

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



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Resilient nations.

Date: 4/11/2019

Country: KYRGYZSTAN/ IC PN ENV 19/013 (re-announcement)

Description of the assignment: National lead consultant - technical support to the Kyrgyz GCF formulation process

Project name: Enhancing access to climate finance in the ECIS countries (00106242)

Period of assignment/services (if applicable): 40 effective person-days within November- December 2019

Bishkek based with a travel to Osh

The proposal should be submitted no later than **11:00 local time (GMT+6) on 11 November 2019** by e-mail to the following e-mail box: tender.kgz@undp.org.

Date, time and venue for opening of Bids/Offers: **11:10 local time (GMT+6) on 11 November 2019**, UNDP Country Office, 160, Chui avenue, Bishkek, Kyrgyzstan.

Conditions and Procedures for electronic submission and opening:

☐ Official Address for e-submission: tender.kgz@undp.org

☐ Free from virus and corrupted files;

☐ Format: PDF files only;

☐ Max. File Size per transmission: 10 MB;

☐ Max. No. of transmission: 5

☐ Mandatory subject of email for the Technical proposal: "IC PN ENV 19/013 (re-announcement) - National lead consultant - technical support to the Kyrgyz GCF";

☐ Time Zone to be Recognized: Kyrgyzstan (GMT+6);

Instruction for Electronic Submission

The Proposer may choose to submit the proposal by e-mail to tender.kgz@undp.org. Having prepared the Proposal in paper format the entire Proposal should be scanned/transferred into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above procurement.env.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.

1. BACKGROUND

As a result of consultations with the GCF National Designated Authority (NDA) in the Kyrgyz Republic as represented by the State Agency on Environment Protection and Forestry (SAEPF), UNDP in the Kyrgyz Republic was requested to assist in the development of a climate change proposal for the subsequent submission for review and approval to the Green Climate Fund (GCF.) An International Consultant, jointly with the National Consultants had been engaged to work on the initial outline of the Funding Proposal (FP) and the Feasibility Study (FS) during which a preliminary study, as well as a number of research/working papers had been drafted. As a result of intense internal deliberations and consultations with the government, the initial Concept of the UNDP GCF project was developed and redesigned. An up-dated Project Concept Note was developed that aims to address resilience in the South of Kyrgyzstan to climate risks, with focus on protecting irrigation infrastructure and irrigation networks from mudflow risks.

2. OBJECTIVE

The objective of the assignment is to provide technical and domestic level coordination support to the lead international consultant and the rest of the expert team in the development of a Funding Proposal to the GCF.

3. SCOPE OF WORK

The National Consultant will work under direct supervision of the UNDP CO ARR and its Team Leader on Environment and Disaster Risk Management, and in close day to day interaction and coordination with an International GCF project development, with the following breakdown of tasks:

1. Review all the collected data, as well as available papers and reports, including an updated FS outline and FP Logframe, in close interaction and coordination an International Consultant and the UNDP Team; support with collecting relevant information and assessments, as may be required by the lead international consultant and the CO;
2. When needed and with the support a lead international consultant and CO, liaise with major potential national partners and institutions, as well as with the local and district authorities of the expected pilot areas of the future GEF project;
3. With guidance from the CO and the lead GCF international consultant, support, as necessary, conceptualization of the planned UNDP interventions in terms of establishing networking and partnerships in order to build a solid project proposal;
4. Draft ToRs for the rest of the national expert(s) Team and entities (if applicable), based on the products/deliverables produced by the lead GCF International consultant;
5. With the CO lead, coordinate work of the rest of the national consultants, ensuring coherence and common approaches to work;
6. At the request of the GCF lead international consultant and the CO lead, present the drafted documents to the national partners, for the discussion and feedback, in line with national ownership, and to ensure that national priorities and needs are well and properly reflected.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Master's degree in environment/ economics/ sustainable development or relevant fields;
- At least 10 years of professional experience in environment and/or climate change issues;
- Must have taken a lead role in the development of at least 2 project documents and/or strategic documents related to climate change issues;
- Language skills: Knowledge of Russian and English.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Signed personal history form P.11 (including past experience in similar projects);
2. 2 recommendation letters from partners, such as state, international and/or non-government organizations working directly with the target group should be provided (including their contact information);
3. Confirmation of interest and submission of financial proposal form (the form is attached);
4. Copy of Diploma
5. Copy of ID/Passport

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

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 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.

- **1 travel to Osh, 2 overnights;**

7. 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	Master's degree in environment/ economics/ sustainable development or relevant fields

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:	57%	Maximum 570 points, including:
At least 10 years of professional experience in environment and/or climate change issues <i>For each year of the relevant experience – 20 points per every year but not more than 300 in total / За каждый год соответствующего опыта - 20 баллов, но не более 300 баллов итого.</i>		300
Must have taken a lead role in the development of at least 2 project documents and/or strategic documents related to climate change issues <i>For each developed project document/strategic document – 90 points, but no more than 270 points / За каждый разработанный проектный документ/ стратегический документ 90 баллов, итого не более – 270 баллов</i>		270
Skills, including:	13%	Maximum 130 points, including:
Language skills: Knowledge of Russian.		30
Knowledge of English		100
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