



Terms of Reference
ICLEI Local Governments for Sustainability
Argentina
Technical Consultant – Pilot 3 (Individual)

1. Details

Requested by:	ICLEI - Local Governments for Sustainability e.V
Location:	Kaiser-Friedrich-Straße 7, 53113 Bonn, Germany
Email:	ecomobility@iclei.org
Date posted:	5 May 2026
Deadline for submission:	5 June 2026
Projected project start:	june / july 2026
Expected duration:	until 31.12.2026, but renewable on a yearly basis twice for a period of 12 months and for a maximum of up to 30 months in total (end 30.06.2028)
Estimated budget:	up to USD 50,000 in total for the 30 months including all local taxes

2. ICLEI – Local Governments for Sustainability

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in over 125 countries, ICLEI works with cities, towns and regions to drive low emission, nature-based, equitable, resilient and circular development.

ICLEI regularly develops project and initiative websites to support communication, visibility and knowledge-sharing with local and regional governments, partners and stakeholders worldwide.

3. Project background

ACCESS - Accelerating Access to Low Carbon Urban Mobility Solutions through Digitalization
ACCESS - Accelerating Access to Low Carbon Urban Mobility Solutions through Digitalization is a project funded by the International Climate Initiative (IKI) of the German Federal Ministry of Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN) and implemented jointly by eight organisations (UN Environment Programme – UNEP, Institute of Transportation and Development Policy - ITDP, Wuppertal Institute for Climate, Environment and Energy – WI, UN Development Programme – UNDP, UN Human Settlements Programme - UN-Habitat, Local Governments for Sustainability - ICLEI, Urban Electric Mobility Initiative – UEMI, and Centro de Movilidad Sostenible - CMS) in six countries in Latin America (Argentina, Brazil, Colombia, Ecuador, Mexico, Peru). The project's goal is to introduce digitalization policies and tools into urban transport systems in order to reduce greenhouse gas (GHG) emissions from the transport sector.



Planned measures are:

- Developing national policies to enable digitalisation of mobility
- Developing local policies and implementing pilots at city level
- Documenting and curating lessons, knowledge, data in order to develop tools and resources to be shared at regional level through capacity building and replication.

In particular, Pilot 3 focuses on the development / enhancement of a platform that enables the generation of Origin-Destination Matrices by exploiting the information generated by e-payment cards (SUBE system data) and other data sources (MaaS apps, telecommunications, etc.) for evidence-based gender-responsive mobility planning. This will be conducted on the basis of the open-source platform [UrbanTrips](#).

UrbanTrips is an open-source library, funded by the Inter-American Development Bank (IADB) that retrieves data from a public transit smart card payment system, infers destination information from each transaction, constructs trip chains for each user, and generates origin-destination matrices and other operational indicators. The library's primary objective is to produce useful inputs for public transit management using minimal data requirements and preprocessing. UrbanTrips is already being used by the national and local authorities in Argentina. However, there is significant room for improvement. Thus, in this Pilot the ACCESS Project aims to identify the improvement needs, to improve features and functionalities accordingly and to test them with the users.

4. Purpose of the call

The purpose of the call is to engage an individual consultant to improve the functionalities of UrbanTrips, ensuring it meets the specific needs of Argentinean national and subnational governments while aligning with ACCESS Consortium requirements. The goal is to provide a robust data analysis platform for evidence-based public policy that meets the project objectives in line with Pilot 3. In addition, the consultant should support the implementation of UrbanTrips in other ACCESS countries.

5. Scope of work

The select consultant will work closely with the ACCESS consortium, mainly the partners involved in the project implementation in Argentina in the execution of the following activities:

- Lead the establishment of a Technical Advisory Group (TAG) with all relevant stakeholders, including the Government of the City of Buenos Aires (GCBA) and the National Secretary of Transportation (ST).
- Develop detailed technical and functional requirements for the enhancement of UrbanTrips based on the scope defined by the ACCESS Consortium (activity to be completed before the start of this engagement).
- Develop these enhancements into UrbanTrips. These enhancements must include functionalities that directly or indirectly contribute to the reduction of GHG emissions, so these reductions can be measured or estimated.



- Provide the list of non-development costs for the implementation of these enhancements (servers, licenses) and support its procurement process
- Test the new structure and functionality with the relevant stakeholders, including users from GCBA and ST.
- Develop training and capacity building materials (manuals, user guides, videos, etc), knowledge products and e-courses to be made publicly available on the ACCESS project platforms.
- Provide training for users from ACCESS Team, GCBA, ST, and relevant stakeholders.
- Support the implementation of UrbanTrips in other ACCESS countries. This includes arranging meetings with government users, evaluating whether UrbanTrips can be implemented in those locations, understanding the data structure, providing support for configuration, mapping and training, and considering team needs and assessing the feasibility of integrating changes into the system. If travel is required, it will be covered by the ACCESS project.
- Ensure the integration of the gender component in the pilot design and implementation, according to the Gender Action Plan developed by the ACCESS project and in collaboration with the ACCESS Consortium.
- Establish KPIs to measure the impacts of the new functionalities, in alignment with the Monitoring and Evaluation framework developed by the ACCESS Consortium.

6. Deliverables

The selected consultant will deliver the following products:

2026:

- A work Plan that clearly describes the tasks, activities and deliverables, as well as the monitoring scheme, throughout the duration of the project.
- A report with the comprehensive assessment of the technical and functional requirements for the enhancement of UrbanTrips.

2027 – 2028:

- A robust data analysis platform for evidence-based public policy, along with the corresponding handbook.
- Trainings for users from ACCESS Team, GCBA, ST, and relevant stakeholders.
- A report documenting the enhancements to UrbanTrips.



- Record of the interactions and activities conducted with the ACCESS Team, TAG, GCBA, ST, and relevant stakeholders.

7. Roles and collaboration

ICLEI and other ACCESS consortium partners will:

- Provide content, branding materials and feedback
- Ensure timely communication and approvals
- Support the interaction with relevant stakeholders to provide the data required for the replication of UrbanTrips in other ACCESS countries.

The selected consultant will:

- Provide a development or staging environment
- Work iteratively with ICLEI and other ACCESS consortium partners, as well as other relevant stakeholders when needed
- Propose a clear and lightweight project management approach
- Adhere to all relevant ICLEI and ACCESS guidelines, policies, and standards throughout the assignment.

8. Reporting requirements and management

- The selected consultant will report directly to ICLEI and consortium partners
- Regular virtual meetings will be scheduled to discuss progress, address challenges, and plan upcoming activities.
- All final deliverables should be submitted electronically in editable formats as well as PDF version where appropriate.

9. Proposal submission and evaluation

Interested consultants are requested to submit:

- Curriculum Vitae
- A short technical proposal outlining approach and experience
- Examples of similar systems / softwares developed, with screenshots of the backend interface, if possible



- A clear cost breakdown
- Estimated timeline

10. Evaluation criteria

Proposals will be evaluated based on the following criteria:

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| • Cost effectiveness: | 30% |
| • Clarity and simplicity of the proposed solution: | 25% |
| • Relevant experience with similar tools and projects: | 35% |
| • Ease of long-term maintenance: | 10% |

The evaluation of the bids submitted to this ToR will be led by ICLEI but might also include other organizations that are part of the project ACCESS. In this context, applicants are made aware that by submitting a bid they consent that their personal data might be shared by ICLEI with those external organizations for the sole purpose of the selection of the best bidders and will then be stored for a duration which cannot exceed the date of conclusion of the final audit of the project.