



## UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE / INDIVIDUAL CONTRACT

### I. Job Information

Job Title:	International Consultant on Pre-Feasibility Study on Creating enabling policy and financing environment for affordable low-carbon rural housing in Uzbekistan
Type:	Individual Contract
Project Title/Department:	UNDP/UNEP/Uzhydromet joint project "Green Climate Fund (GCF) Readiness Programme in Uzbekistan"/Sustainable Development Cluster
Duration of the assignment:	30 working days during October – December 2019
Duty station:	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
Expected travel site:	Bukhara region
Reports to:	Project Manager and Sustainable Development Cluster Leader

### II. 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.

Under the overall supervision of the Sustainable Development Cluster (SDC), and Climate Change Specialist (SDC); the International Consultant will be responsible for development of a Pre-Feasibility Study on creating enabling policy and financing environment for affordable low-carbon rural housing in Uzbekistan through implementation of the following tasks.

### III. Functions / Key Outputs Expected

**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:**

**IV. Deliverables / Timeframe**

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 Climate Change Specialist and/or 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 cleared by the Climate Change Specialist and approved by the Sustainable Development Cluster Leader.

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.

Deliverables	Timeframe	Payment structure
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	November 25, 2019	70%

Leader		
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	30%
<b>V. Reporting</b>		
All reports must be submitted in English to the Climate Change Specialist and SDC in UNDP Country Office in Uzbekistan and made in accordance with UNDP templates requirements.		
<b>VI. Management arrangements</b>		
The international consultant will work under the guidance of the Sustainable Development Cluster, UNDP Uzbekistan.		
<b>VII. Financial arrangements</b>		
<p>Applicants are required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee, international travel costs, visa costs (if required), daily subsistence allowance (for accommodation, meals and local transport/communication).</p> <p>Payments will be disbursed in two installments (70% and 30%) upon timely submission of respective deliverables (#1 and #2) and approval and certification by the Climate Change Specialist and Sustainable Development Cluster Leader in UNDP Country Office that the services have been satisfactory performed.</p>		
<b>VIII. Recruitment Qualifications</b>		
Education:	University degree (at minimum, a Master's degree or equivalent) in economics, energy economics; energy/mechanical or engineering or closely related field	
Experience:	<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Sound experience with development of feasibility studies to support investments into energy efficiency/use of renewable energy use in the buildings;</li> <li>• Good technical knowledge of GHG emission accounting and monitoring, reporting and verification schemes in buildings sector;</li> <li>• Proven experience in CIS and particular experience in Central Asia region, preferably in Uzbekistan, involving energy efficient and low-carbon buildings.</li> </ul>	
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;  Excellent analytical skills;  Strong oral and writing skills;  Extensive knowledge of PC applications;  Focuses on result for client and responds positively to feedback;  Consistently approaches work with energy and a positive, constructive attitude;  Remains calm, in control and good humored even under pressure;  Ability to work independently as well as part of a fairly big team;  Ability to operate under strict time limits.</p>
<b>IX. Evaluation of Applicants</b>	
<p><b>Criteria for Evaluation of Proposal:</b> Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.</p> <p><u>Cumulative analysis</u></p> <p>The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:</p> <p>a) responsive/compliant/acceptable, and</p> <p>b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.</p> <p>Technical Criteria weight: 70% of total evaluation (70 points)</p> <ul style="list-style-type: none"> <li>• Education, relevant working experience and language skills (10 points)</li> <li>• Sound experience with development of feasibility studies to support investments into energy efficiency/use of renewable energy use in the buildings (10 points)</li> <li>• 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 points)</li> <li>• Good technical knowledge of GHG emission accounting and monitoring, reporting and verification schemes in buildings sector (15 points);</li> <li>• Proven experience in CIS and particular experience in Central Asia region, preferably in Uzbekistan, involving energy efficient and low-carbon buildings (10 points);</li> <li>• 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 (15 points)</li> </ul> <p>Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation</p> <p>Financial Criteria weight: 30% of total evaluation (30 points)</p> <p>Total Score + Technical Criteria (max. 70 points) + Financial Criteria (max. 30 points)</p>	
<b>X. Application procedures</b>	
<p>Applicants are requested to apply online through the UNDP Job Site – <a href="https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87973">https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87973</a> (cut and paste into browser address bar if the link does not work). Application shall be submitted by indicated deadline. Incomplete applications or applications received</p>	

after the closing date will not be given consideration. Application should contain a current and complete C.V. with indication of the e-mail and phone contact. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, daily subsistence allowance and travel costs). Incomplete applications will be excluded from further consideration.

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

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- b) **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.
- c) **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)
- d) **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.

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.

#### **IX. Signatures- Post Description Certification**

Incumbent (*if applicable*)

Name	Signature	Date
Mr. Hurshid Rustamov Leader of Sustainable Development Cluster	Signature	Date