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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04/09/2019

Country: KYRGYZSTAN/ SEG IC 19-07

Description of the assignment: National Consultant on Green Economy

Project name: Partnership Action for Green Economy (PAGE)

Period of assignment/services (if applicable): 70 working days during September – December 2019

Proposal Submission Address	Official Address for e-submission: <a href="mailto:tender.kgz@undp.org">tender.kgz@undp.org</a> Subject: SEG IC 19-07 National Consultant on Green Economy Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission	Date and Time : 10 September 2019, 16:00 pm (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid <sup>[1]</sup> , please refer to Conditions and Procedures for electronic submission and opening.
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:tender.kgz@undp.org">tender.kgz@undp.org</a> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only. The Proposal should be protected with separate password (please see instructions on <a href="http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf">http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf</a> ) <input checked="" 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 checked="" type="checkbox"/> Max. File Size per transmission: 10 MB; <input checked="" type="checkbox"/> Max. No. of transmission: unlimited  <input checked="" type="checkbox"/> Mandatory subject of email for the proposal: SEG IC 19-07 "National Consultant on Green Economy" <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission; <input checked="" type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6); Having prepared the Proposal in paper format the entire Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).
Date, time and venue for opening of Proposals	Date and Time: 10 September 2019, 16:30 pm (+6 GMT, Bishkek time) Venue : United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic

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

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

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## 1. 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.

## 2. 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.

## 3. 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.

## 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. University degree or equivalent in social sciences;
2. Minimum 5 years of relevant development experience at the national or international level of working on climate change/ green economy / energy or related issues;
3. 2 years of relevant experience in managing/ coordinating projects and hands-on experience in design, monitoring and evaluation of development projects;
4. Experience of work with SDGs and their application at the national level is an asset;
5. Excellent knowledge of Russian, English. Knowledge of Kyrgyz is an advantage.

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

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

1. Confirmation of Interest and Submission of Financial Proposal as per template;
2. Current, complete and signed P11 as per template
3. Copy of ID card
4. Copy of Diploma(s)

## 6. FINANCIAL PROPOSAL

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).

Preferred currency of proposal: USD

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.

## 7. TRAVEL REQUIREMENTS

The assignment does not envisage travels.

## 8. 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 points 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	University degree or equivalent in social sciences

2nd stage: Technical Evaluation/ Desk review

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

Criteria	Weight	Max. Point
Technical:	70%	700
Experience, including:	62 %	Maximum 620 points, including:
Minimum 5 years of relevant development experience at the national or international level of working on climate change/ green economy / energy or related issues;  (50 points per every year of experience)		300
2 years of relevant experience in managing/ coordinating projects and hands-on experience in design, monitoring and evaluation of development projects  (100 points per each year)		200
Experience of work with SDGs and their application at the national level is an asset		120
Skills, including:	8 %	Maximum 80 points, including:
Russian language 30 points- fluently 0 points – not fluently		30
English language is an asset 30 points- fluently 0 points – not fluently		30
Kyrgyz language is an asset 20 points- fluently 0 points – not fluently		20
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 – P11 FORM