TERMS OF REFERENCE

**Project Title:** UNDP-GEF Project: “De-risking Renewable Energy Investment”

**Position Title:** International Consultant: Preparation and development a methodology support of conducting renewable energy auctions in Kazakhstan

**Duty Station:** home-based

**Duration of Appointment:** 3 months from the date of commencement of work, July-September 2020 (30 working days)

**Contract type:** Individual Contract

**BACKGROUND:**

The project is to promote private-sector investment in renewable energy in Kazakhstan to achieve Kazakhstan’s 2030 and 2050 targets for renewable energy. The project will target both large-scale and small-scale renewable energy. The goal of this project is to achieve energy market transformation in Kazakhstan by significantly scaling-up the deployment of renewable energy in electricity generation, from a 0.77% share of renewable energy to a 10% share by 2030, which makes for 10-fold increase in renewable energy-based energy generation to be facilitated by the project. In large-scale renewable energy, the project will promote Kazakhstan as a prime destination for international investment.

Technologies will include wind energy and solar photovoltaic (PV). In small-scale renewable energy, the project will promote investment in “RES for urban life”, on-grid small-scale renewable energy applications, targeting urban households and businesses; and “RES for rural life”, both on-grid and off-grid small-scale renewable energy applications, targeting farms and rural SMEs. Technologies may include solar PV (roof-top), solar water heating and small-scale wind.

The project will promote the latest business and finance models for small-scale RES developers (for example, third-party ownership models). The design and implementation of this project make use of the ‘Derisking Renewable Energy Investment’ methodology developed by UNDP, which is a model for quantitative and qualitative comparison of the cost-effectiveness of different public instruments in promoting renewable energy investment.

The project is structured under three components:

- **Component 1** – Large-Scale Renewable Energy: Policy and Financial De-risking Measures
- **Component 2** – Renewable Energy for Life: Policy De-risking (so called small-scale RE)
- **Component 3** – Renewable Energy for Life: Financial De-risking and Incentives (so called small-scale RE)

with cross-cutting activities related to knowledge management and monitoring and evaluation included within these components.

**OBJECTIVE:**

To design a methodology support of conducting renewable energy auctions in Kazakhstan based on worldwide best practice of renewable energy auctions and the country experience.

**SCOPE OF THE WORK:**

Under the overall supervision of the Project Manager the IC will have the following specific duties:

1. To prepare analysis (best practice) of renewable energy auctions worldwide including the following aspects:
• renewable energy technologies to be provided through auction mechanism;
• auctions mechanism/site specific auctions/ etc., showing pros and cons of each mechanism;
• participants requirements (pre-qualification/bid bonds/ etc.);
• country specific aspects (for instance: grid connections requirements/ energy balancing requirements/ etc.);
• renewable energy technology cost (benchmarking) for different technology for the last 5 years and trends;
• auctions trading platform requirements (electronic platform/standard tendering mechanism etc.);
• lessons learnt;
• new trends in renewable energy auctions/ future aspects and developments.

2. To provide a recommendation to the existing methodology/ies to support of renewable energy auctions in Kazakhstan based on worldwide analysis and the country experience in renewable energy (the recommendation should include auctions architecture).

Expected results:

<table>
<thead>
<tr>
<th>Results</th>
<th>Deadline</th>
<th>Verified and Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report including 1) analysis (best practice) of renewable energy auctions worldwide</td>
<td>Within 4 weeks from the date of the start of work</td>
<td>Project manager</td>
</tr>
<tr>
<td>Online meeting with the stakeholders and information gathering (remotely/messengers or e-mail)</td>
<td>Within 5 weeks from the date of the start of work</td>
<td>Project manager</td>
</tr>
<tr>
<td>Draft of a recommendation on methodology support of conducting renewable energy auctions in Kazakhstan.</td>
<td>Within 9 weeks from the date of the start of work</td>
<td>Project manager</td>
</tr>
<tr>
<td>Final proposal of the recommendation</td>
<td>Within 12 weeks from the date of the start of work</td>
<td>Project manager</td>
</tr>
</tbody>
</table>

The activities and input:

<table>
<thead>
<tr>
<th>N</th>
<th>Activity</th>
<th>Input – man-days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception report including 1) analysis (best practice) of renewable energy auctions worldwide</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Online meeting with the stakeholders and information gathering</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Prepare Draft of a recommendation to the methodology support of conducting renewable energy auctions in Kazakhstan.</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Prepare the final agreed recommendation</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>30 (total)</strong></td>
</tr>
</tbody>
</table>

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 English 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 for a period of 3 months (approx. 30 working days) to perform all expected deliverables as specified in the «Expected Results». Performance under IC begins as IC awarded and completes not later than 3 months. Once received the reporting documents from the Consultant, Project Manager provides the comments/recommendations and confirmation of works acceptance within 4-5 days.

Duty station: home-based.

Scope of Price Proposal and Schedule of Payments:

<table>
<thead>
<tr>
<th>%</th>
<th>Stages of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Activity 1,2</td>
</tr>
<tr>
<td>55</td>
<td>Activity 3</td>
</tr>
<tr>
<td>30</td>
<td>Activity 4</td>
</tr>
</tbody>
</table>

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR:

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:

Education:
- At least Master’s degree in the field of environment, engineering, energy saving, energy efficiency, natural science or a closely-related field;

Experience & language:
- Minimum 10 years of experience in designing and implementing technical assistance projects in energy, preferably in renewable energy area, experience in the design and operation of consultancy services closely related to RE auctions/experience of establishing RE auctions mechanism.
- In-depth knowledge and understanding of (and preferably implementation experience with) renewable energy projects, policies, technologies, in developing and developed countries;
- Experience and good knowledge of transition economies, CIS countries; experience in Kazakhstan an advantage;
- Documented experience with international RE auctions methodology development;
Experience with project planning and consulting, including the effective provision of substantive leadership and guidance, oversight, monitoring and reporting;

- Minimum 10 years of experience working with international institutions/organizations. Working experience within UN system would be an asset; Experience with international projects;
- Good working knowledge of English; knowledge of Russian is considered an advantage.

**Scope of Price Proposal and Schedule of Payments**

The financial proposal in USD shall specify a total lump sum amount, 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. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (number of anticipated working days and other related to TOR implementation costs).

**Recommended Presentation 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.2020-071 in the e-mail subject no later than 16.00 (Nur-Sultan time zone) 26 June, 2020:

1. 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;
2. Detailed personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number);
3. 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

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.

**Criteria for Selection of the Best Offer**

1. Only short-listed candidates will be considered for the Technical Evaluation. The short-listing will be based on respective educational background and minimal work experience.
2. Individual consultants will be evaluated based using cumulative analysis approach - the award of the contract should be made to the individual consultant 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 who meet the following minimum requirements will be shortlisted for technical evaluation:

- At least Master’s degree in the field of environment, engineering, energy saving, energy efficiency, natural science or a closely-related field (5 points)
- Minimum 10 years of experience in designing and implementing technical assistance projects in energy, preferably in renewable energy area, experience in the design and operation of consultancy services closely related to RE auctions/experience of establishing RE auctions mechanism. (10 points)
- Documented experience with international RE auctions methodology development (5 points)

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

### Minimal Technical Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight, %</th>
<th>Min pass points</th>
<th>Max. points</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-depth knowledge and understanding of (and preferably implementation experience with) renewable energy projects, policies, technologies, in developing and developed countries</td>
<td>25%</td>
<td>87,5</td>
<td>125</td>
</tr>
<tr>
<td>Experience and good knowledge of transition economies, CIS countries; experience from Kazakhstan an advantage</td>
<td>20%</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>Experience with project planning and consulting, including the effective provision of substantive leadership and guidance, oversight, monitoring and reporting</td>
<td>20%</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>Minimum 10 years of experience working with international institutions/organizations. Working experience within UN system would be an asset; Experience with international projects</td>
<td>20%</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>Good working knowledge of English; knowledge of Russian is considered an advantage</td>
<td>15%</td>
<td>52,5</td>
<td>75</td>
</tr>
</tbody>
</table>

**TOTAL**  
100% 350 500

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.

### JOB DESCRIPTION AUTHORISATION

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