



ANALYST UNDP
PROGRAMME AND POLICY
RASHA CHODIBAEVA

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
Resilient nations.

Date: 26/03/2019

Reference No.: IC IFI 01/19

Country: KYRGYZSTAN

Description of the assignment: International Consultant on development of co-financing mechanism for preparation of a feasibility study of investment projects and investment projects

Project name: Strengthening capacities for sustainable development finance in the CIS region (00107048)

Period of assignment/services (if applicable): May – June 2019 (40 effective person days)

Proposal Address	Submission	E-mail: tender.kgz@undp.org Subject: <u>IC IFI 01/19 “International Consultant on development of co-financing mechanism for preparation of a feasibility study of investment projects and investment projects”</u> Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission		Date and Time: 26 April 2019 2019, 14:00 pm (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals		<input checked="" type="checkbox"/> Electronic submission of Bid ^[1] , please refer to Conditions and Procedures for electronic submission and opening.
Conditions and Procedures for electronic submission and opening		<input checked="" type="checkbox"/> Official Address for e-submission: tender.kgz@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only. <input checked="" type="checkbox"/> Max. File Size per transmission: 10 MB; <input checked="" type="checkbox"/> Max. No. of transmission: unlimited <input checked="" type="checkbox"/> Mandatory subject of email for the Technical proposal: <u>IC IFI 01/19 “International Consultant on development of co-financing mechanism for preparation of a feasibility study of investment projects and investment projects”</u> <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission; <input checked="" type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6); Instruction for Electronic Submission The Proposer may choose to submit the proposal by e-mail to tender.kgz@undp.org . Having prepared the Proposal in paper format the entire Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above: procurement.osh@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Eurasian Development Bank (EDB, Bank) was established to promote economic growth, expand trade and economic relations and support integration into EAEU. Today, Eurasian Development Bank provides financing on terms that have a number of competitive advantages in the region. Bank can provide loans for a period of up to 25 years, it can also provide its customers with grace periods for the payment of interest and principal debt, subordinated loans to borrowers and participate in capital. It has a wide range of

^[1] Ssecurity features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

financial products for clients to pay urgent interest, fund formation of reserve accounts, funds of which can be used to finance current project budget deficit, for example, at its investment stage. The Bank provides financial assistance to investment research and innovation at international, state and industry levels, aimed at strengthening market infrastructure and ensuring sustainable economic growth in member countries. In addition, EDB works with project financing at the earliest stages of their preparation, helping clients to structure the project correctly, conduct necessary industry, marketing, technology, environmental and other research. For this support, a Technical Assistance Fund (TAF) has been established in the EDB, at the expense of which the Bank supports its clients in preparation of investment projects.

In its activities, EDB develops cooperation with international financial institutions World Bank, Asian Development Bank, European Bank for Reconstruction and Development, Asian Infrastructure Investment Bank, New Development Bank in the form of co-financing projects, exchanging information, and introducing best international corporate governance practices with UN agencies (UNDP, UNIDO, FAO, UNECE, UNESCAP, UNEP).

There is a critical problem which limits availability of funding from EDB with an aim to develop in the Bank's member states - lack of experience and technical capacity of potential beneficiaries in preparing sound project proposals, preparing feasibility studies for financing by international financial institutions.

In this regard, within the framework of Activity 2 of the UNDP Project "Strengthening Capacities for Sustainable Development Finance in CIS Region", co-financing of preparation of projects' feasibility studies at the expense of UNDP and TAF EDB is planned. For implementation of this event and subsequent financing of investment projects it is necessary to develop a Co-financing Scheme:

- preparation of feasibility studies of projects between UNDP and EDB, as well as EDB and other international organizations and financial institutions;
- investment projects, EDB with international financial institutions, development banks, funds, including Green Climate Fund.

2. OBJECTIVE

Creation of co-financing mechanism for preparation of feasibility studies of projects between UNDP and EDB, EDB and other international organizations and financial institutions, as well as other international financial organizations and institutions with co-financing of investment projects.

3. SCOPE OF WORK

Consultant will carry out his work under the direct supervision of an authorized EDB officer, who will accept and approve results of Consultant's work. On behalf of UNDP, under the direct supervision of Political Analyst/Program Leader of Sustainable Economic Growth and Project Coordinator of "Strengthening Capacities for Sustainable Development Finance in CIS Region" project.

Main tasks of the expert:

1. Development of a co-financing mechanism for preparation of feasibility studies of projects between UNDP and EDB, as well as EDB with other international organizations and financial institutions.
2. Development of a co-financing mechanism for investment projects of EDB with international financial institutions and organizations, development banks, funds, including Green Climate Fund.

Scope of work:

1. Studying procurement procedures of UNDP and EDB for co-financing preparation of feasibility studies of projects
2. Studying procurement procedure of international financial institutions and organizations for co-financing preparation of feasibility studies
3. Studying procurement procedure of international financial institutions and organizations for co-financing investment projects
4. Studying accreditation procedures in Green Climate Fund
5. Preparation of final report in the framework of Terms of Reference.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Higher education in economics or finance, PhD is an asset;
- At least 5 years of experience in preparing feasibility studies, investment projects and transaction structuring;

- At least 5 years of experience in working with international financial institutions, organizations, funds, development banks;
- Excellent knowledge of Russian, Knowledge of English is an advantage.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Confirmation of Interest and Submission of Financial Proposal as per template;
2. Current, complete and signed P11 form or CV
3. Copy of Passport
4. Copy of Diploma(s)

6. FINANCIAL PROPOSAL

Lump sum contracts:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

Preferred currency of proposal: USD

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

7. TRAVEL REQUIREMENTS

The assignment includes a requirement for a trip to the city of Almaty for 6 days:

#	Destination point	# number of travels	# number of nights
1	Almaty, Kazakhstan	2	6

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

8. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 points in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant.

Eligibility Criteria	
1	Higher education in economics or finance

2nd stage: Technical Evaluation/ Interview

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical:	70%	700
Education:	5 %	Maximum 50 points, including:
PhD in economics or finance	5%	50
Experience, including:	60 %	Maximum 600 points, including:
At least 5 years of experience in preparing feasibility studies, investment projects and transaction structuring	40%	300
(20 points each additional year of experience but not more than 100 points)		100
At least 5 years of experience in working with international financial institutions, organizations, funds, development banks	20%	100
(20 points each additional year of experience but not more than 100 points)		100
Skills, including:	5 %	Maximum 50 points, including:
Excellent knowledge of Russian language 50 points- fluently 0 points – not fluently	4%	40
Additional requirements: Knowledge of English is an advantage	1%	10
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.		
Financial	30%	300

3rd stage: Financial evaluation (according to the method described above).

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

ANNEXES:

ANNEX 1- INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – P11 FORM

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITION