



**Asia-Pacific
Economic Cooperation**

Policy Support Unit Request for Proposals

A Policy Research Project

Shaping the Future through an Asia-Pacific Partnership for Urbanization and
Sustainable City Development

An Activity of the Policy Support Unit

Inquiries may be addressed to:

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Lodgement of Proposals to:

Ms Aveline Low
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Closing Time and Date: 11:59 pm, Singapore time (GMT +8)
24 April 2014

SECTION ONE – PROJECT SPECIFIC TENDER CONDITIONS

1. SERVICES REQUIRED

The nature of the required services (the “**Services**”) is described below in the Terms of Reference in Schedule One.

2. SUBMISSION OF PROPOSALS

The Bidder shall lodge one (1) original and three (3) hard copies of its detailed Proposal. The bidder shall ensure that they are postmarked before the nominated closing time and date. Proposals shall be enclosed in a sealed envelope or package, clearly labeled and lodged via registered mail or courier to the address shown on the cover page of this RFP. Failure to meet this requirement may cause the proposal to be considered as non-conforming. The Bidder shall also ensure that an electronic version of its detailed Proposal is physically received prior to the closing time and date.

Decisions will be taken on the basis of the original hard copy written Proposal. In the event of any discrepancy between the original and copy thereof, information contained in the original shall be accepted as correct and shall prevail over any statements contained in the copies.

3. TECHNICAL PROPOSAL

The Technical Proposal should comprise not more than twenty (20) pages inclusive of tables, diagrams or graphs, but exclusive of the appendix containing team members’ CVs. It must indicate the Tenderer’s nominated contact person and contact details on the cover page. In case of dispute between the electronic and hard copy versions, the hard copy will prevail.

In general, contents of the Technical Proposal should include:

1. Comments on the Terms of Reference
2. Approach and Methodology
3. Brief Review of Relevant Literature
4. Draft Outlines for the Reports
5. Work Plan

A detailed work plan (e.g. a Gantt Chart) should include all major components of the proposed work program and should show dependencies between the various components.

The Work Plan showing exactly which team member(s) will undertake which part(s) of the program must be clearly indicated and may not be varied later without the specific written agreement of the PSU. NOTE: If this aspect is not included, the proposal may be considered to be non-conforming.

4. REQUIRED APPENDIX

The technical proposal must also include the team members’ CVs. A curriculum vitae containing the following information is required for each key team member:

1. name and personal contact details (this can be an email and/or phone number);
2. nationality / country of residence;
3. professional qualifications (if applicable);
4. relevant work experience;
5. relevant research/publications; and
6. the name, postal address, telephone and facsimile number and email address (if possible) of at least two (2) referees.

CVs must be no longer than four (4) pages in length. They must be signed and dated by the proposed team member and include the following certification:

“I, *[insert name]*, declare that:

1. the information provided in this CV is accurate and hereby authorize the APEC Policy Support Unit to make whatsoever inquiries it may consider reasonable and necessary to undertake in the course of the proposal assessment in relation to the information I have provided in this CV or any other matter which may relate to my suitability for the position for which I have been nominated; and
2. I am available to participate in the activity in the role in which I have been nominated in the Proposal for the period or periods indicated in the Proposal.”

5. FINANCIAL PROPOSAL

The Contract will be issued quoting, and all payments made, in Singapore Dollars. Your Financial Proposal should be in Singapore Dollars.

The Financial Proposal must be an unconditional offer, fixed for the duration of the Activity.

Contract payments will be made by transfer to a nominated bank account in home country or overseas as nominated in the Contract.

The Contract will be based on a lump-sum, fixed-price, output-based contract valid for the period of the project. The payment milestones for this project are reflected in Schedule Two.

A breakdown of the proposed budget should also be presented to reflect consultancy fees and administrative support charges, with unit cost and the number of hours/days proposed to be devoted to the project by individuals and in aggregate; travel costs on the basis of economy and discount airfares; accommodation of a reasonable standard agreed by the PSU; publication costs for a report (including distribution); and communication and photocopying.

6. CONSORTIA AND JOINT VENTURES

A signed statement must accompany proposals submitted by an organization in association with other organizations from the principals of each associated organization indicating that they agree to provide the inputs identified in the proposal. A copy of the joint venture agreement must accompany proposals submitted by a joint venture. It should be noted that all members of a consortium must have a role in implementing the project and not be included in name only.

SCHEDULE ONE

APEC Policy Support Unit Terms of Reference
I. Title Shaping the Future through an Asia-Pacific Partnership for Urbanization and Sustainable City Development
II. Aims and Objectives The main objectives of this study are to: (i) understand the current status of urbanization and sustainable city development in APEC region to support in-depth exchange of ideas and mutual cooperation projects under the 2014 APEC priority of “Promoting Innovative Development, Economic Reform and Growth”; (ii) identify opportunities and challenges during the urbanization process which APEC members could leverage as a means to deepen cooperation among APEC members; and (iii) propose recommendations, best practices and possible new platforms where APEC members could build agreement and support for the development of a forward-looking Asia-Pacific partnership for urbanization and sustainable city development.
III. Background More than half of the world’s population lives in cities, and the urban population continues to increase. Urban population is expected to account for 60% of the world’s population in the year 2030 and 70% in 2050. Cities only take up 2% of the world’s land space, but consume 60% to 80% of the world’s energy, accounting for 70% of the global carbon dioxide emissions. Urbanization and sustainable city development involve multiple industries and social sectors, including energy, environment, transportation, education, health, culture, poverty alleviation, etc. Sustainable and healthy development of urbanization is conducive to improving economic efficiency, advancing regional investment, and promoting the accessibility of public service. The urbanization of developing economies and the sustainable city development of developed economies are important catalysts and driving forces of economic development and are closely related to social development and environmental protection. How cities perform and operate holds the key to the final result of sustainable development. Urbanization and sustainable city development is closely associated with the five pillars underpinning the APEC Growth Strategy adopted in 2010, and bears particular relevance to inclusive, sustainable, and innovative growth. In the Bali Declaration in 2013, APEC formally identified urbanization as a new area for the Asia-Pacific’s future economic growth. Member economies have also endorsed urbanization and sustainable city development as an area of cooperation for APEC 2014. Cooperation in this area also relates deeply to the priority area of “Advancing Regional Economic Integration” and offers enormous potential in promoting investments, deeper regional economic integration, and trade, particularly trade in services. Furthermore, urbanization and sustainable city development could facilitate comprehensive connectivity and infrastructure development, and strengthen “soft connectivity” including movement among people. The main purpose of discussing this issue under the priority of “Promoting Innovative Development, Economic Reform and Growth” is to tap urbanization and sustainable city development as a driving force for economic growth across the Asia-Pacific. Given the large demand that can be generated from this process, urbanization and sustainable city development will continue to play a vital role as this region strives to remain an engine for global growth through economic and structural transformation and upgrade.

As the world's most dynamic region for urbanization, the Asia-Pacific is home to a majority of developing APEC members that are experiencing rapid urbanization. This trend, while creating enormous business opportunities, also presents grave challenges for sustainable development. In the meantime, developed APEC members have acquired rich experience in the urbanization process and experienced new urban challenges. Nevertheless, energy and resource conservation, greenhouse gas emissions reduction, and advancement of sustainable development remain challenges for the developed economies. These circumstances have created huge potential of cooperation for APEC members. In recent years, APEC has successfully facilitated cooperation projects under low-carbon model town and smart city and has gathered valuable experience for sharing among member economies.

IV. Tasks

The study is to support the in-depth exchange of ideas and mutual cooperation among APEC economies on urbanization and sustainable city development. Based on the current situation, it shall present both opportunities and challenges of the urbanization process in the Asia-Pacific region, and lay out best practices and valuable lessons that APEC economies could refer to and adopt collectively or individually.

The Consultant is expected to undertake the following in close consultation with the PSU:

1. Present a clear understanding on how urbanization and sustainable city development relate with innovative development, economic reform and growth.
2. Map the current urbanization situation and city development in APEC economies, and identify opportunities and challenges that APEC economies face in terms of urban governance. For example, views on important urbanization-related topics that should be taken into account, such as energy, environment, transportation, education, health, culture, poverty alleviation, among others.
3. Present case studies on policies related to urbanization and sustainable city development which lead to innovative development, and contribute to economic reform and growth.
4. Offer best practices and valuable lessons on urban governance, which improve innovative development and economic growth and are aligned with economic reform.
5. Propose areas and opportunities where APEC economies could share experiences and collaborate, and could develop a forward-looking Asia-Pacific partnership with feasible action plans for urbanization and sustainable city development.

The research methodology should combine both desktop research, and telephone and face-to-face interviews whenever necessary. The consultant must also ensure that the study is well designed to ensure validity and reliability of the findings.

V. Key Deliverables (Outputs)

The study will contain the following specifics:

1. **Inception Report** – defines a clear scope of the study and includes a literature review on the relevant work. The inception report shall provide a detailed and thorough coverage of the urbanization and sustainable city development concept, as well as how they relate with innovative development, economic reform and growth.
2. **Progress Report** – discusses the progress to date, details the research conducted, and highlights any other relevant information. The progress report shall cover the current mapping of the urbanization situation and city development in APEC economies, and identify opportunities and challenges that APEC economies face in terms of urban governance.
3. **Draft Final Report** – contains the results of the study covering the scope of the study as discussed above. The Draft Final Report should also include an Executive Summary, as well as a substantive section on Conclusions and Recommendations, i.e. the best practices and valuable lessons on urban governance and city development, and areas and opportunities where APEC economies could share experiences and collaborate.

4. **Final Report** – incorporates comments from the PSU and other APEC-related reviewers on the Draft Final Report. Any data set resulting from the investigation to deliver the aims and objectives of the study should also be submitted along with the Final Report.

The report must be written in a non-technical manner and be able to explain in layman's terms the project details and findings. Reports and presentation formats must take into account APEC's style guidelines and nomenclature.

VI. Documentation and Other Materials to be Considered

A list of initial references is provided below. Please note that this is by no means exhaustive and the consultant(s) is/are encouraged to add other relevant references that could support their proposal.

1. UNDP (2013), Strategy Paper: Sustainable and Inclusive Urbanization in Asia Pacific, available at: <http://www.undp.org/content/dam/rbap/docs/Research%20%20Publications/poverty/RB-AP-PR-2013-Strategy-Paper-Urbanization.pdf>
2. UN-HABITAT/ESCAP (2010), The State of Asian Cities, available at: <http://www.rrojasdatabank.info/citiesasia1011.pdf>
3. UN-HABITAT (2012), State of the World's Cities 2012/2013: Prosperity of Cities, available at: <http://sustainabledevelopment.un.org/content/documents/745habitat.pdf>
4. UN Department of Economic and Social Affairs/ Population Division (2012), World Urbanization Prospects – the 2011 Revision, available at: http://esa.un.org/unup/pdf/WUP2011_Highlights.pdf
5. ADB (2011), Asia 2050: Realizing the Asian Century, available at: http://www.unido.org/fileadmin/user_media/UNIDO_Worldwide/Asia_and_Pacific_Programme/Documents/AsianDevelopmentBankreport_asia-2050.pdf
6. ADB (2012), The State of Pacific Towns and Cities: Urbanization in ADB's Pacific Development Member Countries, available at: <http://www10.iadb.org/intal/intalcdi/PE/2012/07773.pdf>
7. World Bank (2009), World Development Report: Reshaping Economic Geography, available at: http://wdronline.worldbank.org/worldbank/a/c.html/world_development_report_2009/abstract/WB.978-0-8213-7607-2.abstract
8. World Bank (2013), Planning, Connecting, and Financing Cities – Now; Priorities for City Leaders, available at: <http://siteresources.worldbank.org/EXTSDNET/Resources/Urbanization-Planning-Connecting-Financing-2013.pdf>
9. Emilie Alirol, Laurent Getaz, Beat Stoll, Francois Chappuis, and Louis Loutan (2011), Urbanization and Infectious Diseases in a Globalised World, available at: <http://www2.uah.es/salud-y-enfermedad/pdf/Urbanisation%20and%20infectious%20diseases%20in%20a%20globalised%20world.pdf>
10. ADB and World Bank (2006), Urbanization and Sustainability in Asia: Good Practice Approaches in Urban Regional Development, available at: http://www.google.com.sg/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0CDcQFjAB&url=http%3A%2F%2Fwww.alnap.org%2Fpool%2Ffiles%2Furbanization-sustainability.pdf&ei=KaQmU4W_N8zhrAfbplHoCg&usq=AFQjCNGw9e1zxtyVk3Ez7dkgmnlgWn9Yzw&sig2=Ldugb6HfGRb4xbvC6y7tmq&bvm=bv.62922401.d.bmk
11. IADB, Emerging and Sustainable Cities Initiative, available at <http://www.iadb.org/en/topics/emerging-and-sustainable-cities/emerging-and-sustainable-cities-initiative,6656.html>
12. World Bank (2014), China: A New Approach for Efficient, Inclusive, Sustainable Urbanization, available at http://www.worldbank.org/en/news/press-release/2014/03/25/china-a-new-approach-for-efficient-inclusive-sustainable-urbanization?cid=EAP_ChinaNewsletterEN_M_EXT

VII. Qualifications of Consultant

The consultant will need to supply evidence of the ability and experience to undertake the specified scope of work in this Request for Proposal, including:

1. Being able to demonstrate an understanding of concepts such as:
 - urbanization
 - sustainable city development
 - innovative development, economic reform and growth
2. Previous experience in:
 - research on urbanization and urban governance
 - sustainable city development
 - economic reform and growth
 - innovative development
3. Demonstrated experience and expertise in undertaking consultancy studies/policy related research.
4. Evidence of the capacity to deliver high quality products on time and within budget.

VIII. Special Requirements

The consultant will need to liaise with the PSU Director and Analyst concerning the negotiation of the contract, the implementation process for this project and the outputs generated. This may include meeting certain protocols, taking into account various sensitivities, adhering to a range of guidelines, procedures and processes as well as being aware of the limitations and expectations in APEC.

This project requires analysis across APEC member economies, which could be undertaken in numerous ways. The PSU is open to proposals by single consultants, consulting organizations, consortia of consultants or structures involving a lead consultant, or consulting team, supported by a network of consultants or researchers in several APEC economies.

Responses to this RFP will be considered on the basis of the quality of the proposal submitted as measured by the likelihood of it meeting the project scope and objectives and that the projected cost and quality of output represent value for money.

IX. Project Management /Administration

The project represents an activity of APEC. PSU will engage a suitable and qualified consultant to undertake this research project on the basis of the Request for Proposal and terms and conditions negotiated between the PSU Director and the consultant. In determining these conditions, the PSU Director will take into account the Guidebook on APEC Projects.

The PSU will oversee the day-to-day management of this project and expects to have a high level of involvement in the project.

It is expected that the consultant will liaise with a host of stakeholders in the course of this project.

X. Budget

This is a substantial project and the consultant is required to prepare a detailed itemized budget in submitting their proposal, including a specification of:

1. consultancy fees and administrative support charges, with unit cost and the number of hours/days proposed to be devoted to the project by individuals and in aggregate;
2. travel costs, if necessary, on the basis of economy and discount airfares and reasonable accommodation costs; and
3. report design, communication and photocopying, if any.

Proposal costs are to be presented in Singapore Dollars and should not exceed a total amount of **SGD 25,000**. Proposals above this amount which can provide a detailed justification for a higher cost approach and evidence to demonstrate value for money will not be excluded.

XI. Indicative Project Development and Delivery Schedule

Tasks	Development Period / Delivery date
Deadline – Submission of Proposals	24 April 2014
Review of Proposals	29 April 2014
Contractual negotiations and appointment of consultant	5 May 2014
Research project commences	Upon appointment
Submission of Inception Report	8 May 2014
Submission of Progress Report	13 June 2014
Submission of Draft Final Report	23 July 2014
Consultation with APEC SOM on the Draft Final Report	Late August 2014
Submission of the Final Report	12 September 2014

Please note: the above schedule is indicative only. It may change depending on the exact dates for APEC Committee and fora meetings and other factors.

SCHEDULE TWO

PAYMENT MILESTONES

Total Tender Price (in Singapore Dollars)				\$ 25,000
Disaggregated by Milestones according to PSU's set weightings				
Output Reference in Scope of Services	Brief Description	Means of Verification	% of Total Tender Price	Fixed Price (SGD)
Milestone 1	Submission of Inception report	In accordance with the TOR and PSU's acceptance	10%	2,500
Milestone 2	Submission of Progress report	In accordance with the TOR and PSU's acceptance	30%	7,500
Milestone 3	Submission of Draft final report	In accordance with the TOR and PSU's acceptance	30%	7,500
Milestone 4	Submission of Final report	In accordance with the TOR and PSU's acceptance	30%	7,500
Total Tender Price				\$ 25,000

SECTION TWO – CONDITIONS OF THIS REQUEST FOR PROPOSALS

CONTRACT

If the Proposal of the Bidder is accepted by the PSU Director, the Bidder shall execute a Contract within the time period specified by the PSU Director.

ACCEPTANCE OF PROPOSALS

The PSU Director reserves the right to accept any or no Proposal, or any part or parts of a proposal, at his sole discretion.

ADDENDA TO REQUEST FOR PROPOSALS

The PSU Director may, at his sole discretion, vary the Request for Proposals before the Closing Time.

APEC PREFERENCE PROGRAM

It is the policy of APEC to award contracts to firms from Member Economies when this can be done, consistent with an expectation of efficient performance of the Contract, at prices no higher than are obtainable elsewhere, and which can be done without restricting competition. If subcontractors are used, the Contractor shall use its best efforts to place subcontracts in accordance with this policy.

LANGUAGE

All drawings, documents, information, correspondence, test reports and such like items shall be in the English language.