

TERMS OF REFERENCE

Project Title:	UNDP-GEF Project: “De-risking Renewable Energy Investment”
Position Title:	International Consultant: Preparation and development an MRV system methodology for the small-scale renewable sector second phase
Duty Station:	home-based, with 2 missions to Kazakhstan, Nur-Sultan
Duration of Appointment:	End of February - Mid of June 2020 (appr. 40 working days)
Contract type:	Individual Contract

BACKGROUND:

The objective of the project is to promote private sector investment in renewable energy in Kazakhstan to achieve Kazakhstan’s 2030 and 2050 targets for renewable energy. The project targets both large-scale and small-scale renewable energy. The goal of this project is to achieve energy market transformation in Kazakhstan by significantly scaling-up the deployment of renewable energy in electricity generation, from a 0.77% share of renewable energy to a 10% share by 2030, which makes for 10-fold increase in renewable energy-based energy generation to be facilitated by the project. In large-scale renewable energy, the project will promote Kazakhstan as a prime destination for international investment.

Technologies will include wind energy and solar photovoltaic (PV). In small-scale renewable energy, the project will promote investment in “RES for urban life”, on-grid small-scale renewable energy applications, targeting urban households and businesses; and “RES for rural life”, both on-grid and off-grid small-scale renewable energy applications, targeting farms and rural SMEs. Technologies may include solar PV (roof-top), solar water heating and small-scale wind.

The project will promote the latest business and finance models for small-scale RES developers (for example, third-party ownership models). The design and implementation of this project make use of the ‘Derisking Renewable Energy Investment’ methodology developed by UNDP, which is a model for quantitative and qualitative comparison of the cost-effectiveness of different public instruments in promoting renewable energy investment.

The project is structured under three components:

Component 1 – Large-Scale Renewable Energy: Policy and Financial Derisking Measures

Component 2 – Renewable Energy for Life: Policy Derisking

Component 3 – Renewable Energy for Life: Financial Derisking and Incentives

with cross-cutting activities related to knowledge management, and monitoring and evaluation included within these components.

OBJECTIVE:

The objective of the assignment is to support a cost-effective development of the small-scale renewable energy projects with focus on MRV methodology in Kazakhstan.

For this assignment Kazakhstan has prioritized for MRV to focus small scale Solar PV, wind and hydro projects either on-grid and off-grid and Solar Water Heaters. The MRV should cover both GHG and non-GHGs.

For small scale RE project based on the monitoring plan the monitoring report format and verification report format should be developed.

Furthermore, a focus is to evaluate whether a programmatic approach for small scale RE projects is suitable in Kazakhstan when setting up the MRV system and implementing specific projects.

The overall purpose of having a small-scale Renewable Energy (RE) MRV is fourfold:

- to be able to report the green development of Kazakhstan as part of the UNFCCC reporting requirement.
- to have an option to have the CO2 emission as part of the national ETS system or under the Article 6 of the Paris Agreement
- to have an overview of the implementation and impact of the measure in Kazakhstan
- to speed up the implementation of RE project through private sector involvement

SCOPE OF THE WORK:

Under the overall supervision of the Project Manager the consultant should prepare three RE methodologies considering:

- Small scale Solar PV, wind and hydro projects – off-grid;
- Small scale Solar PV, wind and hydro projects – on-grid;
- Solar Water Heaters – off-grid.

Each methodology should include the monitoring plan which is to be an integrated part of the development CO2 reducing projects and following issues related to the monitoring and should consider:

- the monitoring report format and verification report format which should be developed for small scale RE to support a uniform and easy administration;
- the programmatic approach for easier and less costly administration. The programmatic approach, which is an approach where smaller projects can be included into a larger project. Only the first smaller project needs to be included when the project document is presented, and the following smaller projects can be included with a simplified administration. In this context it can also be considered to have a simplified validation and verification of the monitoring plan/report, for instance it can be considered not to require that all smaller projects, like each solar water heaters, need to be visited.

This assignment will be an international consultant who will work closely with a national one appointed through a separate contract. The international consultant shall prepare TOR for the national consultant.

The assignment will require close cooperation with Kazakhstan stakeholders to secure the in-depth understanding and to facilitate consensus of the results of this assignment.

Expected results:

Deliverables	Target Due Dates	Estimated Duration to Complete	Review and Approvals Required
Inception report including 1) a selection of RE methodologies, 2) draft monitoring reporting format and verification format and 3) list of discussion point for setting up a programmatic approach	16.03.2020	5 days	Project Manager
Prepare TOR for a National consultant	23.03.2020	2 days	Project Manager

Three draft methodologies the draft of three RE methodologies shall cover: 1) Small scale Solar PV, wind and hydro projects – off-grid, 2) Small scale Solar PV, wind and hydro projects – on-grid and 3) Solar Water Heaters – off-grid.	6.04.2020	9 days	Project Manager
Development of final monitoring reporting format and verification format	13.04.2020	1 days	Project Manager
Draft proposal for how and what to introduce in the programmatic approach	20.04.2020	4 days	Project Manager
Mission #1 (6 days) – focus on methodologies and programmatic approach.	27.04.2020	6 days	Project Manager
Draft Final proposal for three methodologies and for the programmatic approach	18.05.2020	6 days	Project Manager
Mission #2 (6 days) – final clarification of methodologies	01.06.2020	6 days	Project Manager
Final proposal for three methodologies	15.06.2020	1 days	Project Manager

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 English in MS Word (2007 or later). Used font: Calibri, size: 12. The presentations to be made in Power Point (2007 or later).

DURATION OF THE WORKS:

The Individual Contract (IC) is awarded for a period of approximately 4 months (the end of February – mid of June, 40 working days) to perform all expected deliverables as specified in the «Expected Results». Performance under the individual contract begins after the contract is awarded and completes upon satisfactory completion of the deliverables, but not later than 4 months. Once received the reporting documents from the Consultant, Project Manager provides the comments\recommendations and confirmation of works acceptance within 4-5 days.

Duty station: home-based with 2 (two) missions to Kazakhstan, Nur-Sultan. First mission of 6 working days and the second - 6 working days. In total: home-based – 28 working days and on missions – 12 working days. All travel expenses, equipment rental, communication services and other expenses associated with implementation of this assignment should be included in the proposal.

Competences:

- Excellent analytical and writing skills;
- Ability to interact effectively communicating and working with multi-stakeholders, including high-level government officials, development partners, academics, private sector and communities

- Demonstrated analytical skills and experience in preparing technical and/or policy-relevant reports and papers; and excellent presentation skills and experience in conducting stakeholders' consultations;
- Team-oriented with the ability to work in a multi-cultural environment;
- Good communication skills and ability to cooperate;

Required skills and experience

Education:

- At least Master's degree in the field of environment, engineering, energy saving, energy efficiency, natural science or a closely-related field;

Experience:

- Minimum ten (10) years of experience in designing and implementing technical assistance projects in energy, preferably in renewable energy area;
- Experience with small-scale renewable energy projects, policies, technologies, preferably in CIS countries; experience in Kazakhstan will be an advantage;
- Experience from at least five (5) projects covering MRV and in the design and operation of MRV frameworks of mitigation actions including for international donor-funded projects.
- At least five (5) years of experience with international RE MRV methodology development
- Experience with project planning and consulting, including the effective provision of substantive leadership and guidance, oversight, monitoring and reporting;
- Minimum seven (7) years of working experience with international institutions/organizations. Working experience within UN system would be an asset;
- Fluent working knowledge of English; knowledge of Russian is considered an advantage.

Recommended Presentation of application

The following documents in PDF to be attached to the Offer (maximum size 9Mb) must be sent to procurement.kz@undp.org indicating **Ref.2020-009** in the e-mail subject **not later than 13.00 (Nur-Sultan time) 16 February 2020:**

- 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, education and skills (qualification improvement certificates\diplomas, awards, etc.);
- d) Brief description of why the individual considers him/herself as the most suitable for the assignment (Maximum 1000 Characters).

*There should be max 3 e-mail transmissions. Please indicate **Ref.2020-009** in the e-mail subject and the e-mail order.*

Scope of price proposal and Schedule of Payments

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).

**Please be noted that in financial proposal the living allowances should be lower or equal to UN daily subsistence allowances, but under no circumstance should they be higher.*

Evaluation:

Individual contractor will be evaluated based on a Combined Scoring Method taking into consideration the combination of the applicant's qualifications and financial proposal.

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

- Responsive/ compliant/ acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation;
- Technical criteria weight (70%);
- Financial Criteria weight (30%).

1) Initially, the candidates' applications will be shortlisted based on the following qualification criteria of the applicant:

- At least Master's degree in the field of environment, engineering, energy saving, energy efficiency, natural science or a closely-related field (5 points);
- Minimum 10 years of experience in designing and implementing technical assistance projects in energy, preferably in renewable energy area (5 points).

2) The shortlisted applicants will be evaluated based on a Combined Scoring Method taking into consideration the combination of the applicants' qualifications and financial proposal.

Technical evaluation – total 70% (500 points)

Criteria	Weight %	Min. passing points	Max. points
Experience with small-scale renewable energy projects, policies, technologies, preferably in CIS countries; experience in Kazakhstan will be an advantage	20%	70	100
Experience from at least five (5) projects covering MRV and in the design and operation of MRV frameworks of mitigation actions including for international donor-funded projects	20%	70	100
At least 5 (five) years of experience with international RE MRV methodology development	20%	70	100
Experience with project planning and consulting, including the effective provision of substantive leadership and guidance, oversight, monitoring and reporting	10%	35	50
Minimum seven (7) years of working experience with international	20%	70	100

institutions/organizations. Working experience within UN system would be an asset			
Fluent working knowledge of English; knowledge of Russian is considered an advantage	10%	35	50
	100%	350	500

Only the highest ranked candidates who received a score of at least 350 points (70%) upon the result of the technical evaluation will be admitted to the financial assessment.

JOB DESCRIPTION AUTHORISATION	
Syrym Nurgaliyev/Project Manager Name/Title	Signature: <i>Syrym Nurgaliyev</i> Date: 31.01.2020
Arman Kashkinbekov/Head of SDU Name/Title	Signature: <i>Arman Kashkinbekov</i> Date: 31.01.2020