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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15/05/2015

**Country:** KYRGYZSTAN/PMU 15/052

**Description of the assignment:** International Consultant for Terminal Evaluation

**Project name:** UNDP/GEF “Management and Disposal of PCBs in Kyrgyzstan”

**Period of assignment/services:** Estimated 20 working days during June 2015, including field mission to Kyrgyzstan (5 working days)

<b>Proposal Submission Address</b>	UNDP PMU office, 101/1, Manas avenue, room 709, 6th floor, Bishkek, Kyrgyzstan Subject: PMU 15/052: “International Consultant for Terminal Evaluation”.  <b>Incomplete proposals will be rejected at the moment of evaluation!</b>
<b>Deadline of Submission</b>	Date and Time : <b>25 May 2015, 15:00 (+6 GMT, Bishkek time)</b>
<b>Allowable Manner of Submitting Proposals</b>	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Electronic submission of Bid <sup>[1]</sup>
<b>Conditions and Procedures for electronic submission and opening</b>	<input type="checkbox"/> Official Address for e-submission: <a href="mailto:procurement@pmu.undp.kg">procurement@pmu.undp.kg</a> <input type="checkbox"/> Free from virus and corrupted files <input type="checkbox"/> Format: PDF files only. The Proposal should be protected with separate password (please see instructions on <a href="http://www.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf">http://www.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf</a> ) <input type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in Section “Instruction for Electronic Submission” below <input type="checkbox"/> Max. File Size per transmission: 10 MB;

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

	<input type="checkbox"/> Max. No. of transmission: unlimited  <input type="checkbox"/> Mandatory subject of email for the Technical proposal: "International Consultant for Terminal Evaluation". <input type="checkbox"/> Virus Scanning Software to be Used prior to transmission; <input type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6); <b><u>Instruction for Electronic Submission</u></b> The Proposer may choose to submit the proposal by e-mail to <a href="mailto:procurement@pmu.undp.kg">procurement@pmu.undp.kg</a> . Having prepared the Proposal in paper format the entire Technical Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s). Please set-up a <b>password</b> to secure your Technical Proposal which the Proposer should provide via e-mail <b>on 25 May 2015, from 15:00 to 16:00 local time (GMT+6).</b>
Date, time and venue for opening of Proposals	Date and Time: <b>25 May 2015, 16:00 local time (GMT+6)</b> Venue : UNDP PMU office, 101/1, Manas avenue, room 709, 6th floor, Bishkek, Kyrgyzstan

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above [procurement@pmu.undp.kg](mailto:procurement@pmu.undp.kg). 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

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of "Management and Disposal of PCBs in Kyrgyzstan" Project (PIMS #4101).

### 1. MAIN OBJECTIVES OF THE PROPOSED ANALYTICAL WORK.

The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects, in the GEF Monitoring and Evaluation policy: [http://www.thegef.org/gef/sites/thegef.org/files/documents/ME\\_Policy\\_2010.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/ME_Policy_2010.pdf) and guidelines for conducting evaluations: [www.thegef.org/gef/node/1905](http://www.thegef.org/gef/node/1905); as well as the UNDP Monitoring and Evaluation Policy: <http://web.undp.org/evaluation/policy.htm>.

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

The project aims at minimizing environmental and health risks associated with the PCBs through strengthening technical and regulatory capacity for the environmentally sound management and disposal of the PCBs in Kyrgyzstan by:

Output 1(a): Comprehensive identification of PCBs in the country including in-service electrical equipment, PCB stockpiles/ wastes and potentially PCB contaminated sites maintained

*Revised Indicators and Targets for Project End Date (2011):*

- Detailed inventory of PCB containing and contaminated equipment in service, existing PCB waste stockpiles and PCB contaminated sites in place in 2012.
- Data management and mapping system operational and used for reporting in 2012.
- Supply of 250 screening test kits and 4 portable analytical units with 10 personnel trained in their use by 2012.
- Technical instructions for identification, sampling, maintenance, storage and disposal of PCB containing equipment in service and out of operation are in place in 2012.

Output 1 (b): Informed stakeholder community including potential holders of PCBs, government agencies and service providers involved in PCB management, NGOs, impacted communities and the general public.

*Revised Indicators and Targets for Project End Date (2011):*

- Publically accessible information on PCBs and their management including: i) a maintained official website; ii) distributed brochures; iii) media exposure (two annual campaigns during the project implementation); iv) information events (two during the project implementation).
- Training and information seminars on chemicals management including PCBs for relevant government agencies, the academic community, affected communities, NGOs and holders of PCBs (4 events during the project).

Outcome 2: Development and implementation of priority regulatory measures to control the import/export, report, management and ultimate elimination of PCBs. Development and implementation of priority regulatory measure

*Revised Indicators and Targets for Project End Date (2011):*

- Normative documents requiring registration, labeling and status reporting of potential all PCB and PCB containing materials in use in 2012.
- The classification has already been adopted and approved by the government.
- Establishment of MACs for PCBs in environmental media, consistent with international standards in 2012.
- Enactment of legal ban on new use, re- sue, trade, import and export of PCBs and PCB contaminated equipment and materials 2013.
- Legal measures allowing unrestricted regulatory access to information and locations that may have PCBs (wastes, stockpiles, PCB containing equipment and site contamination) in 2012

Outcome 3: Technical capacity and operational plans in place for the management of PCBs on a long-term basis including a designated national laboratory facility

*Revised Indicators and Targets for Project End Date (2011):*

- Basic national analytical capacity to analyze for PCBs operational with upgraded equipment installed and trained personnel in place (10 persons) by 2013.
- Strategy and plan for pre-treatment and disposal of PCB stockpiles and wastes in place in 2012.

Outcome 4: Sustainable capacity to capture, package and securely store PCB stockpiles/ wastes and ESM disposal of priority stockpiles in accordance with environmental requirements

*Revised Indicators and Targets for Project End Date (2011):*

- Secure storage capacity for PCB stockpiles and wastes at major holders' sites and central sites (orphan material and equipment from sensitive locations) by 2013.
- Trained and equipped service providers capable of undertaking packaging, transportation and residual contamination cleanup for PCB wastes including training of staff of 30 by 2013.

The Project has primary results summarized below:

- The awareness of PCB holders is increased of PCB's negative impact on health and environment;
- Data base of PCB containing equipment put in place through analytical way;
- The regulatory base for management of PCB as chemical waste is improved. PCB issues are incorporated into the National Strategy for Sustainable Chemicals Management (2014-2017);
- Responsibility for appropriate management of PCB equipment is established;
- Conditions for identification of PCB concentration in oil, soil, water and air are in place. The methodology of standards on definition of PCBs is worked out and accepted. 34 tons of PCB contaminated equipment and oil is identified through analytical way – lab testing. The PCB Holder (NEGK) is ready to transfer the waste for further disposal on a voluntary basis, as a first pilot disposal activity;
- 255 enterprises with substations across the country undergone inventory, as a result additional quantity of PCB is identified and - 50 samples with potential PCBs were tested using the gas chromatography and around 21 tons of PCB concentrated oil were confirmed with allowable ppm;

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- Master degree in social or natural or chemicals sciences;
- Minimum 10 years of professional experience in the fields of chemicals or environmental management;

- Proven track record of application of UNDP and GEF M&E policies and procedures to projects focusing on environmental/ chemical management or persistent organic pollutants management, confirmed with at least two project evaluations
- Knowledge of priorities and basic principles of POPs management and relevant international best-practices, confirmed with at least two projects;
- Relevant experience in the CIS region would be an asset;
- Excellent English communication skills, knowledge of Russian would be an asset.

### 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Current and complete P.11 form;
2. Confirmation of Interest and Submission of Financial Proposal as per template;
3. At least two recommendation letters;
4. ID card;
5. Copy of diploma.

Documents with a subject “International consultant for Terminal Evaluation” should be submitted no later than 15:00 (local time), May 25, 2015 to email: [procurement@pmu.undp.kg](mailto:procurement@pmu.undp.kg) or by post to the address below: Room 709, 6 floor, 101/1, Manas ave., Bishkek, Kyrgyz Republic.

**Incomplete proposals will be rejected at the moment of evaluation!**

- **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).

**Travel;**

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. Should the IC wish to travel on a higher class he/she should do so using their own resources.

The Individual Contractor under the terms of this Contract, includes his/her travel to Kyrgyzstan:

- 1 mission with 5 working days (in June, 2015)

#### 4. 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 point 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	Master degree in social or natural or chemicals sciences
2	Minimum 10 years of professional experience in the fields of chemicals or environmental management
3	Proven track record of application of UNDP and GEF M&E policies and procedures to projects focusing on environmental/ chemical management or persistent organic pollutants management, confirmed with at least two project evaluations

2nd stage: Technical Evaluation/Desk review

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

Criteria	Weight	Max. Point
Technical:	70%	700
Education, including:		Maximum 50 points:
Master degree in social or natural or chemicals sciences		50
Experience, including:		Maximum 650 points, including:
10 years of professional experience in the fields of chemicals or environmental management		150
<i>For experience more than 10 years - 10 points per every extra year but not more than 100 points in total</i>		100

Proven track record of application of UNDP and GEF M&E policies and procedures to projects focusing on environmental/chemical management or persistent organic pollutants management, confirmed with at least two project evaluations  <i>For experience more than 2 projects – 10 points per every extra project but not more than 50 points in total</i>		100  50
Knowledge of priorities and basic principles of POPs management and relevant international best-practices, confirmed with at least two projects  <i>For experience more than 2 projects - 10 points per every extra modules but not more than 50 points in total</i>		50  50
Relevant experience in the CIS region		50
English language <i>40-50 points- excellent</i> <i>20-30 points – good</i> <i>0 points– poor</i>		50
Russian language <i>40-50 points- excellent</i> <i>20-30 points – good</i> <i>0 points– poor</i>		50
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Desk review 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 – SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITION