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**Restricted rEQUEST FOR pROPOSAL FOR SELECTION OF FIRMS/ORGANISATION FOR PROVIDING DARKHAN-UUL PROVINCE MUNICIPALITY CONSULTING SUPPORT I TO PREPARE SMART CITY PROPOSAL AND ROADMAP WITHIN THE SCOPE OF FRIENDSHIP PROJECT, Co-funded by the european union**

RFP/TOR/ SCP/FRIENDSHIP\_01\_2023

**INVITATION TO TENDER FOR THE SELECTION OF CONTRACT WORK FOR THE “FRIENDSHIP” PROJECT CO-FUNDED BY THE EUROPEAN UNION**

Within the framework of the FRIENDSHIP Project's first pillar, which focuses on developing inter-regional cooperation between Darkhan-Uul Province- Mongolia and Europe, including bilateral and multilateral cooperation, the guideline for policy, project, investment and trade cooperation guided by **Rapid Assessment Report on Joint Areas of Cooperation (RAR JAC)**, prepared by FRIENDSHIP Project and is approved by Cabinet of Governor of Darkhan-Uul Province.

The report aims to assess the sustainable, equitable, and innovative growth prospects, as well as cooperation roadmap for Darkhan-Uul province and Europe until 2030. The FRIENDSHIP Project and its’ partners developed and publicly released this report, aligning it with national development policies, ministry projects and programs. The report further gathers feedback from Darkhan-Uul Province development policy planning documents, and the 2021-2022 performance report. The report's key finding is that the FRIENDSHIP Project's goals and objectives are consistent with Mongolia's long-term development goals, including "Vision-2050," "Sustainable Development Goals-2030," and "New Revival Policy 2030” with Darkhan-Uul at centre stage in implementing the local action through enhanced commitment to National Development Vision of Mongolian government.

In order to provide, Darkhan-Uul Province a human centric development, quality of life, green economic growth, good governance, green development, launching and implementation of Smart City Scheme would be one such measure to achieve the objectives. The FRIENDSHIP Project envisioned based on the pillar of good governance, social inclusion, resilience & green and creating prosperity through innovation and entrepreneurship. The launching of smart city scheme in Dakrhan, is one such essential feature of FRIENDSHIP Project.

As there is no universally accepted definition of a smart city, the conceptualization and implementation of Smart City in Darkhan will drawn from the cultural roots, economic and social visions for the country captured from diverse stakeholders, including citizens. The smart city scheme supported by FRIENDSHIP Project will seek the feature of smart city developed in Europe and Asia, to make it more inclusive to needs of people of Darkhan.

The Request for Proposal and Terms of Reference is to assist Darkhan- Uul Province in concept of smart city development under the development policy of Mongolia. The proposed RFP/ToR is offered for bidders to submit research and action proposal for providing Darkhan an opportunity to make transition from Smart Darkhan Sub-Programme to Darkhan Smart City Scheme.

**Purpose:** To assist Darkhan-Uul Province Municipality in preparation of technical and financial layout proposal for implementation of Smart City Schemes.

**Summary of work**

The work aims to create a concept, action and implementable smart city proposal to provide Darkhan-Uul province a more sustainable, just and equitable smart city proposal for investment and creating a smart city marketplace between Darkhan-Uul Province-Mongolia and Europe.

**Submission of materials**: It will be accepted at dieh@friendship.mn until September 25, 2023 at 5:00 p.m. *Click here to download the proposal form*.

Please call +976 70373737 for questions related to tender materials.

1. **Brief information about the “Friendship” project:**

Please visit the following link for information about the project “НАЙРАМДАЛ” Дархан-Уул аймгийн нийгэм эдийн засгийн шинэлэг тэгш хүртээмжтэй тогтвортой өсөлтийг дэмжин Европын Холбоо-Монгол Улсын хамтын ажиллагааг бэхжүүлэх төсөл 2022-2025(sab.edu.mn)

1. **Documents to be submitted**

Organizations, consortiums and teams with highly skilled experience and the capacity to implement contract work are invited to submit technical and financial proposal for to assist in the selection of contract work for the "Smart Darkhan City" research, action and implementation proposal .The organization submitting materials for the selection tender shall prepare the following documents.

1. Eligibility for Participants (Annex-1)
2. Work proposal (Participating party/organization/ shall use the contract work proposal preparation template (Annex-2) and submit it completely in English and Mongolian
	1. **Technical Proposal**
* Developing the urban concept of the Smart Darkhan City, analyzing the current situation, determining the smart city index, and developing a strategic development plan
* When preparing a job offer, the participating organization is required to prepare and submit all the documents listed in the attachment of the invitation to tender. Incomplete materials that fail to meet the requirements will not be accepted by the tender committee.
* Having knowledge and experience in performing this type of work, as well as prior collaboration with the city and local government through international projects and other programs, would be advantageous for the proposal submitter.
* The page size is A4 (21cm\*29.7cm). Text should be spaced 3 cm from the left edge of the page, 2 cm from the right edge, and 2 cm from the top and bottom. The distance between the lines of the text is 1.5 cm.
* The budget will include the amount of total costs required for implementation and is calculated based on actual implementation costs.
* **The total budget for the project "Friendship" is up to 60,000,000 MNT.** Proposals for execution of work may be submitted separately by one of the tasks according to Tasks 2.1 and 2.2. In this case, the budget per task is up to 30,000,000 MNT.
1. **Send a tender offer**
	1. Prepare the project proposal according to the attached form and send it in PDF format to the mentioned e-mail address.
2. **Request to withdraw an offer**
	1. If you want to withdraw your job offer, please make a request within seven days after the deadline for receiving the project by contacting the e-mail address to which the offer was sent and by phone. It can also be withdrawn in person through an authorized representative.
3. **Change the job offer**
	1. Changes will not be allowed after receiving the job offer; if necessary, the "Friendship" project has the right to make any changes.
4. **Evaluation and selection of job offers**
	1. Evaluation will be organized in two stages. In the first stage, the evaluation of the target project documents will be carried out.
	2. In the second stage, organizations that passed the first stage will be notified in writing within 7 days after the deadline for receiving job offers, and the tender committee will conduct a selection process based on a detailed interview of the activities of the organizations that passed the first stage and announce the results.
	3. It will be advantageous for the proposed organization to cover some of the costs of the work and services within the framework of social responsibility.
	4. 1 qualified job offer will be selected.
5. **Negotiate**
	1. Organizations, consortiums, and teams that have passed the selection process will negotiate with the "Friendship" project regarding the full implementation of the work and plans mentioned in the work proposal. The "Friendship" project will finalize the issue of concluding the contract with the organization/consortium, which is the next stage of negotiations.
6. **Summarizing criteria**

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| --- | --- |
| **Criteria** | **Evaluation** |
| 1. **Research Component**
 |  |
| Capacity and experience of the participating organization to implement the project | **10%** |
| Work plan, content and time | **5%** |
| Research scope and planning | **5%** |
| Rationale and theoretical research of the research work | **20%** |
| 1. **Comprehensive Smart City Proposal**
 |  |
| Survey Methodology/Draft Smart City Concept Plan, the framework | **20%** |
| Data analysis and processing/Draft Smart City Proposal  | **20%** |
| Reporting of results and proposed policy recommendations/ In the policy recommendation, the map data is submitted in the respective extension, with diagrams, tables, appendices, and a list of materials used/ Final Smart City Proposal | **20%** |
| Total | **100%** |

**Payment Terms Proposed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Terms** | **Deliverable**  | **Copies of Deliverable**  | **Schedule of Payment** |
| 1. **Research Component**
 |
| **1.** | **Contract Signature and Advance**  | **2 Hard copies**  | **20 %**  |
| **2.** | **Smart City Research -Situation Analysis**  | **2 Hard copies with editable soft copies**  | **20 %** |
| 1. **Comprehensive Smart City Proposal**
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| **3.** | **Draft Smart City Concept Plan, the framework** | **2 Hard copies with editable soft copies** | **10 %** |
| **4.** | **Draft Comprehensive Smart City Proposal** | **2 Hard copies with editable soft copies** | **30 %** |
| **5.** | **Final Smart City Proposal** | **2 Hard copies with editable soft copies** | **20 %** |

**9.Terms and conditions of the contract**

* 1. "Friendship" project has the right to reject any offer
	2. The "Friendship" project has the right to accept the proposal of the requesting organization in whole or in part and to negotiate with each other when concluding the contract.
	3. The "Friendship" project is responsible for the accuracy of the information mentioned in this announcement, and in case of any changes in the content of the tender announcement, the public and the participants will be informed immediately.
	4. Confidentiality of information received within the scope of the selection process will be strictly maintained.
	5. The works, content, and services performed during the contract period shall be the property of the "Friendship" project during the implementation period, and the contracting party shall strictly maintain any confidentiality related to the work information.

10. **Implementation Report:** The contractor will report on the implementation of activities to the "Friendship" project. The period and format of the report shall be detailed in the contract.

**Annex-1** **Eligibility for Participants**

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| --- | --- | --- |
| № | Requirements | Evidence |
| 1 | Being a legal entity | Copy of the state registration certificate, copy of the state registration certificate of each member of the consortium in case of forming a consortium to increase capacity, the cooperation agreement |
| 2 | Work experience | An e-link to an activity report that demonstrates the organization's relevant experience and capabilities, with a description of evidence of similar work done in the past |
| 3 | Human Resource capacity | Profile (CV) of the proposed project team, /more than 60% of the team members are full-time employees./ |
| 4 | There is no litigation. | Court Archives Reference (Definition) |
| 5 | Submit an official statement. | Submit a written guarantee that the bidder will not object to publicizing the results of the bids submitted and that they will fully perform the work and services in accordance with the criteria. |
| 6 | Copy of identity card | A copy of the identity card of the person who will sign on behalf of the bidder |
| 7 | Description of the correspondent bank | Definition of delinquent debt |
| 8.  | Plan for including the European and International Experts for Technical and investment assistance  | A Draft Plan to be provided |

**Annex-2 Proposal form**

From whom: (Proposer Organization/Consortium) To: (Organizing Unit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

About submitting a job offer

We are enclosing herewith a proposal for the execution of \_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/..

The work proposal we are offering is the total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/total amount in numbers and letters, please write the amount in MNT and EUR respectively.

This technical and financial proposal confirms that it will comply with the changes resulting from the contract and negotiations until the end of the validity period of the proposal.

Sincerely

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official representative and authorized legal entity

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Proposal form*

PROPOSAL NAME:

PROJECT INITIATOR NAME:

Date

|  |
| --- |
| **ONE. GENERAL INFORMATION** |
| 1.1 | The direction of the project: | Research work |
| 1.2 | Project name: |  |
| 1.3 | Project implementation organization: |  |
| 1.4 | Phone number:  |  |
| 1.5 | Email: |  |
| 1.6 | Website: |  |
| 1.7 | Social account: FB, Twitter, Instagram, Youtube |  |
| 1.8 | Address: |  |
| 1.9 | Location: |  |
| 1.10 | Total investment of the project: | ..............₮ / ....in word ......../ |
| ..............€ /...... in word ......./ |
| 1.11 | Amount of investment required from the “Friendship” project: | ............. .₮ / .... in word ......../ |
| ..............€ /...... in word ......./ |
| 1.12 | Amount of investment from project implementor:  | ............ .₮ / .... in word ......../ |
| ..............€ /...... in word......./ |
| 1.13 | Project start date:  |  |
| 1.14 | Project completion date:  |  |
| 1.15 | Full name of project implementor: |  |
| 1.16 | Position: |  |
| 1.17 | Phone number: |  |
| 1.18 | Address:  |  |

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| **Research work** |
| 2.1 | Developing a concept for the development of a smart Darkhan city |
| 1. Define the concept of smart city development at the regional level in accordance with the development policy of Mongolia
2. Determination of basic factors according to internationally used methodology
3. SWOT analysis
4. Define indexes according to the defined factors /categories/
5. Evaluation according to the defined indexes
6. Determine the development planning of Smart Darkhan City
7. Make and propose policy recommendations based on research methods and results
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| 2.2 | To make operational planning of social unit systems based on the concept of the development of the Smart Darkhan City |
|  | 1. Determining the coherence of the basic concepts of the Smart Darkhan City
2. Identifying, diagnosing and classifying the state of the ministerial system of operations in Darkhan city
3. Adapting the development concept of Smart Darkhan City to the requirements of the system
4. To determine the indicators of the results to measure the implementation of the development objectives of the Smart Darkhan City
5. To evaluate the implementation of the development goals of the Smart Darkhan City according to the performance indicators
6. Study the parties involved in the activities of Smart Darhan City, determine their roles, compare them with the legal acts regulating the city's activities and draw conclusions.
7. Development of a general reference model of the social unit system of the Smart Darkhan City
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TERMS OF REFERENCE (TOR)

**INTRODUCTION OF ASSIGNMENT**

The FRIENDSHIP Project, Co-funded by the European Union has launched the Smart City - Smart Darkhan -2023 Forum in partnership with Ministry of Digital Development and Communication Government of Mongolia during 22nd to 24th June’2023. The FRIENDSHIP Project, co-funded by the European Union, has mandated to support Darkhan-Uul Province Municipality by facilitating the navigation through the maze of narratives of smart city and digital city. Moreover, the 2nd Inter-Regional Darkhan-Europe (IDEF) meeting took place in Administrative Building of Darkhan-Uul Province Governor on 21st  June, has made decisions to launch a **Darkhan-Smart City Scheme.** While, the mission of MDDC is to create Digital Province and Cities, the objective of and to support the provinces and cities in setting up, Digital Public Infrastructure, but the Darkhan for Smart City Scheme will work to provide and technical assistance and roadmap to Darkhan with physical infrastructure and good governance model for new phase economic growth, improving quality of life embedded in value of sustainable and just transition within the spirit of Leaving No One Behind.

The FIRENDSHIP Project through the IDEF would be providing technical assistance, partnership and capital formation for DUPM, to mobilize additional resources by identifying the opportunities offered through convergence drawn from schemes of National Government in Mongolia led by diverse ministries, state budget, bilateral and multilateral funds and other innovative financing mechanism encouraged by climate and SDG led mechanism. FRIENDSHIP Project through EU-IDEF (IDEF) and EU-DIEH (DIEH) will strengthen the inter-regional cooperation among local authorities and private sectors of Darkhan-Uul/ Mongolia and Europe to enhance manufacturing, services and trade opportunity through **IDEF- Smart City Marketplace.**

Based on the above context, FRIENDSHIP Project through this RFP/ ToR is initiating a process to complete research and actions-based implementation proposal for **Darkhan-Smart City Scheme**. The preparation of the Proposal will require a team of researchers and urban development experts with exposure to working in diverse national and international schemes cutting across thematic priorities of smart cities.

**SCOPE OF WORK**

 The Consulting Firm/ Organisation will prepare and deliver a detailed Proposal and FRIENDSHIP Project Secretariat under the governance and leadership of Cabinet of Darkhan-Uul Province. The detailed proposal shall include priority area, process chains, and enablers, including the legal environment to set-up Smart City Competency Centre/Smart City Corporation as Special Purpose Vehicle (SPV) to drive, operationalize and deliver the objective of schemes. The firm/Organisation shall include:

**1. Principle and Framework for Smart City Concept:** Background and objectives on needs for smart city development in Darkhan and what should be potential framework of smart city development, and examples from European, Asian countries. This stage must refer to the National Vision, Provincial Development Plan, Governors Action Plan and Sectoral master planning document of Darkhan-Uul Province. The framework and plan shall include the Smart City Vision of Darkhan by engaging with all stakeholders of Darkhan-Uul Province, this shall also include, the institutions created through FRIENDSHIP Project: IDEF and Darkhan City Forum (DCF). The stage shall identification key barrier and challenges, situation analysis (physical, economic, social, legal and institutional infrastructure), review of existing plan vis-à-vis suitability with emerging needs of citizens, youth, women and specially assisted people within the spirit of LNOB. Master plan and policy documents of all departments and agencies within the Governor’s cabinet shall be reviewed for smart policy and solutions for (e.g. city development plan, master plan of waste, forest master plan, sanitation, mobility, education, and health related infrastructure) and an overall strategy focused on Smart City criteria/objectives/targets. Moreover, based on citizen consultations through Darkhan City Forum (DCF) and Citizens Representative Committees. At this stage, based on the wider indicators and attributes of governance, inclusion criteria of smartness will be decided for a more competitive, green growth oriented; citizen and human centric mission and vision for Darkhan smart city will be established.

 **2. The Comprehensive Smart City Proposal (CSCP):** An Overview on the priority areas, actions which can be taken in the priority areas will be identified; key enablers for smart city development will be applied across strategic action plans cutting across the development priorities of city infrastructure services within human and citizen centric goals. The comprehensive smart city proposal may consider applying the priority area and key enablers of smart city development across following dimension of smart infrastructure development (a) retrofitting and Improvement (b) redevelopment, renewal and recovery, brownfield (c) expansion and greenfield (d) Whole-City-One-Solution Approach. The CSCP shall contain at least The proposal shall contain retrofitting or redevelopment or greenfield models and at least one pilot/sub-proposal for at least one from each dimension of infrastructure development with focus on indicators of economy, social, environment & climate innovation & prosperity and other indicators of well-being and quality of life.

3. **Financing & Implementation Plan**: The CSCP will also include selected recommended projects with complete project life for project finance and exploring the cooperation for technical assistance, investment and technology transfer. The investment shall include the detailed cashflow of the project with CAPEX, OPEX and IRR and will identify the pipeline of project available for funding/investment under smart city pipeline. The plan will also identify the opportunity of convergence with schemes available with National Government and line ministries relevant to Smart City/Infrastructure programmes, especially programmes of Ministry of Digital Development & Communication, Ministry of Construction & Development and Ministry of Economy & Development.