



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 7 October 2019

REF No.: IC/014/19

Country: Uzbekistan

Description of the assignment: International Consultant on Pre-Feasibility Study on Creating enabling policy and financing environment for affordable low-carbon rural housing in Uzbekistan

Project name: UNDP/UNEP/Uzhydromet “Green Climate Fund (GCF) Readiness Programme in Uzbekistan”, UNDP Uzbekistan

Period of assignment/services (if applicable): 30 working days during October –December 2019 through home-based desk work with one mission (5-6 days within the total 30 w/d) to Tashkent and one pilot region (provisionally Bukhara during tentatively in November) in Uzbekistan

Application Process:

Interested candidates need to apply online at https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87973 and upload requested documents (**Technical Proposal/Methodology, CV or P11 form, Offeror's Letter of confirmation and Financial Proposal**) in Part 6 of Procurement Notice **no later than end of October 17, 2019** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87973 (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (**October 17, 2019**) will not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org. UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

Over the last 15 years, UNDP has been supporting Uzbekistan in its transition to low-emission development with a particular focus on promoting energy efficiency in public and rural residential buildings through several national and regional programmes and projects, such as the UNDP-GEF project “Promoting Energy Efficiency in Public Buildings in Uzbekistan”, UNDP project on “Supporting Uzbekistan in transition to Low-Emission Development Path”, as well as the development of a Nationally Appropriate Mitigation Action (NAMA) on Sustainable Rural Housing in Uzbekistan for NAMA Facility funding, and is continuing doing this within the on-going UNDP/GEF project “Market Transformation for Sustainable Rural Housing in Uzbekistan”. The latter project seeks to transform the rapidly growing rural housing sector in Uzbekistan towards a more sustainable and low-carbon development pathway by designing, piloting and scaling-up a green mortgage market mechanism, which is expected to boost the demand for low-carbon housing among rural population of Uzbekistan. The project objective is to provide Uzbekistan’s rural population with improved, affordable and environmentally friendly living conditions.

In light of the above, a consultancy work is needed to help explore further opportunities of promoting private sector investments into low-carbon housing in Uzbekistan (e.g. based on on-going Rural Housing Construction Programme) through the development of a proposal on structuring financial investments, with particular focus on GCF requirements applied for development of a viable and bankable full Funding Proposal ([GCF Guidance](#)) as a newly emerged source of climate financing.

2. FUNCTIONS/ SCOPE OF WORK

Activity 1: Establishment of Rural Housing Program (RHP) baseline – 2 working days:

- Description of Rural Housing Program (RHP) included objective, background and approved way forward (2021 onward);
- Identification of the program scale: number of target houses to be built, projections, budget;
- Describe housing specs and prices under the current energy-efficient (EE) standard rural houses with precise description of the EE features that are now a default in the RHP; and under the pilot low-carbon (LC) rural houses supported by the on-going UNDP/GEF project “Market Transformation for Sustainable Rural Housing in Uzbekistan”;
- Identification of key stakeholders (developer - Qisloq Qurilish Invest (QQI), contractors, etc.), and their role and procedures for the approval, construction and sale of houses under the RHP;
- Identification of sources of funding for RHP going forward (IsDB, government budget, others), including amounts, terms, etc.

Activity 2: Estimation of GHG emissions baseline – 3 working days:

- Emissions generated by standard housing unit under the RHP (EE house); and pilot LC rural houses;
- Projected emissions over the next 20 years for the whole program (baseline EE houses), based on projected number of houses built from 2021;
- RHP emissions as % of overall country emissions

Activity 3: Description of key project beneficiaries – 2 working days:

- How many households are targeted by the RHP from 2021;
- Any specific regions, income levels or other eligibility criteria;
- Typical household participating in RHP: sources of income, annual income, poverty rate and how these compare with national averages

Activity 4: Establishment of regulatory baseline – 3 working days:

- Current regulation with regards to EE housing: laws and regulations, key terms;

- Any prospective regulatory changes (independent of this project): key terms, implementation timeline
- In particular, energy tariff structure, current and future tariff levels, comparison with other countries in region

Activity 5: Establishment of financing baseline – 3 working days:

- Flow of funds for RHP under the current baseline scenario;
- Funding sources for typical RHP house buyers, in particular availability, eligibility criteria, terms (rates, maturities, loan-to-value ratio) and providers of mortgages at commercial rates;
- Any providers of finance for equipment such as solar panels/solar water heaters, including at what terms;
- Any details on the ADB's plan to develop a commercial mortgage market by establishing a mortgage refinance facility;
- Any details on the IsDB's plans with regards to financing the RHP.

Activity 6: Review of other projects tackling emissions from residential housing (from UNDP and other development agencies or NGOs) – 8 working days (including one mission of 5-6 days to Bukhara region, provisionally during October – mid November 2019):

- Project goals, summary of activities, budget and timeline
- If available, provide any evaluation report and a brief summary of key findings
- Explain why such projects provide a partial or ineffective solution to the emission problem;
- In particular, identify any projects promoting the installation of residential solar panels

Activity 7: Development of emission mitigation solution through promotion of low-carbon features (LC), additional to EE features, within the RHP – 4 working days (including mission):

Discuss in detail the following:

- Identify precisely the LC features needed to make substantial further emission savings: solar water heaters, solar PVs and any other solutions;
- Provide technical specs of the LC features;
- Identify who will provide the equipment; is the equipment already available in Uzbekistan; are there any restrictions to imports; and how will procurement work;
- Quantify the incremental emission savings in the inefficient RHP housing unit vs. the standard EE features; and vs LC features;
- Quantify the annual savings in electricity and gas bills (pilot LC vs EE RHP houses);
- Explain why this solution is the most effective to substantially reduce emissions in rural housing. Were other solutions contemplated? Why were they ruled out?
- Provide capex, installation cost and operations & maintenance (O&M) cost estimates for the LC equipment;
- Provide useful life and replacement capex needs for the LC equipment.

Activity 8: Identification barriers to the mitigation solution RHP – 3 working days:

Describe concretely and in detail any barriers preventing the widespread installation of LC equipment in houses built under the RHP; and barriers can include:

- Technological barriers: e.g. product novelty, lack of suppliers;
- Financial barriers: e.g. high cost of equipment vis-à-vis potential electricity/gas savings, lack of financing options;
- Capacity barriers: involving government entities, contractors, installation technicians etc.;
- Awareness and behavioral barriers;

- Regulatory barriers: e.g. electricity prices too low to justify investment, lack of technical standards disciplining solar, etc.

Activity 9: Provide your independent assessment of project activities that you deem critical to address the barriers above and upscale the installation of LC features in the RHP – 2 working days

3. DELIVERABLES AND DEADLINES

The following deliverables and indicative schedule are expected from the consultancy contract. Exact dates of beginning and completion stages as well as scope of works for each phase can be corrected by the Sustainable Development Cluster Leader based on reasonable justification by the consultant. The project reserves the right, if necessary, to amend the terms of reference of a consultant on a written agreement. The final schedule will be agreed upon in the beginning of consultancy assignment. All deliverables should be submitted to UNDP by the Consultant in English in e-version and then approved by the Sustainable Development Cluster Leader, UNDP.

The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software if needed, etc.) and must have access to a reliable internet connection. The consultant will engage regularly by email, Skype and/or phone on an as needed basis.

Outputs/Deliverables	Due date	Installments
1. Draft Pre-Feasibility Study on creating enabling policy and financing environment for affordable low-carbon rural housing in Uzbekistan developed, submitted, cleared by Climate Change Specialist and approved by Sustainable Development Cluster Leader	November 25, 2019	1st installment (70%)
2. Finalized Pre-Feasibility Study on creating enabling policy and financing environment for affordable low-carbon rural housing in Uzbekistan developed, submitted, cleared by Climate Change Specialist and approved by Sustainable Development Cluster Leader	December 5, 2019	2nd installment (30%)

This is a lump sum that should include costs (honorarium, travel, DSA, visa, etc.) of consultancy required to produce the above deliverables.

Payments will be disbursed in two installments (70% and 30%) upon timely submission of respective deliverables (#1 and #2) and approval of deliverables by the International Consultant on Pre-Feasibility Study and certification by the Sustainable Development Cluster Leader in UNDP Country Office that the services have been satisfactory performed.

4. LOCATION OF WORK

The is home-based desk work with one mission (5-6 days within the total 30 w/d) to Tashkent and one pilot region (provisionally Bukhara during tentatively in November) in Uzbekistan that are envisaged during the contract period.

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:	University degree (at minimum, a Master's degree or equivalent) in economics, energy economics; energy/mechanical or engineering or closely related field
Years of Experience:	<ul style="list-style-type: none"> • At least ten (10) years of working experience in the field of climate change mitigation (energy efficiency and renewable energy use), preferably in the buildings sector;

	<ul style="list-style-type: none"> • Proven experience in public/private promotion of investments into energy efficient and/or low-carbon technical assistance projects and programmes in the area of energy efficiency/use of renewable energy in the buildings sector for international development agencies and/or IFIs; • Sound experience with development of feasibility studies to support investments into energy efficiency/use of renewable energy use in the buildings; • Good technical knowledge of GHG emission accounting and monitoring, reporting and verification schemes in buildings sector; • Proven experience in CIS and particular experience in Central Asia region, preferably in Uzbekistan, involving energy efficient and low-carbon buildings.
Language Requirements:	Proficiency in written and spoken English is required.
Competencies:	<p>Demonstrates integrity and fairness by modelling UN values and ethical standards;</p> <p>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</p> <p>Excellent communication skills;</p> <p>Excellent analytical skills;</p> <p>Strong oral and writing skills;</p> <p>Extensive knowledge of PC applications;</p> <p>Focuses on result for client and responds positively to feedback;</p> <p>Consistently approaches work with energy and a positive, constructive attitude;</p> <p>Remains calm, in control and good humored even under pressure;</p> <p>Ability to work independently as well as part of a fairly big team;</p> <p>Ability to operate under strict time limits.</p>

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
2. **CV** with indication of the e-mail and phone contact or [Personal History Form \(P11 form\)](#), but successful consultant will be requested to submit filled in and signed a **Personal History Form (P11 form)** before contract issuance.
3. **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how he/she will approach and complete the assignment; (max 1 page)
4. **Financial Proposal** – specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, daily subsistence allowance and any other possible costs), using template provided (Annex 3);.

Application process: To submit your application online, please follow the steps below:

- Download and complete the [UN Personal History Form \(P11\)](#) or fill your CV.
- Merge your P11 or CV, Technical/Financial Proposals and other relevant documents into a single file.
- Click on the Job Title: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87973.
- Click “Apply Now” button, fill in necessary information on the first page, and click “Submit Application”.
- Upload your application.

You will receive an automatic response to your email confirming receipt of your application by the system.

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7. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount. Payment will be made in lump sum in two installments upon completion of the tasks/works indicated in the TOR and their acceptance by the Head of Sustainable Development Cluster, UNDP Uzbekistan, as well as submission of payment documents (PEF, CFP, etc.). 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).

8. EVALUATION

Evaluation of the offers will be arranged according to Cumulative analysis.

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable

b) having received the highest score out of the set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight – 70%*

** Financial Criteria weight – 30%*

Only candidates obtaining a minimum of 49 points for the Technical Criteria will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
• Relevant working experience and language skills	10%	10
• Sound experience with development of feasibility studies to support investments into energy efficiency/use of renewable energy use in the buildings	10%	10
• Proven experience in public/private promotion of investments into energy efficient and/or low-carbon technical assistance projects and programmes in the area of energy efficiency/use of renewable energy in the buildings sector for international development agencies and/or IFIs	10%	10

<ul style="list-style-type: none"> • <i>Good technical knowledge of GHG emission accounting and monitoring, reporting and verification schemes in buildings sector</i> 	15%	15
<ul style="list-style-type: none"> • <i>Proven experience in CIS and particular experience in Central Asia region, preferably in Uzbekistan, involving energy efficient and low-carbon buildings</i> 	10%	10
<ul style="list-style-type: none"> • <i>Brief description of approach (max 1 page) to development of a Pre-Feasibility Study on creating enabling policy and financing environment for affordable low-carbon rural housing in Uzbekistan</i> 	15%	15
<u>Financial</u>	30%	30

9. ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)