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TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INTERNATIONAL CONSULTANT (IC)

GENERAL INFORMATION

Services Required	Development of Full funding project proposal “Building the climate resilience of grain farming in northern Kazakhstan” for submission to the Green Climate Fund
Project/Program Title	Sustainable Development and Urbanization, UNDP Kazakhstan
Post Title	International Consultant
Type of Contract	Individual Contract
Duty Station	Home-based with a mission to Nur-Sultan, Kazakhstan
Duration	71 working days (02 April – 20 of December 2020)
Expected Start Date	Immediately after signing of the contract

I. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF plans to fund programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF can be accessed directly by National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs). The Board of the Green Climate Fund has started Accreditation of National and International institutions for direct access

Led by the following ministries such as Ministries of Energy and Ministry of Agriculture of the Republic of Kazakhstan, with UNDP serving as the GCF Accredited Entity, an adaptation project has been proposed for possible funding by the GCF. In 2019 a concept note, pre-feasibility study and draft full funding proposal for "Building the climate resilience of SME farms in Kazakhstan" were developed. Upon further consultations with the relevant stakeholders, the scope of the project has shifted towards the whole grain sector in northern Kazakhstan with a deeper analysis and level of details to be developed for the full funding proposal.

A consultant is required to rescope the GCF draft full funding proposal developed earlier, develop finalized full funding proposal and develop a technical feasibility study in line with UNDP and GCF

guidance. UNDP will mobilize the team to support the preparation of the proposal package in time for submission to the GCF Secretariat. The Consultant is expected to work with and coordinate with the team below under the guidance and supervision by UNDP.

The supporting team will consist of the Lead National project design specialist to support the project development from the national perspective, Gender Specialist, Agriculture extension specialist, Sustainable Land Management and land degradation expert, Environment and Social Safeguards Specialist, Economic Analyst

The main objective of the consultancy is to formulate the full proposal for the GCF funding following the developed draft proposal with the title "Building the climate resilience of small and medium agricultural enterprises in Kazakhstan". Upon consultations with the key stakeholders, the draft proposal was rescoped towards the whole grain sector in the north of Kazakhstan. The Consultant will develop a refined version of the draft Full funding proposal with all the documents according to the GCF and UNDP guidelines. S/he will work with UNDP Kazakhstan Country Office, under the overall technical guidance of the UNDP's regional technical advisor (RTA) for climate change adaptation at the UNDP's Istanbul Regional Hub. Guided by the draft Full funding proposal, Theory of Change and sub-assessments and consultation with the Government of Kazakhstan, the consultant is expected to meet the following objectives:

I. Coordinate inputs from international and national consultants and relevant stakeholders

1. To liaise with key government stakeholders involved in the project formulation to obtain their expected inputs to inform the project design;
2. To participate and obtain inputs from CSO and private sector meetings which are organized by the UNDP;
3. To participate in community-level consultations to validate the design and input into the full proposal;
4. Ensure all project interventions are robustly designed meeting GCF investment criteria and is backed up with evidence including feasibility assessments, evaluations, relevant studies, especially at the site level, etc;

II. Design the technical feasibility study for the proposal

1. Consolidate inputs from the national and international technical experts and consultants and finalize the baseline analysis for the full proposal;
2. Update and fine-tune option analysis for the GCF feasibility study based on the pre-feasibility study developed at an earlier stage;
3. Finalize description of and justification for the proposed adaptation solution;
4. Describe technologies to be selected for the GCF project with costing and risk analysis

III. Conduct Financial analysis for the GCF project

1. If necessary, develop a financial model for any revenue-generating activities of the project
2. Develop financial analysis based on the UNDP guidelines.
3. Financial analysis will include analysis of value-added for GCF investment, a justification for GCF grant, assessment of the financial efficiency of the project.

IV. Design the full funding proposal, with the inputs from the national and international consultants

1. Develop the GCF proposal document and coordinate inputs from all consultants to prepare the full set of Annexes as part of the package for submission to GCF;
2. Develop the results log frame according to the GCF performance measurement framework;
3. Develop the total budget and financial structure of the project (with input from UNDP) and all main cost categories at the input level corresponding to all outputs and activities. The UNDP procurement and budget planning tool (latest version) must be used for this purpose;
4. Coordinate closely with the CO to prepare the procurement plan according to the UNDP template and project implementation timeline;
5. Work closely with the CO colleagues to present the implementation arrangements, in accordance with UNDP's rules and regulations;
6. Continue to support the project refinement process based on feedback from GCF Secretariat up until GCF Board Approval.

II. REPORTING AND COORDINATION LINE:

- The consultant will facilitate necessary contributions by all national and international consultants assigned to respective tasks for GCF project formulation for Kazakhstan.
- The consultant will coordinate with other team members of the project formulation team, government counterparts, and UNDP during the consultation and formulation process.
- The consultant will need to work closely with UNDP CO and the Feasibility Study team for all the technical requirements of the project formulation process and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor on Climate Change Adaptation (RTA).
- UNDP CO will be responsible for facilitating data collection, meetings, and provision of other supporting functions and the Quality assurance of the final annexes of the document.

III. EXPECTED OUTPUTS AND DELIVERABLES

The tentative timeline for deliverables will be as follows:

No.	Deliverables / Outputs	Estimated Duration to Complete	Due Date	Review and Approvals Required
1.	Reworked for the final version of the CN and PFS following the comments of the GCF.	7 working days	10 April 2020	UNDP CO/RTA
2.	Reworked Draft Proposal Document with a deeper scope on crop farms in northern Kazakhstan, upon the results of the mission to Kazakhstan	15 working days	30 of April 2020	UNDP CO/RTA
3.	Reworked Draft Feasibility Study with a deeper scope on crop farms in northern Kazakhstan, upon the results of the mission to Kazakhstan	10 working days	12 of May 2020	UNDP CO/RTA
4.	Integrated Financial Model that provides a sensitivity analysis of critical elements	8 working days	22 May 2020	UNDP CO/RTA
5.	Project Term Sheet (including cost/budget breakdown, disbursement schedule, etc.)	7 working days	01 June 2020	UNDP CO/RTA

6.	Environmental and Social Impact Assessment (ESIA) and Map indicating the location of the project, incorporated into the project	3 working days	08 of June 2020	UNDP CO/RTA
7.	A timetable of project implementation	3 working days	15 June 2020	UNDP CO/RTA
8.	Finalized Annexes for the full proposal including procurement plan and financing plan	6 working days	22 of June 2020	UNDP CO/RTA
9.	Final Full Proposal Package for submission to GCF Secretariat	8 working days	01 of July 2020	UNDP CO/RTA
10.	Revised Final Full Proposal Package for submission to GCF Secretariat Interim support to address feedback from national stakeholders and refine the proposal.	4 working days	30 November 2020	UNDP CO/RTA

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will report primarily to the UNDP Regional Technical Advisor (based out of IRH) and the UNDP Kazakhstan office.

V. DURATION OF THE WORK

The duration of the consultancy service will be 71 working days over a period of 9 calendar months April – December 2020. The assignment should be started immediately after signing the contract.

VI. DUTY STATION

The work under this consultancy is home-based with 1 technical mission to Nur-Sultan lasting no longer than 5 days.

Travel:

- BSAFE security course must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

The successful candidate should have an academic and professional background in environmental management, economics, public administration or other relevant fields with strong technical skills in project design and management.

The following attributes are essential:

Education:

- Postgraduate degree (M.S) in environmental management, economics, public administration or related fields;

Experience:

- At least 7 years of technical experience in financial analysis and financial appraisal of projects and/or investments OR at least 7 years of technical experience in natural resources management area;
- Recent experience in preparing of at least 3 projects for vertical funds, experience with Green Climate Fund is an asset;
- Understanding and knowledge of the main areas/Project cycle of the Green Climate Fund or in the relevant areas.
- Experience in the formulation of projects in agriculture, water sector, sustainable land management, climate adaptation in the developing countries.
- Familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender-related.
- Strong analytical skills; exceptional ability in communication and networking, negotiations and writing;
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender-sensitive.

Language and other skills:

- Full proficiency of English language, excellent communication skills; demonstrable analytical skills.

Compliance with UN Core Values:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

VIII. PAYMENT MILESTONES AND AUTHORITY

- **Lump-sum contracts:**

The financial proposal in USD shall specify a total lump sum amount. 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 a number of anticipated working days).

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

The qualified consultant shall receive his/her lump-sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Target due date	Percentage of Payment
1 st Installment	Reworked for the final version of the CN and PFS following the comments of the GCF.	10 of April 2020	20%

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Target due date	Percentage of Payment
2d Installment	Reworked Draft Proposal Document upon the mission to Kazakhstan Reworked Draft Feasibility Study upon the mission to Kazakhstan.	15 of May 2020	20%
3 rd Installment	Integrated Financial Model that provides a sensitivity analysis of critical elements Project Term Sheet (including cost/budget breakdown, disbursement schedule, etc.). Environmental and Social Impact Assessment (ESIA) and Map indicating the location of the project, incorporated into the project Timetable of project implementation.	15 of June 2020	20%
4th Installment	Finalized Annexes for the full proposal including procurement plan and financing plan. Final Full Proposal Package for submission to GCF Secretariat.	01 July 2020	30%
Final Installment	Revised Final Full Proposal Package for submission to GCF Secretariat Interim support to address feedback from national stakeholders and refine the proposal.	30 November 2020	10%

IX. HOW TO APPLY

The following documents **only in PDF** should be attached to the application (proposal) and sent by e-mail to the following address: procurement.kz@undp.org indicating Ref.2020-012 in the e-mail subject no later than **15.00 (Nur-Sultan time) March 5, 2020**:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP; Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs; template attached;
- Detailed personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) and other supporting information confirming that the candidate meets the qualification requirements;
- Copies of higher education diplomas and other relevant documents.

Due to the technical features of e-mail, the size of the file should not exceed 9 Mb per message. There could be a maximum of 3 e-mail transmissions.

*Only fully received application would be considered for evaluation.

X. EVALUATION CRITERIA

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

The award of the contract should be made to the individual consultant 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%].

Only candidates obtaining a minimum of 350 points would be considered for the Financial Evaluation

Criteria	Weight %	Min. passing points	Max. points
<u>Academic background and skills</u>			
Postgraduate degree (M.S) in environmental management, economics, public administration or related fields	20%	70	100
Fluency in English both written and oral	15%	52.5	75
<u>Experience:</u>			
At least 7 years of technical experience in financial analysis and financial appraisal of projects and/or investments OR at least 7 years of technical experience in the natural resources management area	25%	87.5	125
Recent experience in preparing of at least 3 projects for vertical funds, experience with Green Climate Fund is an asset;	20%	70	100
Experience in the formulation of projects in agriculture, water sector, sustainable land management, climate adaptation in the developing countries	20%	70	100
TOTAL	100%	350	500

Job description endorsed by:

Prepared by: Firuz Ibrohimov, CTA UNDP Kazakhstan Date: 18-Feb-2020		Signature: <i>Firuz Ibrohimov</i>
Verified by: Yerlan Zhumabayev, Portfolio Manager. UNDP Kazakhstan Date: 18-фев-2020		Signature: <i>Yerlan Zhumabayev</i>
Approved by: Arman Kashkinbekov, Head, Department for Sustainable Development and Urbanization. Date: 18-Feb-2020		Signature: <i>Arman Kashkinbekov</i>