

Terms of Reference
for provision of services for the preparation of the legal and practical framework for the implementation
of forest carbon projects in Kazakhstan with the participation of foreign investors

Position:

International expert in the field of forest carbon projects

Language requirements:

Russian, English

Project title:

00108641 "The Biodiversity Finance Initiative - BIOFIN"

Type of contract:

Individual contract

Place of work:

Home-based. Trips according to the schedule in the ToR.

Contract duration: May 2019 - April 2020 (100 working days)

Deadline for application: 2 May 2019, 17.00 Nur-Sultan time

Project description:

a) Project content, basic information and objectives

"The Biodiversity Finance Initiative - BIOFIN" Phase II is implemented by the United Nations Development Programme with financial support from the Government of Germany and the Government of Switzerland. BIOFIN provides countries with a methodology that shows innovative steps to measure current biodiversity expenditures, assess financial needs, identify the most appropriate finance solutions and advise on how to implement these mechanisms to achieve national biodiversity goals.

The work in the second phase will be aimed at testing six finance solutions - (1) subsidizing game breeding, (2) creating tax incentives for the development of ecotourism, (3) increasing the potential of protected areas to improve funding, (4) biodiversity offsets, (5) carbon offsetting through the national greenhouse gas emission trading system (ETS) and (6) attracting foreign investment to implement projects on the absorption of greenhouse gases by forest ecosystems.

The introduction of new finance solutions will be based on changing existing and preparing new legal norms, testing and studying the experience of other countries, building the capacity of industry experts, providing extensive information on the issues and opportunities for financing biodiversity. Financial mechanisms include the promotion of gender equality and the empowerment of women as a result of implementation, as far as is relevant and possible within the project.

b) Context of required services

Foreign investors express a great interest in financing sustainable forest management projects to offset their carbon footprint. Foreign investment is attractive for the Kazakhstani forest sector due to limited funding and a small national carbon emissions trading market. The forests of Kazakhstan are state-owned, financed from the state budget with a deficit of more than 35%.

The mechanism “Creating an enabling environment for attracting carbon offsets from the international market, multinational enterprises operating in the country” suggests that forest carbon projects will be developed in accordance with international standards and implemented by foreign investors, and also that the investors' financial resources will be straightly directed towards the conservation of forest biodiversity, increase of the area of forests and improvement of forest management. Therefore, the sustainability of this work can be achieved by: 1) improving the legal framework as part of the new edition of the Environmental Code of the Republic of Kazakhstan that is currently being developed and 2) creating a practical basis on the example of a pilot forest carbon project.

During the BIOFIN Phase I, experts have already identified several areas for the implementation of forest carbon projects in Kazakhstan, as well as developed drafts of a methodology for assessing greenhouse gas absorption in forest carbon projects, guidelines for the development and implementation of forest projects in Kazakhstan (according to the Kyoto requirements), requirements for companies carrying out validation and verification of forest carbon projects in Kazakhstan. These documents are under consideration by the authorized state bodies.

c) Relevance and purpose of the necessary work in the context of the project

At this stage, high interest of foreign investors is attracted by the projects that do not pursue the goal of selling deposited carbon from the forests created. However, when the need arises to sell forest carbon units, there should be a legal basis and examples for replication. This explains the **relevance** of the work, i.e., it is necessary to increase the potential of the legislation and its consolidation by international standards; expert capacity building through the demonstration of pilot projects for offsetting greenhouse gas emissions through forest carbon projects. The **purpose** of this work is to create a legal and practical basis for the implementation of forest carbon projects with the participation of foreign investors.

d) Stakeholders and beneficiaries:

- Forestry and Wildlife Committee of the Ministry of Agriculture of the Republic of Kazakhstan, <http://fhc.kz>
- Ministry of Energy of the Republic of Kazakhstan, <http://kz.energo.gov.kz>
- Zhasyl Damu JSC, <http://zhasyldamu.kz>
- Akimats,
- Biodiversity Conservation Fund of Kazakhstan, <http://www.fsbk.kz>

Scope of work:

The introduction of the financial mechanism “Creating an enabling environment for attracting carbon offsets from the international market, multinational enterprises operating in the country” will be carried out by the national and international level experts. The international expert will act as the team leader and coordinate the work of the team.

Based on the goal, the scope of work will be aimed at improving the legislative framework and testing the financial mechanism using the example of a pilot project.

1. Selection of a pilot project and testing of a financial mechanism on the example of the pilot project:
 - Identification and determination of at least 10 forest carbon projects, including regions, planting, care and monitoring technologies;
 - Collection, processing and consolidation of data, preparation of quantitative, qualitative parameters, time frame for creating an umbrella project. In the course of the work, visits to Nur-Sultan, as well as to the East Kazakhstan, Pavlodar, Karaganda, Almaty, Turkestan, Kyzylorda and Atyrau regions of Kazakhstan are intended for target meetings with representatives of

forestry institutions, natural resources and environmental management departments, akimats and independent forest experts.

- Determination of the amount of funding for each project and the expected effect on the absorption of emissions;
 - Preparation of Project Identification Forms (PIF);
 - Development of a project design document (PDD), logical framework and monitoring plan, the estimated amount of absorption for projects;
 - Expert support of project launch.
2. Integration of international standards into national legislation and preparation of relevant regulatory documents:
- Study of new trends, standards and preparation of methodological guidelines for the development and implementation of forest carbon projects in the Republic of Kazakhstan with possible use within the national emissions trading system;
 - Preparation of norms (articles) for the new Environmental Code of the Republic of Kazakhstan regarding the integration of forest specificity into the functioning of the national emission trading system.

Expected results:

Nº	Results	Duration of the tasks' implementation	Completion date	Necessary alignments and approvals
Selection of a pilot project and testing of a financial mechanism for the pilot project:				
1.	Targeted trips to Nur-Sultan, Pavlodar, East Kazakhstan, and Turkestan regions carried out to collect information and meet the stakeholders. The result is travel reports.	20 days	from May 20 to July 20, 2019	Biodiversity Project Manager
2.	At least 10 forest carbon projects identified in the regions of Kazakhstan based on the collected data. The result is a report. Project Identification Forms (PIF) prepared for each project.	15 days	August 5, 2019	Financial Mechanisms Expert
3.	Project design documents (PDD), a logical framework and a monitoring plan, the estimated amount of absorption for the projects are prepared.	30 days	November 15, 2019	
Integration of international standards into national legislation and preparation of relevant regulatory documents:				
4.	Draft articles (norms) prepared for a new Environmental Code of the Republic of Kazakhstan regarding the integration of forest specificity into the emission trading system and the import of forest carbon units. The result is a report.	18 days	June 13, 2019	

5.	A methodological guide prepared for the development and implementation of forest carbon projects taking into account the REDD + standards. The result is a methodical guide.	15 days	February 5, 2020	
6.	The results of the work presented to stakeholders during the target workshops of the BIOFIN project.	2 days	March 25, 2020	

Institutional Mechanism (Accountability and Interaction):

- In the course of their work, the international expert is accountable to the UNDP biodiversity project manager and financial mechanisms expert. All actions related to the performance of this work must be coordinated with the indicated persons;
- Requested documents must be submitted in accordance with the deadlines indicated in the "Expected Results" section. Upon completion of the contract term and performance of work, the international expert, as necessary and on the terms of the Project Team, participates in thematic workshops, discussions and meetings;
- The international expert ensures timely and rational planning, implementation of activities and achievement of results in accordance with the ToR;
- The international expert conducts discussions with the project team during the entire contract period through work meetings, online conferences;
- The international expert has no right to disseminate, transmit data, materials, reports, presentations, reports collected / prepared within the framework of the ToR without the permission of UNDP;
- Reports and materials should be submitted on an electronic medium in the format adopted by UNDP projects (font used: Times New Roman 12) in Russian;
- The international expert is responsible for the accuracy of the presented calculations, data within the framework of the ToR. Therefore, in the course of the work, the international expert should meet and interact through official requests, work meetings with all target groups on which the results of the work depend.

Duration of work:

- The total duration of work is 100 (one hundred) days within 12 (twelve) months from the date of signing the contract. The planned completion date is April 30, 2020;
- Presented results are agreed upon in accordance with the expected results specified in this ToR within 5 working days by e-mail;
- In case of poor quality of work of the international expert, UNDP reserves the right to terminate the contract unilaterally. Therefore, the work must be performed in a quality and timely manner, as required by the contract;
- The UNDP project reserves the right to make changes to the Terms of Reference and Design Specification that do not affect the overall nature of the work.

Duty station:

Home-based with the trips to Kazakhstan.

№	Itinerary	Number of trips	Number of days
1.	Duty staion – Nur-Sultan - Shymkent - Turkestan - Shymkent - Duty station	1	5
2.	Duty station - Nur-Sultan - Pavlodar - Ekibastuz - Aksu - Nur-Sultan - Duty station	1	5
3.	Duty station - Nur-Sultan - Ust-Kamenogorsk - districts - Ust-Kamenogorsk - Nur-Sultan – Duty station	1	8
4.	Duty station - Nur-Sultan – Duty station	1	2
	Total:		20 days

Competencies:

- Researches best practices and poses new, more effective ways of doing things, documents innovative strategies and new approaches;
- Strong skills in writing submissions and reports;
- Excellent oral and communication skills;
- Demonstrable analytical skill

Expert's Qualification:

- Higher economic and / or environmental and / or technical education;
- Not less than 5 years of international experience on the issues of forestry, biodiversity and climate change;
- Expertise in development and implementation of forest carbon projects, not less than 2 projects, in other countries, including CIS countries;
- Work experience in state and international organizations, research institutes, social organizations, public / private companies in the profile of economic research, forecasting, environmental and economic modeling for at least 15 years;
- Knowledge of the norms of international climate agreements;
- Expertise in formulating low carbon development concept papers;
- Expertise in the preparation of analytical reports;
- Publications, articles according to the ToR thematic in Russian and English.

Price offer and payment schedule:

- This contract is concluded for a fixed amount, including the cost of consultation services and travel;
- Payment is made by tranches upon satisfactory completion of the full scope of work for the ToR and authorization of the results by the UNDP biodiversity conservation project manager.

Recommended proposal presentation:

The following documents to be attached to the Offer (max size 9 Mb)* should be sent to procurement.kz@undp.org indicating **Ref.2019-011** in the e-mail subject not later than **2 May 2019, 17:00 of local time:**

- A duly drafted Offeror's letter confirming interest and readiness for the assignment in accordance with the UNDP template;
- Detailed personal CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) of the Offeror ;

- c) Financial proposal, including the fixed total contract value, with a breakdown of costs according to the above listed tranches' schedule.

There should be max 3 e-mail transmissions. Please indicate **Ref-2019-011** in the e-mail subject and the e-mail order.

Evaluation (Criteria for Selection of the Best Offer): Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant 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.

*Technical evaluation: 70%

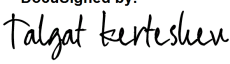
*Financial evaluation: 30%


Only candidates obtaining a minimum of 70% of the technical points (350) would be considered for the Financial Evaluation.

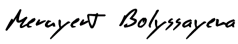
Criteria	Weight	Max. Point
<i>Technical</i>		
Higher economic and / or environmental and / or technical education; - Bachelor degree – 70 scores; - Master's degree – 80 scores; - PhD doctor – 100 scores	20%	100
Not less than 5 years of international experience on the issues of forestry, biodiversity and climate change - Min. 5 years – 52,5 scores; - 6-7 years – 60 scores; - more than 8 years – 75 scores	15%	75
Expertise in development and implementation of forest carbon projects, not less than 2 projects, in other countries, including CIS countries - Min. 1 project – 52,5 scores; - 2-3 projects – 60 scores; - More than 4 projects – 75 scores	15%	75
Work experience in state and international organizations, research institutes, social organizations, public / private companies in the profile of economic research, forecasting, environmental and economic modeling for at least 15 years; - min. 15 years of experience – 70 scores;	20%	100

- 15-20 years of experience – 80 scores; - more than 20 years of experience – 100 scores		
Expertise in formulating low carbon development concept papers and in the preparation of analytical reports	15%	75
Publications, articles on the topic of the ToR in Russian and English.	15%	75
<i>Общий балл технической оценки:</i>	<i>100%</i>	<i>500</i>

Approval:

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