

Terms of Reference

**Call for consultants for the development of plans for cycling and transport poverty in
State City Daugavpils and Rēzekne district****Subject of the tender:**

Development of two municipality plans for mobility and transport poverty:

- 1) For Daugavpils state city – investigation of the existing situation and the preparation of a future development plan for cycling infrastructure.
- 2) For Rēzekne district – development of a transport poverty reduction plan including data on the existing situation and identifying the most suitable solutions, as well as investments needed to reduce the challenges identified.

Deadline for submission of tender: 5 April 2024

E-mail address for submission of the tender: maksis.apinis@bankwatch.org

Technical Specifications:**1. Situation and Background**

The decarbonisation of the transport sector in the coming decade will be one of the most important challenges for Latvia in achieving climate goals. The country's largest cities, including Daugavpils, play a crucial role in promoting these necessary changes. The second largest source of CO₂ emissions in 2020 in Daugavpils state city was private transport (26 per cent). In 2010, the proportion of private transportation in overall emissions was 18 per cent. This [increase](#) in the proportion of emissions from private transportation is partly due to a decrease in emissions from the heating sector, which is the largest source of greenhouse gases, and partly also because of an increase in number of private vehicles. To deal with these challenges the municipality plans to develop the Daugavpils State City Mobility Plan, which will benefit from development of specific sections on cycling mobility within the scope of this call.

Transport poverty is an issue of high relevance to Rēzekne district, since it is a rural area with a scattered population and also experiencing depopulation. Furthermore, it is foreseeable that this issue will become increasingly relevant once the ETS2 starts operating in 2027, meaning that the transport and housing sectors will be included in the EU's emission allowance trading system. This will negatively impact the costs of fossil-based transportation for citizens and therefore increase transport poverty. To prepare households for this, the EU Social Climate Fund is being established (and correspondingly Social Climate Plans for Member States), which will finance the transition to climate-neutral solutions in these sectors. For Rēzekne district municipality it would be of great value to have a clear understanding about the existing situation regarding transport poverty in the district.

Outlining possible solutions and necessary investments could potentially help with applying for funds from the Social Climate Fund. This plan could potentially serve as an example, benefitting other municipalities in Latvia's rural areas.

2. Terms of Reference

The work consists of development of mid-term (10-year) plans for Daugavpils state city and Rēzekne district – one on mobility (cycling and pedestrian infrastructure) and the other on transport poverty.

1) For Daugavpils state city – the development of a plan on specific mobility topics which will be part of the Daugavpils State City Mobility Plan (the full plan, including components on public transportation, is not part of this tender):

- a. Investigation of the existing situation of the quality of cycling infrastructure (bicycle lanes, bicycle parking spaces, storage stations, maintenance points, etc.), identifying problematic issues, including determining the optimal location of the infrastructure and gathering and analysing data on the intensity of bicycle traffic
- b. Identification of optimal placement of pedestrian streets with priority for pedestrians and bicycle traffic
- c. Development of cartographic materials:
 - Schemes for existing and optimal cycling lanes (including bicycle storage stations at transport hubs, if it is concluded that such infrastructure is needed)
 - Schemes for the placement of existing and optimal streets with priority for pedestrians and bicycle traffic
- d. Taking active part in and presenting the results/suggested solutions at two citizen forums organised on the specific topics, as well as considering and including the viewpoints and suggestions of the public, especially the local communities, both in the assessment of the current situation and the development of the optimal plans (these face-to-face meetings and other formats of involvement will be organised and financed by the organisation Green Liberty (hereinafter 'the Client')). One forum will be organised within one to three months after the contract signing to gather initial input from citizens on the existing situation / preferred solutions. The second forum will be organized four to five months after the contract signing to present possible solutions and gather feedback from the citizens.
- e. The plan must include a separate chapter on the methodology applied during the research phase.
- f. The plan must include a summary in English.
- g. The draft of the plan will need to be submitted to the Client and the municipality for commenting and the consultant must take these comments into account (in accordance with the timeline in section 4).
- h. At least two presentations – one on the draft for collection of feedback and the other on the final plan – to the municipality and the Client will be necessary.

2) For Rēzekne district – development of transport poverty reduction plan:

- a. Research, data collection and preparation of an overview on the existing situation of transport poverty in Rēzekne district. The main focus should be on public transportation, in the context of the following aspects of transport poverty:
 - No transport availability (the lack of transport options or low frequency, also referred to as mobility poverty);

- Low transport affordability (inability to meet the cost of transport);
- Too much time spent travelling (also referred to as time poverty).

Also, future challenges with regards to the role of public transportation in decarbonization efforts must be identified and analysed.

- b. Identification of the most suitable solutions as well as the most effective and needed investments to reduce existing and future challenges identified in the research phase.
- c. The development of public transportation coverage schemes (existing situation and proposed optimal scheme). The development of other additional cartographic materials should be considered if during research a challenge and/or solution is identified that is of a distinct geographical nature and thus would benefit from such illustrations.
- d. Taking active part in and presenting the results / suggested solutions at two citizen forums organised on the topic, as well as considering and including the viewpoints and suggestions of the public, especially the local communities, both in the assessment of the current situation and the development of the solutions (these face-to-face meetings and other formats of involvement will be organised and financed by the Client). One forum will be organised within one to three months after the contract signing to gather initial input from citizens on the existing situation and preferred solutions. The second forum will be organised four to five months after the contract signing to present possible solutions and gather feedback from the citizens.
- e. The plan must include a separate chapter on the methodology applied during the research phase.
- f. The plan must include a summary in English.
- g. The draft of the plan will need to be submitted to the Client and the municipality for commenting and the consultant must take these comments into account (in accordance with the timeline in section 4).
- h. At least two presentations – one on the draft for collection of feedback and the other on the final plan – to the municipality and the Client will be necessary.

3. Deliverable

The deliverable shall be two written plans supplemented by cartographic materials, to be submitted electronically in original (editable) formats as well as PDF to the Client:

- 3.1. The plans must be in Latvian with summaries in English. Each plan is expected to be approximately 20-40 pages long (not including maps, charts, graphs, etc.).
- 3.2. The work must be executed in close collaboration with the Client and corresponding municipalities, ensuring that feedback is taken into account in the elaboration of the plans as well as receiving support from municipalities in gathering available data needed for the study.
- 3.3. After finalising the review of the existing situation (no later than 15 July 2024), the consultant must submit a draft overview / analysis of the results and meet with the Client to discuss the results so far.
- 3.4. The consultant is expected to produce two drafts and a final version for each plan. The Client and both municipalities will provide comments on the drafts. The Client will be responsible for the proofreading, design and distribution of the publication. The plans will be published, and the consultant should be willing to be mentioned publicly as author of the plans.

3.5. The final version of the work must be submitted to the Client by email (maksis.apinis@bankwatch.org) by 20 December 2024.

4. *Timeline*

<i>Date</i>	<i>Task due</i>
27 March	Publishing the call for consultant
5 April	Deadline for submitting offers
8 April – 19 April	Contract signing; initial coordination call with consultant to discuss general outline of the study
April – June	Data gathering, analysis of existing situation; at least one meeting with citizens within citizen forum on existing challenges
July	Meeting to discuss the preliminary results and next steps
July – October	Preparation of the plans and potential measures; at least one meeting with citizens within citizen forum on proposed solutions
End of October	Presentation of the draft plans to municipalities
End of October	First round of comments
Middle of November	Second draft
End of November	Final round of comments
December	Final version revised un submitted
January 2025	Publication layout and language editing
January 2025	Plans published

5. *Conditions for submitting the tender*

5.1. In the tender, the applicant* must offer the price (including all taxes) for which they are prepared to carry out the work, a description of the proposed methodology, and a description of their experience and education (CV of the author(s)). The description of the proposed methodology of up to two pages should be provided to describe how the consultant plans to gather and analyse data and prepare the proposed solutions.

- 5.2. The tender can be in Latvian or English.
- 5.3. The applicant should have at least second level higher or academic education in environmental or urban planning.
- 5.4. The applicant must have experience in the research work in urban planning, planning of municipal infrastructure and spatial improvement, public involvement as well as in cooperation projects with municipalities.
- 5.5. Tenders will be evaluated on the basis of the following criteria: quality of the description of the method for work execution – 15 per cent, experience of the authors – 35 per cent, price – 50 per cent.
- 5.6. The maximum price threshold is EUR 22 100, inclusive of all taxes.
- 5.7. The tender must be sent to the e-mail address maksis.apinis@bankwatch.org by 5 April 2024. Contact person for questions: Maksis Apinis, tel. +371 29583781, e-mail: maksis.apinis@bankwatch.org

**The applicant can be single legal entity, a single author or a group of authors. If the applicant is a legal entity, the education and experience of the author or authors who will be working on the task need to be listed.*

The project "LIFE RePower the Regions: Ambitious and inclusive clean energy plans for repowering the just transition regions" is co-financed by the LIFE Programme and the Latvian Environmental Protection Fund.