emerged as a thought leader and knowledge hub for urban development in India and is sought after by both Indian and international organizations for collaborations and partnerships in India's urban transforming journey. NIUA is committed towards aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programmes.

B. Project Description

The Global Environment Facility (GEF) has launched the Sustainable Cities Impact Program (SCIP) with the brand name UrbanShift in 2016. The Program supports 9 countries and 23 cities for participation in the GEF-7 financing round, including three target cities (Chennai, Pune, Surat) and three replication cities (Madurai, Agra and Puducherry) from India. The aim of the Program is to support more integrated sustainable cities where knowledge exchange and capacity development inform the implementation of innovative, inclusive, gender-sensitive, sustainable, and integrated projects, that can be replicated in other cities. The objective of the Program is to demonstrate low emissions, resilient, nature-based inclusive sustainable urban development practices in selected cities and support scale-up nationally.

The United Nations Environment Programme (UNEP) is the lead implementing agency for the UrbanShift Country Project in India which is trying to advance integrated urban planning and implementation to reduce GHG emissions and land degradation, and conserving ecologically sensitive areas; by way of providing technical assistance and building capacities of the city stakeholders. The learnings from the project will be demonstrated by conceiving and implementing a pilot project in each target city.

The National Institute of Urban Affairs (NIUA) is the lead executing agency responsible for implementing the UrbanShift project in Surat and Pune, and the replication cities of Agra and Puducherry respectively, which have opportunities for similar interventions. NIUA will be responsible for Knowledge Management and Capacity Building component of the project and for nationally scaling-up the project learnings. A Project Management Unit (PMU) is being hosted at NIUA for overseeing other project activities.

For implementing the UrbanShift Country Project in the target cities, key focal areas were identified for each target city based on the baseline and an assessment of the emerging urban issues. In Surat, the project activities would help in building capacities to plan and implement integrated spatial plans for ensuring resilient development in coastal zones by using NbS measures. Dumas seafront has been selected as the site for pilot demonstration, where a recreational and eco-tourism hub is proposed. It is envisaged that the design proposal would also reduce GHG emissions by developing low-emission mobility solutions as part of the master plan.

C. Duties and Responsibilities

For the development of the Dumas seafront, a design proposal has been developed by the Surat Municipal Corporation (SMC). Aligning this proposal with the UrbanShift objectives will enable UrbanShift to support the Dumas seafront development. Therefore, it is decided to engage an NbS Expert to assess the design proposal from the point of maximizing the implementation of sustainable features (particularly the NbS and low-emission mobility measures). The Expert would help identify opportunities within the design proposal to achieve enhanced climate action using locally-relevant, gender-inclusive NbS while simultaneously protecting and restoring local biodiversity and ecological services.

The incumbent will work closely with the SMC and the Project Management Unit (PMU) at NIUA to develop Dumas seafront as a recreational and eco-tourism hub while achieving the above-mentioned objectives. The NbS Expert will be hired as a subject-matter expert and will be responsible for the following activities:

1. Evaluate design proposal for Dumas seafront area with respect to coastal environment sustainability and NbS inclusivity.
2. Review of technical assessments and studies carried out by the vendors and consultants.
3. Assess the current state of mangrove ecosystem.
4. Identify opportunities to maximise the application of NbS, incorporate environmentally and ecologically sensitive design aspects, preserve and enhance ecological systems (local, indigenous, endogenous, traditional, etc.), technology, etc.
5. Prescribe specific interventions to enable incorporation of environmentally and ecologically sensitive design aspects (including material specification), preserve and enhance ecological systems (local, indigenous, endogenous, traditional, etc.) including mangrove ecosystem, technology (along with specifications), etc. in the design proposal.
6. Increase the site's heat resilience by prescribing appropriate proportion and type of horizontal and vertical green cover, shading strategy for open spaces and incorporate heat-resilient materials. Integrate any additional nature-based heat management measures.
7. Ensure that principles of nature-based solutions are integrated into the design proposal and the detailed engineering design for the Dumas seafront development.
8. Quantify the adaptation benefits of the proposed interventions in terms of prevention of land degradation, increase in resilience of the site and bio-diversity, preservation of natural ecosystem and habitat, etc.

9. Assist SMC in preparing/ revising the drawings and bill of quantities, if required. Support the Project Management Unit (PMU) and Project Implementation Unit (PIU) on related technical assistance requests.
10. Develop RfP for on-boarding consultants/firms for
 - a. Preparing the guidelines for designing resilient low-emission development plan for coastal zones for conservation of natural ecosystems by use of NbS.
11. Identify other coastal cities (based on the mapping of their policy landscape, projects, etc.) that can benefit from Surat’s experience of planning and implementing resilient coastal zone development, and participate in the capacity building component of the Project.

D. DURATION OF ASSIGNMENT: 6 months

In case the said deliverables are not completed within this duration, one-time extension (up to a maximum of 6 months) for completion of the deliverables may be awarded to the NbS Expert, subject to the approval of the City Project Director (CPD). Revised timelines will be communicated to the Expert for his/her information and adherence. However, extension of timeline will have no implication on the contract amount.

In case the said deliverables are not completed despite the contract extension, payment pertaining to the pending deliverables would be withheld. Payment of the completed deliverables shall however be made, subject to the approval of the CPD and the Team Lead, PMU.

E. LOCATION:

The Consultant can be based out of anywhere in the country. However, considering the requirements of the scope of work, the Consultant should preferably be based out of Ahmedabad or Surat.

The Consultant will be required to travel to New Delhi, Surat and Ahmedabad on a need-based basis. The travelling and accommodation expenses are covered under the project budget and would be in addition to the contract amount. The Consultant would be required to submit a prior request in writing with detailed agenda and duration of visit to the PMU at NIUA for seeking travel approval. The Domestic Travel Allowances and Entitlements on Official Tour would be as per the standards of NIUA and would be reimbursed as per actuals.

F. DELIVERABLES, TIMELINES AND PAYMENT MILESTONES

S. No.	Deliverable	Timeline (in weeks)	Payment	Payment Milestones
1.	<p>Draft Assessment Report</p> <p>Submission corresponds to activities 1 – 4 of Section C. Duties and Responsibilities.</p> <p>The Report would include an assessment of the design proposal for Dumas seafront and identify opportunities for implementation of NbS</p>	ED* + 4 weeks	10% of the contract amount	<p>30% of the contract amount</p> <p>(will be released upon completion of deliverable no. 1, 2 & 3)</p>

	<p>and low-emissions mobility solutions on the project site. Additionally, the Report will also include information about the relevant NbS measures (alternatives) that can be implemented on the site, compare their merits and challenges (if any) and the impact of their adoption on the costing and timelines of the project.</p> <p>Presentation on Draft Assessment Report to SMC, UNEP and NIUA teams</p>			
2.	<p>Draft RfP (Scope of Work) for preparing the Guidelines for designing Resilient Low-emission Development Plan for Coastal Zones for conserving natural ecosystems by use of NbS</p> <p>Submission corresponding to activity 10 of Section C. Duties and Responsibilities.</p> <p>Discussion on Draft RfP (Scope of Work) with SMC, UNEP and NIUA teams</p>	ED* + 4 weeks	10% of the contract amount	
3.	<p>Final Assessment Report</p> <p>Submission of Final Assessment Report after incorporating comments received on the Draft Assessment Report from SMC, NIUA and UNEP teams)</p> <p>Presentation on Final Assessment Report to SMC, UNEP and NIUA teams</p>	ED + 6 weeks	10% of the contract amount	
4.	<p>Final RfP for preparing the Guidelines for designing Resilient Low-emission Development Plan for Coastal Zones for conserving natural ecosystems by use of NbS</p>	ED + 6 weeks	10% of the contract amount	<p>40% of the contract amount</p> <p>(will be released upon completion of deliverable no. 4 & 5)</p>

	Submission of Final RfP in the format provided by NIUA.			
5.	<p>Preliminary Recommendation Report</p> <p>Submission corresponding to activities 5 – 8 of Section C. Duties and Responsibilities. The Report would include modifications in the design proposal – changes in design, material specifications, etc. Additionally, the Report will also quantify the adaptation benefits of the modifications and comment on implications of their implementation on the costing and timelines of the project.</p> <p>Presentation on Preliminary Recommendation Report to SMC, UNEP and NIUA teams</p>	ED + 10 weeks	30% of the contract amount	
6.	<p>Final Recommendation Report</p> <p>Submission of Final Recommendation Report (including all details of the approved recommendation/s).</p> <p>Presentation on Final Recommendation Report to SMC, UNEP and NIUA teams</p>	ED + 14 weeks	15% of the contract amount	15% of the contract amount (will be released upon completion of deliverable no. 6)
7.	<p>Task Completion Report</p> <p>Submission corresponding to activity 9 & 11 of Section C. Duties and Responsibilities. Support SMC in incorporating the approved recommendation/s in the design proposal (including updating drawings and tender document, BoQs, etc.). The Expert will work closely with the design</p>	ED + 24 weeks	15% of the contract amount	15% of the contract amount (will be released upon completion of deliverable no. 7)

	<p>consultant of the SMC for this purpose.</p> <p>Submission of a Task Completion Report to the PMU at NIUA. This Report should be approved by the City Project Director, SMC.</p>			
--	--	--	--	--

**ED – Effective Date i.e. the date of signing of contract by both parties*

F. QUALIFICATION AND EXPERIENCE:

- i. Post-Graduate degree and/or PhD in Landscape Design, Urban Design, Environmental Science, Environmental Management, Natural Sciences, Geography, etc., or any other related field of study
- ii. Total work experience of minimum 10 years, with at least 5 years of relevant experience in work related to NBS, climate change adaptation, natural resource management, ecological restoration or environmental studies, etc.; with demonstrated experience of these subjects in at least 2 relevant projects (development of lakefront/ riverfront/ coastal zone) over the last 5 years.
- iii. Proficiency in use of office software packages (MS Word, Excel, PowerPoint, etc.), AutoCAD and GIS softwares (ArcMap, AutoCAD Map, QGIS, etc.).
- iv. Good communication, interpersonal and presentation skills, with an ability to work in a multi-cultural environment.
- v. Ability to work independently and under pressure.

G. DESIRABLE:

- i. Experience of working with Central Govt./ State Govt./ National Urban Missions (Smart City Mission, AMRUT, etc.)/ Multilateral and bilateral organizations/ Local Bodies/ Resource centers/ NGOs/ Communities.
- ii. Experience of working in coastal geography and undertaking similar kind of works.
- iii. Proficiency in spoken and written English. A good command over Gujarati and Hindi is desirable.

H. REPORTING STRUCTURE:

The NbS Expert will report to the City Project Coordinator (CPC) at Surat and the Team Lead/Project Implementation Lead, PMU at NIUA.

I. APPLICATION PROCESS:

All applications should be submitted on the NIUA website and must contain a detailed resume, cover letter, three professional references and proof of demonstrated experience (completion certificate, letter from employer stating contribution to the project, etc. for the 2 relevant projects completed in the last 5 years). The cover letter must also quote the lumpsum amount (exclusive of all applicable taxes) for undertaking the said assignment.

Only shortlisted candidates will be contacted to appear for an in-person interview followed by

a 30-minute presentation about similar works undertaken in the past and understanding of the scope of work.

J. PAYMENT TERMS/SCHEDULE:

A contract at a fixed amount will be awarded to the selected Consultant.

The Consultant shall be required to submit invoices (endorsed by the City Project Director, Surat) after completion of each milestone. The PMU at NIUA will release the payment within 15 days of receipt of invoice, subject to satisfactory completion of all milestones.