I. Information

Project title: UNDP-GEF project “Energy Efficient Standards, Certification, and Labelling for Appliances and Equipment in Kazakhstan”

Position Title: International consultant on the preparation of recommendations regarding the implementation in the Republic of Kazakhstan of a system for informing consumers about the energy efficiency of energy-consuming devices

Duty Station: Home-based

Duration of Appointment: 3 months from the date of commencement of work, July-September 2020 (45 working days)

Contract type: Individual Contract

II. Project description

Since the late 1990s, electricity consumption in Kazakhstan has been steadily increasing, leading to high CO2 emissions, largely due to coal-based electricity generation. The total annual volume of such emissions in 2014 amounted to about 70 million tons. At the same time, significant technical potential for reducing emissions has a direction to increase the efficiency and popularization of energy-intensive electric household appliances and equipment - primarily refrigerators, distribution transformers and motors. However, today this direction remains undeveloped due to the lack of clear legislative regulation and reliable information on the performance and economic impact of energy-efficient solutions available on the Kazakhstan market.

The project provides for the implementation of comprehensive measures aimed at overcoming the above barriers. One of the main objectives of the Project is the development and implementation of minimum energy performance standards (MEPS), the international experience of which demonstrates their effectiveness in ensuring large-scale energy savings. The project will also promote the implementation of high energy performance standards (HEPS) on a voluntary basis, combined with systematic product labeling. Along with participation in standard-setting activities (MEPS, HEPS) and the formation of a legal framework, including procurement processes. The project will provide methodological and technical (equipping / retooling equipment) assistance to accredited certification laboratories that will monitor the compliance of instruments and equipment with the developed standards.

The annual growth in consumer demand, industrial progress, intensive marketing and advertising strategies have led to a widespread increase in the use of energy-consuming devices. At the same time, it is also necessary to take into account the annual depreciation of the equipment fleet, both domestic and industrial. All this leads to an increase in electricity consumption, and as a consequence, the need to build new energy generating capacities. In industry, the main consumer of electricity is electric motors and transformers, and in everyday life - refrigerators and air conditioners.

In 2015, in Kazakhstan, electricity consumption when using refrigerators and air conditioners, motors and transformers amounted to about 40 TWh. Without interference in this process of introducing energy efficiency requirements and informing the public about the energy conservation policy aimed at reducing electricity consumption when using all four of these types of equipment, consumption by 2030 may increase to 87 TWh, which is more than half of the total energy balance in Kazakhstan.

Thus, according to the Project's Annual Work Plan for 2020, under Component 1, it was planned to involve a Consultant in the provision of services, specializing in the preparation of recommendations regarding the implementation in the Republic of Kazakhstan of a system for informing consumers about energy efficiency of energy-consuming devices that are relevant to the objectives of the Project.

III. Scope of work

The purpose of the work is to prepare recommendations on the introduction in the Republic of Kazakhstan of a system of informing consumers about the energy efficiency of energy-consuming devices, taking into
account current international and, above all, European practice, as well as development trends within the EAEU.

Scope of work:

1. Analysis of the best international and, above all, European practice in the field of developing the market of energy-efficient products and in particular, informing consumers about the energy efficiency of energy-consuming devices.

2. Analysis of the development trends of the EAEU technical regulation (prospects, risks, barriers) in the field of energy efficiency of energy-consuming devices, as well as informing consumers about energy efficiency of energy-consuming devices.

3. Analysis of the regulatory framework of the Republic of Kazakhstan on relevant topics, goals and objectives of activity.

4. Preparation of a concept to improve the regulatory framework (NLA, NRD, standards) and the consumer information system in the field of energy efficiency of energy-consuming devices in the Republic of Kazakhstan, taking into account the provisions of the EAEU.

5. Development of recommendations (with justification) on the creation of a system of informing consumers about the energy efficiency of energy-consuming devices, taking into account best practices and national interests of the Republic of Kazakhstan.

As a result of the work performed, the Consultant needs to prepare a final report.

Expected results:

The deadlines for the tasks will be carried out according to the following table:

<table>
<thead>
<tr>
<th>№ n/n</th>
<th>Results</th>
<th>Deadline</th>
<th>Verified and Approved</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Analysis of international practice (EU, EAEU) of the development and market trends of energy-efficient products, including informing consumers about the energy efficiency of energy-consuming devices (paragraphs 1. and 2. Scope of work)</td>
<td>Within 4 weeks from the date of the start of work (15 working days)</td>
<td>Project manager</td>
</tr>
<tr>
<td>2.</td>
<td>Analysis of the regulatory framework of the Republic of Kazakhstan, as well as preparation of a concept for its improvement. Development of recommendations (with justification) on the creation of a system for informing consumers about the energy efficiency of energy-consuming devices in the Republic of Kazakhstan. (paragraphs 3., 4. and 5. Scope of work) Preparation of the final information report.</td>
<td>Within 12 weeks from the start of work (30 working days)</td>
<td>Project manager</td>
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### IV. Institutional arrangement:

- Consultant coordinates the actions and reports to the project manager;
- Consultant ensures timely and rational planning, implementation of scope of work and achievement of results in accordance with the statement of work;
- Consultant ensures full compliance with the requirements of the contract;
- Consultant is responsible for the quality of documents prepared in accordance with the schedule;
- Draft and final documents to be submitted in Russian in MS Word (2007 or later). Used font: Calibri, size: 12. The presentations to be made in Power Point (2007 or later)

A contract for the provision of services for a period of 3 months (45 working days) to fulfill all expected results. Work shall begin from the moment of signing the contract. After receiving all reporting documents from the Consultant, the project manager provides comments / recommendations and confirmation of acceptance of work within 4-5 days.

### V. Required skills and experience:

#### a) Competencies:

**Corporate competencies:**
- 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.

**Functional competencies:**
- Excellent communication skills
- Demonstrable analytical skills

#### b) Qualifications of the Successful Applicants

The selection of consultants will be aimed at maximizing the overall qualities in the following areas:

- Higher technical education.
- Availability of experience and skills:
  - At least 10 years of practical international experience in the field of technical regulation of energy conservation and energy efficiency.
  - At least 5 years of practical experience in the development and implementation of standards based on the requirements of international (ISO, IEC), regional (CEN, CENELEC) standards, as well as regulatory and technical normative legal acts of the European Union (directives, regulations) in the field of energy conservation and energy efficiency.
  - Experience in the development and implementation of strategies / plans for implementing national and regional levels of energy efficiency requirements, in particular, information on energy efficiency of energy-consuming devices.
  - Experience in developing regional (GOST), national standards on the basis of European and
international on the basis of technical regulations of the European Union (Directives, Regulations, technical standards).

- Fluency in Russian and English.
- Experience with international organizations.

### VI. Scope of Price Proposal and Schedule of Payments:

<table>
<thead>
<tr>
<th>%</th>
<th>Stages of Work</th>
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<tbody>
<tr>
<td>30</td>
<td>Activity 1</td>
</tr>
<tr>
<td>70</td>
<td>Activity 2</td>
</tr>
</tbody>
</table>

This is a lump sum contract for the entire contract which includes the total cost of carrying out the assignment, through to the end of the assignment. The interested candidate must submit his/her financial proposal in USD, using UNDP template form. The financial proposal should include all the expert’s expenses, including daily fee and other costs necessary for obtaining the above results within the Terms of Reference. Payment will be made in tranche after the approval of the report, based on the above results and the signing of the Certificate of payment for the result by the Commissioning Unit.

### VII. Recommendations to submission of offer

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.2020-063 in the e-mail subject no later than **15.00 (Nur-Sultan time zone) 26 June, 2020:**

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

_Due to the technical features of e-mail, the size of the file/s should not exceed 19 Mb per e-message._

Please make sure you have provided all requested materials. ONLY fully submitted applications would be considered!!

The type of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in TOR, can be accessed at [http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)

_Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process._

### VIII. 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%).

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
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<tbody>
<tr>
<td>Higher technical education</td>
<td>10</td>
</tr>
<tr>
<td>At least 10 years of practical experience in the field of technical regulation of energy conservation and energy efficiency</td>
<td>10</td>
</tr>
</tbody>
</table>

* Top 5 shortlisted candidates will be allowed for further technical evaluation.

<table>
<thead>
<tr>
<th>Minimal Technical Criteria</th>
<th>Weight, %</th>
<th>Min pass points</th>
<th>Max. points</th>
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<tbody>
<tr>
<td>At least 5 years of practical experience in the development and implementation of standards based on the requirements of international (ISO, IEC), regional (CEN, CENELEC) standards, as well as regulatory and technical normative legal acts of the European Union (directives, regulations) in the field of energy conservation and energy efficiency</td>
<td>30%</td>
<td>105</td>
<td>150</td>
</tr>
<tr>
<td>Experience in the development and implementation of strategies / plans for implementing national and regional levels of energy efficiency requirements, in particular, information on energy efficiency of energy-consuming devices</td>
<td>20%</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>Experience in developing regional (GOST), national standards on the basis of European and international on the basis of technical regulations of the European Union (Directives, Regulations, technical standards).</td>
<td>20%</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>Full proficiency in English and Russian both written and verbal including ability to review and edit the required project documentation.</td>
<td>20%</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>Experience with international organizations</td>
<td>10%</td>
<td>35</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>350</td>
<td>500</td>
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</tbody>
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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.

IX. Approved by

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Arman Kashkinbekov</td>
<td>Arman Kashkinbekov</td>
<td>12-Jun-2020</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Syrym Nurgaliyev</td>
<td>Syrym Nurgaliyev</td>
<td>11-июн-2020</td>
</tr>
</tbody>
</table>