

**TERMS OF REFERENCE**

<b>Position:</b>	International Senior Expert in strategic development of waste sector
<b>Project:</b>	PAGE Programme “Partnership for action on green economy”, 106637
<b>Duty Station:</b>	Home-based
<b>Contract type:</b>	Individual Contract (IC)
<b>Languages:</b>	English and Russian
<b>Duration:</b>	Estimated 42 consultancy days over the period of June 2020 – December 2020

**PROJECT DESCRIPTION:**

In 2012, the Rio+20 Declaration – The Future We Want – recognized a green economy as a vehicle for achieving sustainable development and poverty eradication. It called on the United Nations to support interested countries in their transition to greener and more inclusive economies.

The Partnership for Action on Green Economy (PAGE) is a response to the Rio+20 Declaration. It is an initiative by five United Nations Organizations: The United Nations Environment Program (UNEP), the International Labor Organization (ILO), the United Nations Industrial Development Organization (UNIDO), the United Nations Development Program (UNDP) and the United Nations Institute for Training and Research (UNITAR), to support countries in pursuing an inclusive, resource-efficient, low-carbon economy. The overall vision of PAGE is to contribute to the equitable and sustainable transformation of national economic structures in 30 countries, with the ultimate intention to achieve environmental sustainability, decent job creation, reduced poverty and improved human well-being.

PAGE ambition is to support countries to generate new jobs and skills, promote clean technologies, redirect finance, and reduce environmental risks and poverty. PAGE in Kazakhstan aims to facilitate implementation and integration of low-carbon development into the strategic vision on green economy of Kazakhstan and the country’s Green Economy Concept, shifting investment and policies towards the creation of a new generation of assets, such as clean technologies, resource efficient infrastructure, well-functioning ecosystems, green skilled labor and good governance.

Priorities for PAGE work in Kazakhstan have been identified along following three dimensions:

- Integration of IGE goals and targets into SDG aligned national development planning
- Evidence-based sectoral and thematic reforms
- Individual, institutional and planning capacities strengthened

As waste management is central in the Green Economy Concept and is one of the seven priorities of the new Environmental Code, PAGE support will give specific attention to the development and systemic reform of the waste sector in the country.

The waste management activities are aimed to provide following main results:

- Development of the waste section of the Low Carbon Development Strategy of the Republic of Kazakhstan 2050 (complementary to work by GIZ that commissioned modelling work for all sections of the strategy.) This includes support for the design of a political vision, provision of input data for the modelling, the interpretation of data and modelling results, conducting related national stakeholder consultations, and the development of waste management sector with relevant policy recommendations for low-carbon development;

-Development of a National Programme on Waste Management up to 2030 of the Republic of Kazakhstan, with circular economy principles incorporated. This will include assessment and analysis of the current situation, consultations with stakeholders and development of a final concept and national programme on waste management with action plan;

- Technical advisory support for the development of legal waste management tools related to the new Environmental Code (acts, norms, standards, etc.) in consultation with stakeholders.

#### **OBJECTIVE:**

To provide the content support to all elements of the waste management activities of the PAGE Programme, the specific technical contributions and oversight to selected components. As well to provide advisory and technical assistance to support efficient implementation of the waste management activities.

#### **SCOPE OF THE WORK:**

Under the overall supervision of the National coordinator the International Waste Expert will have the following specific duties:

- Provide technical expertise and strategic guidance to all components of waste management activities, assuming quality control of interventions (review of secondary legislation on waste), and support the coordination of the implementation of planned waste activities as stipulated in the PAGE work plan;
- Contribute to the development of waste section of the Low Carbon Development Strategy (LCDS): elaboration of the waste sector scenarios with measures based on the best international practices, provision of feedback to waste sector modelling results, drafting of waste section of the LCDS based on modelling results;
- Participate in the development of the Concept for the National Programme on waste management: drafting the segments on the agricultural, medical and historical waste through the lens of international best practice applicable in the context of Kazakhstan;
- Elaborate the agricultural, medical and historical waste segments of the National Programme on waste management;
- Develop a final draft for the Concept, National Programme on waste management and Action Plan (introduction part, integration of all the section developed by PAGE partner agencies, including UNEP part on Municipal Solid Waste, UNIDO part on Industrial waste in line with ToR of the Programme): compilation of all the segments of the Concept, National Waste Programme and Action Plan;
- Participation (on-line and missions to Kazakhstan) in stakeholder consultations, awareness raising events on the LCDS and Concept/Programme.

#### **EXPECTED OUTCOMES AND RESULTS:**

N	Deliverables	Indicators	Estimated duration	Reporting timeline (deadlines)	Review and approvals required	Payment (%)
1	Advisory support, quality control of interventions:				Project Coordinator	
1.1	<i>-reviewing and commenting on the parts of Waste Management Programme developed by PAGE partner agencies (peer-to-peer check);</i>	Report on the conducted reviews/comments provided	In 14 weeks after contract signing (2 working days)	September 2020		3%

1.2	<i>-reviewing and commenting on secondary legislation on waste management developed within PAGE (not less than 5 legal acts)</i>	Report on the conducted reviews/comments provided	In 23 weeks after contract signing (5 working days)	November 2020	Project Coordinator	12%
2	Development of the waste section of the Low Carbon Development Strategy of the Republic of Kazakhstan 2050, including					
2.1	<i>-elaboration of waste sector scenarios with measures based on the best international practices, provision of feedback to waste sector modelling results</i>	Report on elaborated scenarios provided	In 2 weeks after contract signing (5 working days)	July 2020	Project Coordinator	12%
2.2	<i>-drafting of waste section of the LCDS based on modelling results (narrative)</i>	Waste section of the LCDS developed	In 19 weeks after contract signing (5 working days)	October 2020	Project Coordinator	12%
3	Development of a National Programme on Waste Management up to 2030 of the Republic of Kazakhstan, including:					
3.1	<i>-drafting of the segments on the agricultural, medical and historical waste through the lens of international best practice for the Concept for the National Programme on waste management</i>	The segments on the agricultural, medical and historical waste of the Concept drafted	In 3 weeks after contract signing (4 working days)	July 2020	Project Coordinator	10%
3.2	<i>-development of a final draft for the Concept (integrating all the section developed by PAGE partner agencies)</i>	Final draft for the Concept provided	In 4 weeks after contract signing (4 working days)	July 2020	Project Coordinator	10%

3.3	<i>-elaboration of the agricultural, medical and historical waste segments of the National Programme on waste management and Action plan</i>	The segments on the agricultural, medical and historical waste of the Programme drafted	In 12 weeks after contract signing (5 working days)	September 2020		12%
3.4	<i>-development of a final draft for the National Programme on waste management and Action Plan (integrating all the section developed by PAGE partner agencies)</i>	A final draft for the National Programme and Action Plan developed	In 16 weeks after contract signing (7 working days)	October 2020		17%
4	Participation in stakeholder consultations (virtual)	Report on participation in stakeholder consultations, awareness raising events on the LCDS and Concept/Programme provided	In 25 weeks after contract signing (5 working days)	Reporting December 2020	Project Coordinator	12%
*Form of completion for 1,4 – progress reports						
TOTAL			42 working days			

*Note: by performance of each above points, the materials/reports should be submitted to Project Coordinator (PC) for commenting. In case of comments, the expert has to finalize the materials in compliance with the comments and/or to discuss these comments via e-mail and forward the final ones to the PM.*

#### **INSTITUTIONAL ARRANGEMENT:**

- International Waste Expert (IWE) agrees the actions and reports to the National Coordinator;
- IWE ensures the timely and rational planning, performance of works scope and achievement of deliverables according to the ToR;
- IWE ensures unconditional performance of requirements of the Individual Contract;
- IWE is responsible for quality of documents prepared as scheduled above;
- Draft and final documents to be submitted in English and Russian language 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 as a total of 42 working days over a period of 7 months (June – December 2020) to perform all expected deliverables as specified in the «Expected Outcomes and Results». Performance under IC begins as IC awarded and completes not later than 7 months.

Once received the reporting documents from the Consultant, National Coordinator provides the comments\recommendations and confirmation of works acceptance within 2 weeks.

**DUTY STATION:** home-based – 42 working days for 7 months

**QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR:**

Education:

- Master's degree in Waste management, Cyclic economy, Environmental protection or a closely-related field, PhD would be an asset.

Experience:

- At minimum 10 years of experience in waste management, circular economy, environmental protection with extensive experience (minimum 5 years) in developing and/or transition economies, CIS countries;
- At least 3 years of experience of projects implementation in such cross-cutting fields as Best Available Techniques (BAT), Resource Efficiency, Environmental Monitoring is required;
- As minimum 5 years of experience working with international institutions/organizations. Working experience within UN system would be an asset;
- Specific working experience in the development of waste management national/regional level strategic documents
- Track record of effective communicating and working with multi-stakeholders, including high-level government officials, development partners, academics, private sector and communities;
- Fluency in spoken and written English and Russian (required)

**SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

**Payment modality.**

Payment to the individual contractor will be made based on the deliverables described in the Article „Expected Outcomes and Results“ of the TOR, accepted and upon certification of satisfactory completion by the UNDP manager.

**Financial proposal**

The financial proposal in USD shall specify a total lump sum amount consisting of professional fees 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. 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).

**Recommended Presentation of Offer**

The following documents to be attached to the Offer (maximum size 9Mb per one e-mail transmission) and should be sent to [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with indication of **Ref. 054** in the e-mail subject not later **5PM (Nur-Sultan time) of 8 June 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 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).
- e) There should be max 2 e-mail transmissions. Please indicate Ref-2020-054 in the e-mail

subject and the e-mail order.

### **Criteria for Selection of the Best Offer**

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) Only candidates who meet the following minimum requirements will be shortlisted for technical evaluation:

Master's degree in Waste management, Cyclic economy, Environmental protection or a closely-related field, PhD would be an asset	5 points
At minimum 10 years of experience in waste management, circular economy, environmental protection with extensive experience in CIS countries	5 points
Fluency in spoken and written English and Russian	5 points

2) 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 pass points	Max. points
<b>Academic background and skills</b>			
At minimum 10 years of experience in waste management, circular economy, environmental protection with extensive experience (10 years) in CIS countries	40%	140	200
At least 3 years of experience of projects implementation in such cross-cutting fields as Best Available Techniques (BAT), Resource Efficiency, Environmental Monitoring is required;	30%	105	150
As minimum 5 years of experience working with international institutions/organizations. Working experience within UN system would be an asset;	15%	52.5	75
Specific working experience in the development of waste management national/regional level strategic documents	10%	35	50
Track record of effective communicating and working with multi-stakeholders, including high-level government officials, development partners, academics, private sector and communities	5%	17.5	25
<b>Total:</b>	<b>100%</b>	<b>350</b>	<b>500</b>
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.			

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	<b>Signatures:</b>
	<div>Head of SD/U unit</div> <div><i>Arman Kashkinbekov</i></div> <div>Arman KashkinbekovSignatureDate: 22.05.2020</div>
	<div>National Coordinator</div> <div><i>Assel Nurbekova</i></div> <div>Assel NurbekovaSignatureDate: 22.05.2020</div>