

## TERMS OF REFERENCE

### NATIONAL LEAD CONSULTANT - TECHNICAL SUPPORT TO THE KYRGYZ GCF FORMULATION PROCESS

<b>Project Name</b>	The UNDP Project "Enhancing access to climate finance in the ECIS countries" (00106242)
<b>Short title of Assignment:</b>	National lead consultant - technical support to the Kyrgyz GCF formulation process
<b>Duty station:</b>	Bishkek based with a travel to Osh
<b>Duration of Contract:</b>	40 effective person-days within November- December 2019

## BACKGROUND

As a result of consultations with the GCF National Designated Authority (NDA) in the Kyrgyz Republic as represented by the State Agency on Environment Protection and Forestry (SAEPF), UNDP in the Kyrgyz Republic was requested to assist in the development of a climate change proposal for the subsequent submission for review and approval to the Green Climate Fund (GCF.) An International Consultant, jointly with the National Consultants had been engaged to work on the initial outline of the Funding Proposal (FP) and the Feasibility Study (FS) during which a preliminary study, as well as a number of research/working papers had been drafted. As a result of intense internal deliberations and consultations with the government, the initial Concept of the UNDP GCF project was developed and redesigned. An updated Project Concept Note was developed that aims to address resilience in the South of Kyrgyzstan to climate risks, with focus on protecting irrigation infrastructure and irrigation networks from mudflow risks.

## OBJECTIVES

The objective of the assignment is to provide technical and domestic level coordination support to the lead international consultant and the rest of the expert team in the development of a Funding Proposal to the GCF.

## SCOPE OF WORK

The National Consultant will work under direct supervision of the UNDP CO ARR and its Team Leader on Environment and Disaster Risk Management, and in close day to day interaction and coordination with an International GCF project development, with the following breakdown of tasks:

1. Review all the collected data, as well as available papers and reports, including an updated FS outline and FP Logframe, in close interaction and coordination an International Consultant and the UNDP Team; support with collecting relevant information and assessments, as may be required by the lead international consultant and the CO;
2. When needed and with the support a lead international consultant and CO, liaise with major potential national partners and institutions, as well as with the local and district authorities of the expected pilot areas of the future GEF project;
3. With guidance from the CO and the lead GCF international consultant, support, as necessary, conceptualization of the planned UNDP interventions in terms of establishing networking and partnerships in order to build a solid project proposal;
4. Draft ToRs for the rest of the national expert(s) Team and entities (if applicable), based on the products/deliverables produced by the lead GCF International consultant;
5. With the CO lead, coordinate work of the rest of the national consultants, ensuring coherence and common approaches to work;
6. At the request of the GCF lead international consultant and the CO lead, present the drafted documents to the national partners, for the discussion and feedback, in line with national ownership, and to ensure that national priorities and needs are well and properly reflected.

## FINAL PRODUCTS

	PRODUCT	TERMS	PAYMENT STRUCTURE
1.	Submission of an interim report, detailing progress on supporting the work of the GCF lead international consultant and the CO in relation to the development of a Funding Proposal to GCF;	By 1 December, 2019	50%
2.	Submission of a final report, with all annexes and attachments (e.g. meeting Minutes, protocols, next steps and other data) in support of the work done by the GCF lead international consultant and the CO in relation to the development of a Funding Proposal to GCF;	By 25 December, 2019	50%

## REPORTING

- The Consultant will be submitting the reports based on the results achieved in agreed format stating all actions taken during the assignment in Russian;
- Report in Russian to be submitted after each deliverable result achieved according to schedule to UNDP;
- All information should be provided in electronic versions;
- The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;
- The Consultant will submit interim and final reports for approval of the UNDP CO Team Leader on Environment and Disaster Risk Management which will serve as a justification for payments;
- All materials produced by the Consultant are the property of the UNDP, and before its publication can only be used in coordination with the UNDP.

## QUALIFICATION REQUIREMENTS

- Master's degree in environment/ economics/ sustainable development or relevant fields;
- At least 10 years of professional experience in environment and/or climate change issues;
- Must have taken a lead role in the development of at least 2 project documents and/or strategic documents related to climate change issues;
- Language skills: Knowledge of Russian and English.

## TRAVEL REQUIREMENTS

This assignment is home based with a travel to a South Province of the Kyrgyz Republic:

- 1 travel to Osh, 2 overnights;

Local transportation will be provided by UNDP as part of the missions.

The mission dates will be agreed upon with UNDP in consultation with national partners from the Government of Kyrgyz Republic and the UNDP mission's needs.

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.

## UNDP CONTRIBUTION

UNDP will provide the Consultant with the following, needed for effective and timely implementation of the assignment tasks:

- Contact details of stakeholders;
- Provide logistical support during accordingly agreed with UNDP workshops and arranging meeting
- Office desk in UNDP PMU office with computer equipment and relevant office furniture;
- Access to office premises, internet and other office equipment (e.g. printer, scanner, copier etc.);
- Project-related documentation (e.g. Project Document, AWP, reports etc.) necessary for ToR implantation;
- Security charges - applicable.

### ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR

#### **Statement of Medical Fitness for Work.**

Individual Consultants/Contractors whose assignments require travel 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.

### SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS Contracts based on lump-sum

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. 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 two breakdowns of this lump sum amount (including travel, per diems, and number of anticipated working days).

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

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>

#### **Security Clearance.**

The Consultant should undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.