

UNITED NATIONS DEVELOPMENT PROGRAMME



I. Position Information	
Project Title:	GEF/UNDP/Government RK “Conservation and sustainable use of natural resources in Northern Kazakhstan Landscape for land degradation neutrality, food security and improved status of dryland forests and wetland ecosystems”.
Position Title:	National Stakeholder Outreach Specialist and PPG Coordinator/Environmental Management Specialist
Duty Station:	Home-based/ with missions to target regions and Nur-Sultan (21 days in total)
Duration of Appointment:	August 2019 - May 2020
Contract type:	Individual Contract
II. Project Description	
<p>The overall goal of the full-sized project “Conservation and sustainable use of natural resources in Northern Kazakhstan Landscape for land degradation neutrality, food security and improved status of dryland forests and wetland ecosystems” is to build upon existing government national agricultural development strategies and programmes as well as national environmental development concept by facilitating the development of integrated land use planning approaches, with emphasis on decentralization and bottom up planning as opposed to the existing highly centralized top-down system. This trigger wide-scale adoption of efficient land management technologies and conservation approaches and promote green value chains to change the trajectory from cropland, pasture, forest and wetland degradation in Northern Kazakhstan Landscape to sustainable management for multiple benefits including the wider application of new financial mechanism in pasture and productive landscape management for land. Building upon the past experience GEF funded projects efforts, the project will create a more conducive policy and legal framework for establishment of agro-environmental incentives for sustainable and better integrated pasture and landscape use planning and management and build national and local capacity for practical implementation of such planning in the field. Existing best practices and approaches will be replicated at a wider scale within selected representative oblasts.</p> <p>Support will be provided for access to funding, production, marketing, extension services, in this case. Improved access to distant pastures, innovative pasture watering, and pasture restoration will remove externalities from the cattle product value chains. Over 5,000 small and medium farmers are expected to improve security of their business, not counting replication. Secondary products of focus include fisheries (enabled through restored lakes) and hunting services (from forest restoration and more effective management of KBAs). Integrated land-use planning model will be embedded in Kazakhstan, land use techniques will become based on modern environmental science, will be site-tailored, and climate-proof, minimizing risk of harvest loss in the long-term, while insuring no negative impact on state of soils, vegetation and surrounding ecosystems. Degraded forest belts amidst agricultural areas will be restored, along-side with restoring degraded lake and wetland ecosystems, acting as corridors and buffers for the productive areas within NKL.</p> <p>The Project will consist of the following components:</p> <ul style="list-style-type: none"> (i) Integrated Landscape Management systems (ILM). (ii) Promotion of sustainable food production practices and responsible value chains. (iii) Conservation and restoration of natural habitat (iv) M&E and coordination with Global FOLU IP platform <p>The purpose of the PPG is to fully design the activities, outputs, and outcomes of the full-size project ‘Conservation and sustainable use of natural resources in Northern Kazakhstan Landscape for land degradation</p>	

neutrality, food security and improved status of dryland forests and wetland ecosystems' and to fully develop a full set of project documentation for submission to the GEF Secretariat and approval.

The PPG consists of two components:

- Component A: Preparatory Technical Studies & Reviews
- Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes.

Under the first component technical studies and reviews (background studies and data collection, gender analysis, environmental & social safeguards assessments, identification of project sites, financial studies, etc.) will be conducted, building on the PIF and the comments received to the PIF (e.g. from GEF Council and STAP). Based on the technical studies and reviews undertaken under Component A, the full UNDP-GEF Project Document will be developed (following the 2017 annotated UNDP-GEF Project Document available here), and the GEF CEO Endorsement Request (available here) will be prepared. Please see the PPG Project Initiation Plan for details.

The following documents are to be consulted as background for the GEF PPG phase:

- GEF Council-approved PFD (FOLUR)
- Child Project concept note cleared for WP inclusion
- SESP pre-screening
- Comments from GEF Secretariat, Council, STAP
- Annotated UNDP-GEF Project Document Template and associated guidance included therein

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the latest standard template.
2. Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among others, and project specific annexes (e.g. landscape profile, institutional and legal analysis, feasibility studies etc).
3. GEF CEO Endorsement Request.
4. Validation Workshop report: becomes mandatory once and if the moderate/high SESP risk rating is confirmed for the Child Project

III. Scope of Work

Expected results and payment:

The National Stakeholder Outreach Specialist and PPG Coordinator/Environmental Management Specialist will be responsible for managing all national consultants on the GEF PPG Team and coordinating the Team's work. Her/his key role is to make sure that project development is participatory, gender-responsive and based on extensive stakeholder engagement. The PPG Coordinator will play a key role in consultation with the government, first of all the Ministry of Agriculture, private sector partner, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project.

The PPG Coordinator/Environmental Management Specialist will lead the stakeholder consultations and specifically the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans.

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The PPG Coordinator/Environmental Management Specialist will also prepare a number of substantive assessments and analyses mentioned below. Key responsibilities and deliverables of this Terms of Reference are listed below. The PPG Initiation Plan for this project provides further and more detailed guidance regarding the responsibilities of the prospective PPG team and must be consulted accordingly.

Key responsibilities and deliverables:

- 1) Detailed methodology and work plan in consultation with the other consultants with clear a) delegation of responsibilities for the PPG team, b) stakeholder engagement mechanism to make sure that the project development is participatory and gender-responsive, c) consultation and quality control mechanism to make sure that all project components are technically sound and cost effective;
- 2) Draft sections of the project document: threats & barriers analysis; socio-economic situation and institutional layout; relevant national policy and enabling environment; baseline scenario description; project structure - objective, outcomes and outputs; lessons learned and knowledge management;
- 3) Establish baselines and targets for indicators related to socio-economic status within the target landscape and prepare the related socio-economic profiles of these landscapes;
- 4) A review of climate change, biodiversity loss and land degradation effects on the ecosystems and land use pattern in the Northern Kazakhstan Landscape;
- 5) Baseline and target data for project indicators collected from technical experts;
- 6) A road-map for the development of the integrated land use plan for the Northern Kazakhstan Landscape, including the stakeholder consultation mechanism;
- 7) A road-map for the national Grain Commodity Platform (Output 2.6 “Cooperative platform with wheat exporters and retail companies”)
- 8) Detailed analysis of the baseline programmes;
- 9) Confirmation and description of co-financing arrangements for the project;
- 10) Draft FSP budget and incremental cost assessment;
- 11) Total Budget and Work Plan (TBWP) and the indicative procurement plan (work with the UNDP Country Office);
- 12) Link (indicator) for one of the outcomes of the IRRF (with the UNDP Country Office);
- 13) Draft management arrangements for the FSP;
- 14) Development, in consultation with the UNDP CO, of environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP;
- 15) A comprehensive Stakeholder Engagement Plan;
- 16) Be connected to the Global IP FOLUR, to exchange project products as they develop, benefit from advice, contribute to global knowledge management;
- 17) Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
- 18) Oversee all necessary revisions that arise during the validation workshop.
- 19) Prepare the Validation Workshop Report.

Qualitative and effective performance of works in accordance with the above scope of works.

No	Deliverables	Target Due Dates	Review and approvals required
1.	Detailed PPG workplan and methodology developed with tasks, timeline, responsible assigned and agreed with UNDP CO. A kick-off meeting with the PPG national team.	2 September, 2019	Project Manager

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2	Stakeholder consultations held in Akmola, Kostanay, Northern Kazakhstan and Pavlodar Oblasts to collect inputs from regional stakeholders to the situations analysis and project strategy as presented in the PIF. A mission report with key findings/results prepared and submitted to UNDP CO.	October 21, 2019	Project Manager
3	Draft baseline/situational analysis and project strategy presented for stakeholder consultations in Nur-sultan, Kazakhstan.	December 15, 2019	Project Manager
4	Draft UNDP/GEF ProDoc for RTA and UNDP CO review; Validation workshop held, and a validation workshop report prepared.	February 29, 2020	Project Manager
5	Annexes, including Updated Social and Environmental Screening Procedure (SESP) report, a comprehensive Stakeholder Engagement Plan	March 31, 2020	Project Manager
6	Final Project Document (with all respective annexes) and Request for CEO Endorsement ready for UNDP-GEF internal review and clearance. Comments from GEF Secretariat, STAP and GEF Council addressed.	May 29, 2020	Project Manager

IV. Institutional arrangement:

- International Consultant (IC) agrees the actions and reports to the Project Manager;
- IC ensures the timely and rational planning, performance of works scope and achievement of deliverables according to the ToR;
- IC ensures unconditional performance of requirements of the Individual Contract;
- IC is responsible for quality of documents prepared as scheduled above;
- Draft and final documents to be submitted in Russian language in MS Word (2007 or later). Used font: Calibri, size: 12. The presentations to be made in Power Point (2007 or later).

Duty station: home-based with several missions to Kazakhstan.

Travel:

In the course of this assignment, the consultant will be expected to undertake seven (7) trips with 21 days in total. A tentative list of missions, expected duration and dates are provided below:

- at least five (5) trips to Akmola, Kostanai, Northern Kazakhstan, Pavlodar oblasts and the city of Nur-Sultan during September-October 2019 for regional stakeholder consultations and a kick-off meeting with the PPG national team. Each mission to target regions will tentatively last for 3 working days totaling 15 cumulative days;
- one trip (4 working days) to Nur-Sultan in December 2019 to present a draft baseline/situational analysis and project strategy to key project stakeholders;
- one trip (2 working days) to Nur-Sultan in February 2020 for a validation workshop.

Travel cost should be included in the financial proposal as per the above timetable. Mission dates will be agreed upon between the consultant and UNDP Kazakhstan.

V. Competencies

- Ensures timely and quality execution of the project documents;
- Ensures unconditional carrying out of requirements of the Contract;
- All information should be presented in typed and electronic format in quality English language;
- Prior to payments the deliverables of the specialist's work shall be reviewed and approved by UNDP;
- The Consultant shall provide a complete list of documents and other sources of information used while working on this assignment. The Consultant should keep in mind that he/she bears personal responsibility for the credibility and reliability of the utilized data and information;
- In case of poor standard of work by the Consultant UNDP reserves the right to terminate the contract unilaterally.
- The consultant will carry out any other relevant duties falling within the scope of his competence, which may arise during the course of his/her assignment, as requested by the UNDP and UNDP/GEF.

VI. Minimum Required skills and experience

- Master's degree or higher in a relevant field, such as environmental management, economics, public administration or relevant related fields;
- Minimum 7 years of demonstrable experience in the technical area of Land and Biodiversity management;
- Excellent coordination and leadership skills, as well as relationship management skills;
- Understanding and knowledge in the GEF focal areas/Project Cycle or relevant areas;
- Experience in drafting project proposals;
- Familiarity with GEF policies, templates and requirements for FSP preferred;
- Computer skills (MS Office, Internet Explorer, etc.);
- Excellent command of English; knowledge of Russian and Kazakh will be an asset.

VII. Recommended Presentation of application

The following documents to be attached to the Offer (maximum size 9Mb per one transmission) should be sent to procurement.kz@undp.org indicating **Ref.2019-027** in the e-mail subject not later than **15.00 (Nur-Sultan time) 21 August 2019**:

- a) A duly drafted Offeror's letter confirming interest and readiness for the assignment; Financial proposal, including the fixed total contract value, with a breakdown of costs in accordance with the UNDP template;
- b) 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) Other documents certifying the work experience, expertise and skills (qualification improvement certificates\diplomas, awards, etc.)

There should be max 2 e-mail transmissions. Please indicate Ref-2019-027 in the e-mail subject and the e-mail order.

VIII. Scope of price proposal and Schedule of Payments

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The financial proposal in USD shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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).

IX. Evaluation

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable and b) having the highest score out of set of weighted criteria (70%) and financial criteria (30%).

Technical evaluation – total 70% (500 points)

Criteria	Weight %	Max. points
Academic background and skills		
Master's degree or higher in a relevant field, such as environmental management, economics, public administration or relevant related fields;	25%	125
Minimum 7 years of demonstrable experience in the technical area of Land and Biodiversity management;	35%	175
Understanding and knowledge in the GEF focal areas/Project Cycle or relevant areas; Experience in drafting project proposals	20%	100
Excellent command of English; knowledge of Russian and Kazakh will be an asset.	20%	100
Total	100%	500

X. Signatures

Programme Officer of SDU
Victoria Baigazina Signature  Date 8/14/2019

Project Manager
Yerlan Zhumabayev Signature  Date 8/14/2019