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TERMS OF REFERENCE

Project Name	Partnership Action for Green Economy (PAGE)
Short Title of Assignment:	National Consultant on Green Economy
Duty Station:	Bishkek, Kyrgyz Republic
Type of Contract:	Individual Contract
Duration of Contract:	70 working days during September – December 2019

BACKGROUND

Since 2016, the Kyrgyz Republic has been a member of the Global Partnership for Action on Green Economy (PAGE), a joint initiative of five UN agencies - UNDP, UNEP, ILO, UNIDO and UNITAR. The objectives of the initiative are to support the transition of the Kyrgyz Republic to a green economy, which leads to increased welfare and social justice, while significantly reducing environmental risks and environmental imbalances. The partnership does this by providing technical and financial support for analysing the possibility of a green economy, reforming policies in all sectors of the economy, and creating individual and institutional capacity for sustainability. The Ministry of Economy is the main coordinating state body in the implementation of PAGE in the Kyrgyz Republic.

UNDP in the Kyrgyz Republic is seeking for the services of the short-term National Consultant on Green Economy to provide support in the implementation of PAGE activities in Kyrgyzstan.

OBJECTIVE

The objective of the assignment is to assist UNDP-Kyrgyzstan Country Office and the Ministry of Economy of the Kyrgyz Republic to deliver a set of coherent interventions in the implementation of PAGE activities in Kyrgyzstan.

SCOPE OF WORK

Under overall guidance of UNDP Assistant Resident Representative (Programmes) and direct supervision of Team Leader/Sustainable and Inclusive Economic Growth Portfolio, the National Consultant on Green Economy will focus on the following key tasks:

- Lead consultations with the national and international development partners on green economy, key PAGE counterparts, including UNEP, UNDP curators at HQ level, representatives of participating UN agencies, PAGE National Coordinators and PAGE Secretariat to collect recommendations to the formulation of PAGE Annual Work Plan for 2020;
- Draft UNDP full set of PAGE Annual Work Plan for 2020, budget, implementation indicators, and supporting plans (gender, procurement, communication, M&E);
- Support, in coordination with the national and international development partners on green economy, organization of annual Green Economy Week 2019 in Kyrgyzstan (co-organized by the Ministry of Economy, UNDP and GIZ);
- Support to the Ministry of Economy in organization of PAGE Project Board (1 board meeting, preliminary in November 2019)
- Support PAGE country level advocacy and communication, including drafting regular updates to PAGE web-site;
- Maintain regular communication and coordination with key PAGE counterparts, including UNEP, UNDP curators at HQ level, representatives of participating UN agencies, PAGE National Coordinators and PAGE Secretariat;
- Maintain timely substantive and operational delivery of PAGE activities in the AWP 2019, including the development of TORs for consultancy assignments and facilitation of procurement processes;
- Prepare inputs to UNDP ROAR 2019 and Annual PAGE Progress reporting;
- Prepare at least two concept notes for resource mobilization on green economy.

FINAL DELIVERABLES

PRODUCTS	QUALITY CRITERIA	DEADLINE	PAYMENT STRUCTURE
<ul style="list-style-type: none"> • Consultations with the national and international development partners on green economy, key PAGE counterparts, including UNEP, UNDP curators at HQ level, representatives of participating UN agencies, PAGE National Coordinators and PAGE Secretariat maintained to collect recommendations to the formulation of PAGE Annual Work Plan for 2020; • Draft UNDP full set of PAGE Annual Work Plan for 2020, budget, implementation indicators, and supporting plans (gender, procurement, communication, M&E) prepared, consulted with the national and international PAGE partners and participating agencies and finalized for final endorsement; 	The AWP 2020 is built on key priorities of National Green Economy Programme 2019-22	By mid-October 2019	40%
<ul style="list-style-type: none"> • Support to the organization of annual Green Economy Week 2019 in Kyrgyzstan (co-organized by the Ministry of Economy, UNDP and GIZ) is provided in close coordination with PAGE partners; • Support to the Ministry of Economy in organization of PAGE Project Board (1 board meeting, preliminary in November 2019) provided; 	Green Economy Week benefits from high attendance of key state decision makers and wide range of GE partners	By 5 th of December 2019	60%

<ul style="list-style-type: none"> • Support to PAGE country level advocacy and communication (including drafting regular updates to PAGE web-site) provided; • Regular communication and coordination with key PAGE counterparts, including UNEP, UNDP curators at HQ level, representatives of participating UN agencies, PAGE National Coordinators and PAGE Secretariat maintained to keep everybody informed on PAGE progress; • Timely substantive and operational delivery of PAGE activities in the AWP 2019, including the development of TORs for consultancy assignments and facilitation of procurement processes managed; • Inputs to UNDP ROAR 2019 and Annual PAGE Progress reporting prepared; • At least two concept notes for resource mobilization on green economy prepared upon discussion with partners. • Final report about substantive and operational delivery of PAGE activities in the AWP 2019, including: <ol style="list-style-type: none"> 1. Report on organization of Green Economy Week in Kyrgyzstan 2. Protocol on organization of the PAGE Project Board (Agenda, list of participants with contact details, letter of invitation, minutes) 3. Inputs to UNDP ROAR 2019 and Annual PAGE Progress reporting 4. Recommendations on priority actions. 	<p>PAGE Project Board approves AWP 2020 and results of PAGE implementation in 2019</p> <p>Key remaining procurements under PAGE AWP 2019 operationalized</p> <p>Recommendations on priority actions on PAGE represent clear road map to the way forward in 2020</p> <p>Inputs to ROAR 2019 and Annual PAGE Progress report are results and impact based, and highlight key PAGE achievements.</p>		
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REPORTING REQUIREMENTS

Reports on the achieved results stating all actions taken during the assignment are to be submitted in agreed format after each deliverable and according to schedule. Reports should be submitted for approval by Sustainable Economic Growth Team Leader and serve as a justification for payments. The Certifying officer is Sustainable Economic Growth Team Leader.

QUALIFICATION REQUIREMENTS

- University degree or equivalent in social sciences;
- Minimum 5 years of relevant development experience at the national or international level of working on climate change/ green economy / energy or related issues;
- 2 years of relevant experience in managing/ coordinating projects and hands-on experience in design, monitoring and evaluation of development projects;
- Experience of work with SDGs and their application at the national level is an asset;
- Excellent knowledge of Russian, English. Knowledge of Kyrgyz is an advantage.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travels and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

TRAVEL REQUIREMENTS

The assignment does not envisage travels.

SECURITY CLEARANCE

The Consultant/Contractor will be requested to undertake the BSAFE training. These requirements apply for all Consultants, attracted individually or through the Employer.

SCOPE OF PRICE PROPOSAL

Preferred Currency of Offer: United States Dollars (US\$)

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 affect 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>

UNDP INPUT

Security charges are not applicable.
