



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref No.: IC/003/20 - International consultant on conducting trainings on economic valuation of ecosystem services

Date: 08.04.2020

Country: Uzbekistan

Description of the assignment: The project is engaging a highly qualified and capable International expert who will be fully responsible for conducting trainings on economic valuation of ecosystem services.

International consultant on conducting trainings on economic valuation of ecosystem services will work closely with project Field Coordinator on Knowledge Management, respective international and national consultants, national nature conservation agencies and other project partners.

The assignment will be based on home-based work with at least one mission (for ten days) in 2020 to Uzbekistan 15 working days during the period of April - July 2020 (total 15 w/d) **time for trip will be notified further**. The International Expert will be fully and solely responsible for undertaking the below tasks and quality and timely producing the expected outputs and deliverables indicated below.

Project name: "Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity".

Period of assignment/services: 15 working days during the period of April - July 2020.

Application Process:

Interested candidates need to apply online at https://jobs.undp.org/cj_view_job.cfm?cur_job_id=91151 and upload requested documents (*Technical Proposal/Methodology, CV/P11 form, Offeror's Letter of confirmation and Financial Proposal*) in Part 5 of Procurement Notice **no later than end of April 22, 2020** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=91151 (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (April 22, 2020) will not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org. 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.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

The United Nations Development Programme (UNDP) assists the host Government to implement a Global Environmental Facility (GEF) Full-Sized Project: **“Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity”**.

Uzbekistan is globally and regionally important in terms of its biodiversity due to its location between the European, Middle Eastern, and Asian biogeographical regions. Its varying landscapes of high mountain ranges, wide steppes, deserts, riparian wetlands, and the Aral Sea has results in a wide diversity of habitats. UNDP, for many years, have supported the Government of Uzbekistan in tackling environmental challenges, including in the area of biodiversity.

UNDP/GEF and Republic of Uzbekistan project on “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” will further support the country in addressing biodiversity conservation challenges, specifically with focusing on mountain ecosystems such as the western-most outliers of the western Tian Shan (Chatkal, Pskem, Ugam and Kuramin ranges) and Pamir-Alai (Gissar, Turkestan and Zaravshan ranges), which are home to the endangered snow leopard, and provide important habitat for its key prey species.

The project objective is ‘To enhance the conservation, and sustainable use, of natural resources in the biodiverse high-altitude mountain ecosystems of Uzbekistan’, and the project is structured into four components, with each component comprising a complementary suite of two to three outputs:

- i) Component 1: Landscape level planning and management decision-making;
- ii) Component 2: Strengthening key biodiversity areas;
- iii) Component 3: Sustainable economic development incentives for communities;
- iv) Component 4: Promoting cooperation and collaboration.

More information about the project is available through the following link:

http://www.uz.undp.org/content/uzbekistan/en/home/operations/projects/environment_and_energy/sustainable-natural-resource-and-forest-management-in-key-mounta.html

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Outputs and deliverables presumed under this assignment will be elaborated under the overall guidance of the UNDP Programme Specialist on Environment and Climate Action, and direct supervision of the Project Manager in close collaboration with project Field Coordinator on Knowledge Management.

It is expected that to implement the set tasks, an international expert will actively involve in its work respective international and national consultants, national nature conservation agencies and other project partners.

The International consultant on conducting trainings on economic valuation of ecosystem services will bear responsibility for the following project outputs and will undertake the following functions:

1. Review and analyze available training tools on economic valuation of ecosystem services in the region (Central Asia), in particular in Uzbekistan, developed and/or introduced by other development agencies in the region.
2. Identify and analyze the current national capacity of Uzbekistan on economic valuation of ecosystem services based on review of national legislation, programmes, policies, initiatives, etc. on the subject.
3. Based on the analysis and the review, develop a training tool/module on economic valuation of ecosystem services. In case, there is a training tool available in the country on economic valuation of ecosystem services, adjust it based on review and analysis as necessary.
4. In discussion with the project, prepare a draft agenda and concept/outline for the training course, and review as necessary based on comments.
5. Prepare (or modify) presentations, handouts / notes, case studies and groupwork / exercises for training participants, tailored to the Uzbekistan context.
6. Liaise with the national consultant to discuss the course content and delivery, and to agree on responsibilities for delivery of training components.
7. Provide training sessions on economic valuation of ecosystem services for respective state agencies, e.g. nature conservation agencies, think-tanks, experts, etc. (both for TOT and trainees).
8. Collaborate with relevant national institutions to integrate training into standardized professional development curriculums within relevant institutions, and/or into coursework in relevant academic institutions.

Outputs

1. Summary report (5 pages maximum) on the current national capacity of Uzbekistan on economic valuation of ecosystem services based on review of national legislation, programmes, policies, initiatives, etc., and on available training tools on economic valuation of ecosystem services in the region (Central Asia), in particular in Uzbekistan submitted;
2. Draft agenda and concept/outline for the training course submitted;
3. Training materials: Presentations, handouts, notes, case studies, groupwork, exercises submitted;
4. Report on the review of regional and national training tools on economic valuation of ecosystem services (training modules annexed to the report as necessary) submitted;
5. Training session on economic valuation of ecosystem services conducted together with the report on the conducted sessions as well as with further recommendations submitted;
6. Training of Trainers session for individuals identified in Session 1 as potential trainers, with copies of training materials provided.

Location of work

Based on desk work in home-country with one mission (in 2020) to Tashkent, Uzbekistan, **time for trip will be notified further.**

3. RECRUITMENT QUALIFICATIONS

- Education: Master's degree (equivalent or higher) in the field of environment, natural resources management, environmental economics, agricultural economic or biodiversity-related field.

- Experience: At least 5 years of direct contribution to ecological and economical research.
- Language Requirements: Fluent English, knowledge of Russian will be an asset.
- Computer skills: Proficiency in the work with Microsoft Packages.
- Others: Ability to work in close collaboration with a group of national and international experts, to meet strict deadlines and plan the work according to priorities. Strong interpersonal and communication skills. Good analytical and writing skills.

4. DELIVERABLES AND 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 project manager 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 or in Russian.

#	Deliverables	Timeframe	Instalments (%)
1	Output 1 as per TOR	15 July, 2020	1 instalment (100% of the total contract amount)
2	Output 2 as per TOR		
3	Output 3 as per TOR		
4	Output 4 as per TOR		
5	Output 5 as per TOR		
6	Output 6 as per TOR		

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex III).
2. **CV** with indication of the e-mail and phone contact, but successful consultant will be requested to submit filled in and signed a **Personal History Form** (P11 form) before contract issuance.
3. 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 they will approach and complete the assignment (max 3 pages).
4. Financial Proposal using template provided (Annex 4).

Application process: To submit your application online, please follow the steps below:

- Download and complete the [UN Personal History Form \(P11\)](#) or fill your CV.
- Merge your P11 or CV, Proposals and other relevant documents into a single file.
- Click on the Job Title.
- Click “Apply Now” button, fill in necessary information on the first page, and click “Submit Application”.
- Upload your application.

You will receive an automatic response to your email confirming receipt of your application by the system.

6. FINANCIAL PROPOSAL

Fixed price contracts

This is a lump sum contract that should include costs of consultancy and international travel costs (and in-country air ticket costs), accommodation and meal (DSA or per diems in Uzbekistan) and visa costs required to produce the above deliverables.

Payment will be released in 1 (one) instalment upon timely submission of all above mentioned respective deliverables and their acceptance by the Supervisor and UNDP CO.

1 (100% of the total contract amount) to be made upon achievement of Deliverables 1-6.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel including visa cost. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

7. EVALUATION

Applicants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract shall be made to the applicant 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.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 49 points for Technical evaluation would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
At least 5 years of direct contribution to ecological and economical research.	15%	15
Master's degree (equivalent or higher) in the field of environment, natural resources management, environmental	15%	15

economics, agricultural economic or biodiversity-related field.		
Fluent English, knowledge of Russian will be an asset.	5%	5
Proposed methodology	35%	35
<i>Financial</i>	30%	30

9. ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/UNDP%20GCs%20for%20ICs%20-%20March2019.pdf>)

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)