



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 17, 2020

REF No.: IC/007/20

Country: Uzbekistan

Description of the assignment: International Expert on Resource Mobilization Strategy Development

Project name: UNDP-GEF project "Complete HCFC Phase-out in Uzbekistan through Promotion of zero ODS low GWP Energy Efficient Technologies"

Period of assignment/services (if applicable): 14 working days within 4 months (July – September)

Application Process:

Interested candidates need to apply online at https://jobs.undp.org/cj_view_job.cfm?job_id=92281 and upload requested documents (*Technical Proposal/Methodology, CV/P11 form, Offeror's Letter of confirmation and Financial Proposal*) in Part 6 of Procurement Notice **no later than end of July 1, 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?job_id=92281 (*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 (July 1, 2020) will not be given consideration.

Failure to submit the *Financial Proposal* by the deadline or without reference to the subject above will result in disqualification.

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

Medium-sized UNDP-GEF Project “Complete HCFC Phase-out in Uzbekistan through Promotion of Zero ODS Low GWP Energy Efficient Technologies” is aimed to support the Government of the Republic of Uzbekistan in the implementation of its obligations under the Montreal Protocol on Substances that Deplete the Ozone Layer.

Project objective is to accelerate HCFC phase-out to achieve the 2020 compliance objectives and sustainably reduce the servicing tail. This will be achieved through understanding the implications of the Kigali Amendment, including conducting a comprehensive ODS Alternatives survey; facilitation of implementation of upgraded national legislation on control of import/export and use of HCFCs, other ODS and ODS alternatives; improvement of Customs capacity on import/export control and temporary storage of seized refrigerants; demonstration of zero-ODS and low-GWP energy efficient cooling technologies in various sectors of the economy both private and public; and completing the upgrading and strengthening of the servicing sector capacity including recovery/recycling/reclamation of refrigerants. The project will also do resource mobilization from International Financial Institutions and Bilateral Agencies and local stakeholders to increase the investment to the Refrigeration and Air-conditioning (RAC) sector); conduct comprehensive outreach activities to increase understanding of ozone-related issues with a wide cross-section of stakeholders and end users. Gender mainstreaming will also be addressed across various components to involve women in the business of Refrigeration and Air-Conditioning.

In the frame of the Component 3 and Outcome 3.2. “Resource mobilization to increase the application of advanced technologies in the RAC sector ensured” development of a comprehensive resource mobilization strategy and engagement of donors to increase the application of ozone-friendly technological solutions with low-GWP in the RAC sector are envisaged.

Therefore, the project will recruit an International Expert on Resource Mobilization Strategy Development to develop a comprehensive resource mobilization strategy to attract/stream financial resources to RAC sector of Uzbekistan.

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

For detailed information, please refer to Annex 1 – Terms of Reference for the International Expert

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Postgraduate or other advanced university degree in the field of chemistry, thermal dynamics, refrigeration, engineering and/or other relevant technical sciences and/or of environment protection.

II. Years of experience:

- At least 5 years of relevant experience in development of business/state strategies including resource mobilization strategy;
- Experience in green and zero-ODS, low-GWP and energy efficient technologies;

- Knowledge of and experience in refrigeration and air conditioning sector will be an advantage;
- Knowledge of Montreal Protocol on Substances that Deplete the Ozone Layer;

III. Competencies:

- Excellent analytical and interpersonal skills including oral and written communication;
- Previous experience in performing a similar role in UNDP would be an advantage.
- Good ability to use information and communication technologies as tools and resources.

IV. Language requirements:

- Proficiency in English is required, knowledge of Russian is an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

- (i) Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- (ii) CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed **a Personal History Form (P11 form)** before contract issuance
- (iii)** Provide a brief methodology on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters)

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (if applicable), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

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5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments 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).

#	Deliverables	Timeframe	Payment
1	Overview report of international and national best practices of resource mobilization to RAC sector for implementation of zero-ODS, low-GWP and energy efficient technologies developed, submitted,	20 July 2020	40%

	approved by the PM and Environment and Climate Action Cluster of UNDP Uzbekistan (5 w/days and 30% of the total assignment scope of work).		
	Developed structure of the content of the comprehensive resource mobilization strategy for RAC sector of Uzbekistan (2 w/day and 10% of the total assignment scope of work)	14 August 2020	
2	A comprehensive resource mobilization strategy for RAC sector of Uzbekistan is developed, submitted, approved by the PM and Environment and Climate Action Cluster of UNDP Uzbekistan (8 w/days).	17 September 2020	60%

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, 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 points]*

** Financial Criteria weight; [30 points]*

Only candidates obtaining a minimum of 50 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> Experience in development of business/state strategies (work experience in years): <ul style="list-style-type: none"> - 1 year - 5; - 3 years – 10; - 5 and more years – 15 	15%	15
<ul style="list-style-type: none"> Experience in resource mobilization strategy/concept development and/or implementation (number of strategy): <ul style="list-style-type: none"> - 1 strategy - 3; - 2 strategies – 6; - 3 strategies and more – 10 	10%	10
<ul style="list-style-type: none"> Experience in green, zero-ODS, low-GWP and energy efficient technologies; (number of projects): <ul style="list-style-type: none"> - 1 project - 5; - 2 projects and more – 10; 	10%	10
<ul style="list-style-type: none"> Experience in refrigeration and air conditioning sector will be an advantage (Yes/No) 	5%	5

• <i>Knowledge of Montreal Protocol on Substances that Deplete the Ozone Layer (Yes/No)</i>	5%	5
• <i>Brief methodology (based on concept, idea and clear steps)</i>	25%	25
<i>Financial</i>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default)

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)