



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE #2020-18

Date: 7 February 2020

Deadline Submission	for	Please see more details on e-tendering: https://etendering.partneragencies.org/
Allowable Manner Submitting Proposals	of	<p>e-Tendering Site address: https://etendering.partneragencies.org/</p> <p>Business Unit: KGZ10 Event ID: 2020-18</p>
Information for electronic submission through eTendering	for	<p>No hard copy or email submissions will be accepted by UNDP/</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> <p>Contact Details for submitting clarifications/questions: E-mail address: procurement.env.kg@undp.org</p> <p>Please note that when uploading files, the following restrictions and specifications must be followed:</p> <ul style="list-style-type: none"> • File name can only contain 60 characters. • File name and description cannot contain special characters and letters from other alphabets. It should only contain letters from the English alphabet. • If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. • Please read the solicitation documents of the event carefully to ensure that you are meeting the event requirements for document submission. There may be restrictions on the size and format of the uploaded files.
Documents to be included in proposal	to	<ul style="list-style-type: none"> • Proposal: Resume/CV (including past experience in similar projects) • Signed confirmation of interest and submission of financial proposal form (the form is attached), - Annex 3, Financial Proposal Form • Copy of ID (passport) • Copy of Diploma and required certificates

TERMS OF REFERENCE**FOR AN INTERNATIONAL CONSULTANT TO FINALIZE THE PROJECT PROPOSAL “BUILDING THE RESILIENCE OF IRRIGATION SYSTEMS TO MUDFLOWS CAUSED BY CLIMATE CHANGE IN SOUTHERN KYRGYZSTAN”**

Project name	The UNDP “Enhancing access to climate finance in the ECIS countries” (00106242)
Short name for the position:	International Consultant to finalize the project proposal “Building the resilience of irrigation systems to mudflows caused by climate change in Southern Kyrgyzstan”
Duty station:	Home based with two travels to Kyrgyzstan visiting Bishkek, Osh, Batken, Jalal-Abad regions
Type of contract:	International Individual Contract
Duration:	40 effective person days during February – September 2020

BACKGROUND

The climate resilient, low carbon and “green” development activities are key postulates of the Kyrgyzstan National Development Strategy till 2040 which stipulates that restoration and conservation of natural resources must become one of the priorities of the country, as natural resources guarantee the future of next generations.

A very high priority for UNDP as an implementing agency with a climate and development mandate is to develop capacities of the Kyrgyz Republic to formulate, access finance to support Paris Agreement implementation. This activity will be closely coordinated with the ongoing and planned regional/national interventions on climate change by involving the Climate Change Adaptation Team of the UNDP Istanbul Regional Hub for Europe and the CIS.

As a result of consultations with the national partners – the Ministry of Economy of the Kyrgyz Republic / Climate Finance Center and the State Agency on Environment Protection and Forestry, UNDP in the Kyrgyz Republic was requested to assist in developing a climate change adaptation funding proposal with the subsequent submission to the appropriate climate funds. Based on the needs of Kyrgyzstan as reflected in the main strategic documents of the country, such as the National Development Strategy 2050, the State Program "Unity, Trust, Creation", where the priority areas for development encompass the regional development, strengthening the resilience at the subnational level, communities and facilities, UNDP is supporting the development of this project aimed at addressing risks of mudflows to the irrigation and water supply infrastructure in three Southern provinces of the country – Batken, Jalal-Abad and Osh.

The support in formulation of the project proposal is being provided in frames of the regional project “Enhancing access to climate finance in the ECIS region”. A Feasibility Study (FS) and a Concept Note were developed in 2016-2017. Preliminary studies were conducted relevant data was collected, and working papers and products were developed. These materials provide the basis for the development of a full-fledged concept note for submission to one of the climate funds, considering the lessons learnt during the development of initial project concepts.

UNDP is seeking for the services of an International Consultant to focus on elaboration and finalization of the Concept Note and drafting the Funding Proposal, reviewing and editing technical reports, responding comments and finalization of proposal documentation.

OBJECTIVES

The objective of this assignment is to work on analyzing the available materials with further finalization of the Project Concept Note and full Project Proposal on “Improved climate resilience of vulnerable communities to mudflows in southern Kyrgyzstan” to be submitted to the appropriate donor. The International Consultant will act as a resource person to lead the project preparation process, to coordinate project scoping and to deliver the Project Concept Note and the Project Proposal’s full packages in line with the format and requirements of the appropriate donor. This will also involve provision of technical support in: i) reviewing of the existing materials and outputs of local consultants; ii) designing the project components, implementation strategy and de-tailed activities, including cost-estimates, incremental analysis, detailed log-frame; iv) finalization of the project Concept Note and the proposal and related submission materials to the appropriate donor; iv) liaison with the relevant national stakeholders and parallel bilateral initiatives as requested; v) advice on the project implementation strategy in general.

The consultant would also be expected to address technical comments from UNDP and appropriate donor before and after submission for final approval, including if the case approval period exceeds contracting peri-od. The International Consultant will be responsible for coordination with other consultant(s) as needed and ensuring overall quality and timeliness of the delivered proposal’s package. The consultant will act under the overall supervision of UNDP CO and direct supervision of UNDP Climate Change Adviser, and as informed by guidance from the UNDP IRH Regional Technical Specialist.

SCOPE OF ACTIVITIES

Consistent with the above general scope, the International Consultant will work closely with local consultants and experts as coordinated by UNDP Kyrgyzstan and will perform the following duties:

Coordination

- *Lead and advise a project development team (national experts) to ensure complementarity in data gathering, analysis and provision of inputs into the package preparation;*
- *Ensure the concept and proposal are evidence-based and has all necessary references to proof that the proposed adaptation solution demonstrates its feasibility across all project outputs;*
- *Provide guidance for data collection related to project planning and monitoring with attention to the description and quantification of the baseline investments;*
- *Support UNDP in coordination the project development with the on-going and planned climate change and related regional and national initiatives to ensure synergies and avoid duplication;*
- *Work closely with relevant government and non-government agencies, support stakeholder consultations and document their inputs and incorporate into the concept and proposal;*

Phase I - Finalizing the Concept Note

Desk study

- Scope the project preparation activities and develop a workplan for both Phase I and Phase II and provide guidance for data collection related to project planning and monitoring with attention to the description and quantification of baseline investments;
- Define scope of work and deliverables for ToRs for National Consultants and partners to ensure complementarity of inputs and outputs of each involved expert or institution.

1st Mission to Kyrgyzstan – (2 overnights in Bishkek, 2 overnights in Jalalabat, 2 overnights in Osh and 1 overnight in Batken):

- Prepare presentations for the discussion of the project idea closely with relevant government and non-government actors and other stakeholders and incorporate their inputs into the Concept Note;
- Revise the project idea based on the inputs, as appropriate;
- Support stakeholder consultations and coordinate and document the inputs to inform the design and development of the Concept Note;
- Provide inputs to co-financing consultations and develop the project co-financing framework;
- Together with the National Consultants define the data and information gaps and additional research needs, review and update the project development work plan and individual tasks of the national consultants;
- Present currently available data on the appropriate donor processes and facilitate discussion and mapping of priorities and possible interventions financed by the appropriate donor;
- Report on formulation of the Concept Note and relevant / appropriate donor consultations;
- Consult the Government and UNDP on potential submission of a proposal to an appropriate donor;
- Develop Concept Note according to appropriate donor's requirements and templates;
- Revise the pre-feasibility and viability assessment of the project idea and draft a pre-feasibility study report for the Concept Note;
- Provide background information and the context of the project with clear additionality arguments;
- Outline options, conduct the options analysis and justify the choice of a specific adaptation pathway for the proposal to the appropriate donor;
- Re-develop project description, objective, outputs/expected results, activities, sub-activities;
- Identify project interventions boundaries and scope, project duration and size;
- Outline the Theory of Change;
- Define paradigm/transformational shift potential, sustainable development potential, coherence with country needs, country ownership (in both project design and implementation) and efficiency and effectiveness of the proposed project;
- Identify indicative financing and cost information, including potential sources of co-financing as identified during the mission and/or through remote consultations and develop project co-financing framework;
- Work with UNDP Gender Team on gender screening and advancing gender considerations within the proposal;
- Define all relevant aspects of the project justification, including rationale for the appropriate donor involvement as well as an exit strategy and risk analysis;
- Ensure the proposal is evidence-based and has all necessary references to prove that proposed solutions demonstrate feasibility across all project outputs;
- Assess all technical, institutional and financial feasibility of the proposed interventions to ensure that they are cost-effective and sustainable;
- Identify available information and information gaps to develop Full proposal package (Phase II).

Phase II - Full proposal package**2nd Mission to Kyrgyzstan – (4 overnights in Bishkek):**

- Collect additional baseline information;
- Discuss closely with relevant government and non-government actors and other stakeholders and incorporate their inputs into project proposal;
- Support stakeholder consultations and coordinate and document the inputs to inform the design and development of the project proposal;
- Provide inputs to and facilitate co-financing consultations and develop project co-financing framework;
- Validate the proposed project strategy with the national stakeholders.

Full proposal package:

- Based on consultation with national experts and inputs from UNDP staff, develop a funding proposal that contains justification for key investment criteria;
- Facilitate and guide consultations to determine project strategy, priorities, key partners, and key barriers to success;
- Oversee and support completion of all background studies, ensuring they are appropriate in scope and provide required analyses in good quality;
- Provide technical and professional support to local experts and national stakeholders;
- Develop a Theory of Change (TOC) for project that adequately reflects project impacts;
- Prepare project M&E framework and logical framework with SMART indicators;
- Prepare project budget as well as the procurement plan, detailed as requested by the appropriate donor full funding proposal template;
- Develop co-financing framework and the assessment of resources leveraging potential;
- Preparation of environment and social impact assessment, economic and financial evaluation and social safeguards assessment;
- Design, together with CO, implementation arrangements, in accordance with UNDP's rules and regulations under the DIM modality;
- Coordinate inputs from other consultants and UNDP CO to prepare a package of all annexes associated with the proposal;
- Assume main responsibility for finalizing the Full proposal package, with inputs from all local experts and ensure timely completion of the proposal and facilitate its smooth submission;
- Address technical comments on the draft submission package.

FINAL PRODUCT

	PRODUCT	TERMS	PAYMENT STRUCTURE
1.	Scope of work is developed and submitted. I mission to Kyrgyzstan is implemented. Concept Note is finalized.	Within 2 months after contract signing	50%
2.	II mission to Kyrgyzstan to validate the Concept Note and the Funding Proposal is implemented. Full package of Funding Proposal is prepared and submitted to the appropriate donor. Technical comments are addressed.	By 30 September 2020	50%

REPORTING

- The Certifying Officer of this assignment from UNDP is a Climate Change Advisor;
- The International Consultant will be submitting the reports based on the results achieved to be approved by the Climate Change Advisor, which will serve as justification for payments;
- The International Consultant will be submitting the reports in agreed format stating all actions taken during the assignment in English;
- All information should be provided in electronic versions;
- The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;
- All materials produced by the IC are the property of the UNDP, and before its publication can only be used in coordination with the UNDP.

TRAVEL REQUIREMENTS

Two missions to Kyrgyzstan:

1. February-March 2020 - 2 overnights in Bishkek, 5 overnights in the regions, 7 overnights in total;
2. July – August 2020 – 4 overnights in Bishkek.

QUALIFICATION REQUIREMENTS

Education:

- Advanced University Degree (MSc, MA or PhD) in natural and environmental sciences / development studies / risk management and other relevant discipline.

Experience:

- Technical experience in climate change adaptation / agriculture and/or integrated water resources management.
- Successful experience in formulation/development of climate change adaptation projects with development agencies;
- Proven practical experience in information gathering and research methodology and/or experience in coaching/mentoring/assisting team of consultants;
- Experience in Central Asian countries or countries with similar terrestrial ecosystems is an advantage;

Languages:

- Fluency in English. Knowledge of Russian is an advantage.

UNDP CONTRIBUTION

UNDP will provide the Consultant with the following, needed for effective and timely implementation of the assignment tasks:

- All previously developed documents including draft versions of the Feasibility Study and Concept Note;
- Relevant national strategic and analytical documents;
- Contact details of stakeholders;
- Interpretation services during the workshops and consultations;
- Transport to go to/within the regions of Kyrgyzstan.

EVALUATION

Offerors 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 point 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	Advanced University Degree (MSc, MA or PhD) in natural and environmental sciences / development studies / risk management and other relevant discipline
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2nd stage: Technical Evaluation of technical proposals – desk review.

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

Criteria	Weight	Max. Point
Technical evaluation	70%	700
Technical experience in climate change adaptation / agriculture and/or integrated water resources management. <i>30 points for each year, but no more than 240 points in total</i>		240
Successful experience in formulation/development of climate change adaptation projects with development agencies <i>100 points for each project, but no more than 200 points in total</i>		200
Proven practical experience in information gathering and research methodology and/or experience in coaching/mentoring/assisting team of consultants <i>50 points for each developed research methodology and/or each demonstrated experience in coaching/mentoring/assisting team of consultants, but not more than 100 points in total</i>		100
Experience in Central Asian countries or countries with similar terrestrial ecosystems is an advantage <i>30 points for each experience in the named countries, but not more than 60 points in total</i>		60
Language skills Fluency in English (required) <i>41 – 50 points - excellent</i> <i>31 – 40 points - very good</i> <i>21 - 30 points – good</i> <i>11 - 20 points – satisfactory</i> <i>0 – 10 points – poor</i>		50
Language skills Knowledge of Russian (advantage) <i>41 – 50 points - excellent</i> <i>31 – 40 points - very good</i> <i>21 - 30 points – good</i> <i>11 - 20 points – satisfactory</i> <i>0 – 10 points – poor</i>		50
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation		
Financial	30%	300

3rd stage: Financial evaluation (according to the method described above)

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

Approved by

Project Manager UNDP\GF	Signature	Date
Lira Zholdubaeva, CC Advisor	<i>Lira Zholdubaeva</i>	7 February 2020