



Concept note for Selecting a Contractor and Service Provider to develop Report on Pilot Projects under the "Friendship" Project co-funded by European Union

Rationale: Within the framework of the project proposal call by the European Union, “Europe Aid/171273/DH/ACT-Multi-2 Local Authorities: Partnership for sustainable cities 2021”, the Darkhan-Uul Province Municipality (Coordinator of FRIENDSHIP Project), the School of Agroecology and Business, Mongolian University of Life Science (Co-Beneficiary and Partner) and Network of Association of Local Authorities of South-East Europe (Co-Beneficiary and Partner) jointly awarded a grant for the implementation of the project titled as “Friendship project strengthening EU-Mongolia friendship through Equitable, Resilient and Innovative Growth in Darkhan-Uul province”. The project implementation started on February 1, 2022 and is currently ongoing.

Within the scope of Pillar IV of the Friendship Project, six pilot projects are currently being implemented, including the following in Darkhan-Uul Province:

- Three pilot projects in municipal services focusing on water, sanitation, and energy, with an emphasis on participatory e-governance and infrastructure development
- Three pilot projects aimed at fostering social and IT entrepreneurship, including the technical assistance to develop potential pilot for implementing the climate change mitigation projects.

The monitoring of these projects, ensuring their effective implementation, providing recommendations on future actions, delivering information to partners, and will be used as reference point a playbook/guidebook for future activities are specifically outlined in section 4.3 of the project implementation plan.

For more information, please visit our social pages at: <http://eudarkhan.mn/>, [FB: *Haᠢpamᠳan mᠡcᠡᠨ / Friendship project.*](#)

Goal: It will focus on analyzing the processes of pilot projects to improve outcomes, monitor implementation, and develop reports. It is aimed at developing report on the learning from the Pilot project

The **Pilot Project Report (PPR) to act as compendium and manual for development sustainable, green and smart city with implementable project ideas** aimed at demonstrating the governance, social inclusion, resilience & greening approaches as a foundation to conceive and seed the prosperity and innovation pathway within the mission of sustainable cities agenda environmental conditions in the city and the social wellbeing of all its citizens. The pilot project report will provide a technical analysis and stakeholder consultations and concrete actions were developed to address sustainable city goals of Darkhan City. The outcome of the **Sustainable City Pilot Project Action Plan** outcomes provides a framework for developing bankable large scale investment project and technical assistance for project preparation and investment facility.

Content of Implementation Activities:

It will also cover the management system of the pilot projects and arrangements related to reporting.

The report will contain the Standard operating procedure followed for such pilot projects both for infrastructure tenders and grant based competitive projects. The report will be exhaustive and will contain all the tender committees' minute etc. Decisions taken, monitoring and evaluation systems followed and report ending.

Expected outcomes: This report will seek to provide recommendations to the Darkhan Government and EU partners on the recommendations on the way forward. The report will act as both the internal and external benchmark for joint venture and future cooperation with EU and other international partners.

Selection of a Contractor: The work and services outlined in section 4.3 of Pillar IV under the project objectives are planned to be implemented by a third party. The selection process will be conducted in compliance with the European Union's procurement standards. Efforts will be made to ensure opportunities for applications. A tender committee will be established to organize the selection process transparently.

The contractor will be selected based on the core expertise owned by team of individuals experts representing independently or through a firm experience on working on the topics of environment, climate change and sustainability in the context of urban planning, resilience, mitigation, adaptation and several similar priorities. Emphasis will be further given to technical experts with capacity to develop project for grant and investment and urban agenda at the multi-level governance.

- **The team/consortium will have an advantage if it collaborates with the European Union.**

Candidate for Selection Process: Entities with experience in providing professional consulting services in this field will collaborate with a team of consultants. The consultant selected for this assignment will be considered from the background with verified experience in conceptualization and preparation of grant and proposal document for local authorities. The experience of consultants and their working association with network of cities and local governments will be considered as an asset. The pilot project reports are expected to be provided as manual for developing and implementing sustainable cities programme at the local, provincial and regional level.

Term of reference

Key Functions of the Report:

- Analyze the progress of project implementation
- Highlight the success and failure of the efforts of pilot projects implemented through tender and open competition principles
- Provide proposals and recommendations for developing policies and measures to guide the implementation of future projects.

Documents Required for developing the Report

All the tender committee's minutes

Monitoring and evaluation systems followed and report ending

Project management systems, reporting arrangements

Relevant rules and regulations related to reporting

Stages of Report developing

Preliminary Preparation

- Collect project documents and related information
- Establish a team and validate its composition

4.2 Develop the Structure of the Report

The report will consist of the following sections:

1. Rationale and Objectives of the Report
2. Analysis of Project Implementation
 - Success
 - Failure
3. Recommendations
4. Conclusion

The potential structure of the document can be further elaborated as follows:

While, developing this document, the report shall provide a comprehensive coherent implementable action plan for local, provincial and national government to develop an approach for Sustainable City Development Action Plan for Regional Prosperity, the document should be comprehensive, but easy to read and understand.

The document is structured in three main sections:

Part I shall provide a comprehensive background of FRIENDSHIP Project in the context of Darkhan-Uul Province Municipality, the section shall also include chapters in the context of pilot projects financed for highlighting the baseline situations

Chapter 1. Methodology – How the Local Authorities- Partnerships for Sustainable Cities rolled out in Darkhan and adapted in the context of Darkhan City and will cover city-to-city, peer-to-peer approaches and other instrument of cooperation between Darkhan with European Municipalities and regions.

Chapter 2. Baseline Assessment – will providing a thorough review of the Darkhan cities situation in the context of pilot projects financed and will include the details of the data collection and analysis and the barriers in pre-project situations.

Part II will provide main technical approach and it will present the Sustainable City Action Plan developed on the basis of the findings in Part 1, and rational behind selection of pilot projects. The section consists of selected chapters:

Chapter 3. Darkhan's Cities Mission and Vision, its' short-term, medium-term and long-term action plan and strategic objectives – Describing the pilot projects and that is aligned with overall, specific objective of EU's Local Authorities-Partnerships for Sustainable Cities. The project's activities, output and outcome will be elaborated to capture the impact and indicators of Log-frame of FRIENDSHIP Projects.

Chapter 4. Actions – Building on pilot projects financed, the 4 Specific Objectives, Activities and Outputs will be elaborated in the context of concrete targets, estimated costs, responsibilities and a stepwise approach for implementation of each measure translated into technical assistance and investment pipeline. As many areas of the city need re-thinking and re-development, the actions are integrated and multi-purposes. The European Reference Framework for Sustainable Cities, Result and Indicator for Development of Sustainable Cities and other methodologies from OECD will be consulted to develop this part of chapter.

Chapter 5. Description of the Monitoring Framework aligned with OECD framework within the scope of cities coordination facility proposal.

4.3 Conduct Analysis and Evaluation

Evaluate project outcomes using information from the monitoring and evaluation system

- Identify project success and failure with evidence-based findings

4.4 Draft the Report

- Prepare a concise and clear report based on evidence
- Clearly outline the progress, results, and lessons learned from the project

4.5 Review and Approve the Report

- Team members and relevant departments review and make necessary revisions and improvements
- Finalize and approve the report for dissemination to relevant stakeholders

- Prepare a comprehensive and consolidated report with an in-depth analysis of project implementation
- Identify project success and failure, providing policy and action recommendations for future guidance
- Develop a foundational document to support the enhancement of cooperation between Darkhan-Uul province and the European Union