



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 26, 2020

REF No.: IC/008/20

Country: Uzbekistan

Description of the assignment: International Consultant on supporting Uzbekistan in increasing climate change mitigation and adaptation Nationally Determined Contributions (NDC)

Project name: UNDP/AF project “Developing climate resilience of farming communities in the drought prone parts of Uzbekistan”

Period of assignment/services (if applicable): 35 working days within 5 months (July – November)

Application Process:

Interested candidates need to apply online at https://jobs.undp.org/cj_view_job.cfm?job_id=92436 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 10, 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=92436 (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 10, 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

The climate change is happening with unprecedented speed and intensity in the Eastern Europe and Central Asia (EECA) region, threatening continued economic growth and development progress. By 2020, as part of the Paris Agreement, countries have been requested to put forward the next generation of their more ambitious climate pledges (NDCs).

UNDP is uniquely positioned both globally and in the EECA region to support countries in pursuing their climate goals building upon its climate portfolio. In this regard, the UNDP's "Climate Promise" initiative has been announced at the 2019 UN Climate Summit and it commits us to ensure full coverage of NDC support in the region, and particularly Uzbekistan. This will be done through partnership established and agreement concluded between UNDP and Uzhydromet.

In light of the above, an international consultancy expertise is sought to contribute to UNDP Uzbekistan cooperation the Government aimed at revisiting and increasing NDC ambitions in the light of greater economic development targets set and adopted nationally for 2030. The operationally Climate promise initiative is implemented under the management arrangements of the ongoing UNDP/Adaptation Fund project is being jointly implemented with the Center of Hydrometeorological Services (Uzhydromet) under the Cabinet of Ministers of the Republic of Uzbekistan aims at strengthening climate resilience of rural communities living in drought prone region of Uzbekistan, specifically in Karakalpakstan. The project outputs contribute to achieving the climate change adaptation dimensions declared in the Nationally Determined Contributions (NDCs) committed by Uzbekistan under the ratified Paris Agreement.

Under the overall operational supervision of the Overall Coordinator/Project Manager of Adaptation Project team in Tashkent and under the direct supervision of the Climate Change Specialist of ECA, UNDP Uzbekistan, the International Consultant on NDC will be responsible for reviewing and updating elements of the NDC to identify and/or seize opportunities for enhanced ambition, including: national and sectoral benchmarks for meeting the relevant national targets set by the Government for national economy as to be achieved by 2030: national emission projections and sectoral trends, including those for clean technology; current economic and development trends and other key assumptions; and baseline and scenarios through coordination and cooperation with the National Lead Consultant on Climate Promise working group as well as the team of national experts through implementation of the following tasks.

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:

- University degree (at minimum, a Master's degree or equivalent) in engineering, power engineering, renewable energy economics or other closely related field

II. Years of experience:

- At least 5 years or more professional experience in the area of climate change mitigation

focused on GHG emission inventories from the sectors of economy, GHG emissions monitoring, reporting and verification;

- Proven knowledge of I(NDC) development based on the internationally recognized methodologies as well as knowledge of the goal and requirements of the Paris Agreement on climate change;
- Proven experience in formulation/update of NDCs in CIS countries and in particular in the Central Asia region;
- Sound experience in assessment of socio-economic impacts of climate change mitigation measures;
- Sound knowledge of potential funding sources for NDC actions from public and private funding sources;
- Proven experience with development of low-carbon and green economy concept, strategies and action plans.

III. Competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Excellent communication skills;
- Excellent analytical skills;
- Strong oral and writing skills;
- Extensive knowledge of PC applications;
- Focuses on result for client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Ability to work independently as well as part of a fairly big team;
- Ability to operate under strict time limits.

IV. Language requirements:

- Proficiency in written and spoken English and good working level of written and spoken Russian are required.

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

Applicants are required to submit an aggregated financial offer (“aggregated financial offer” is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee.

Payments will be disbursed in two installments (50% and 50%) upon timely submission of respective deliverables (#1, 2, 3, 4, 5 and #6) and approval and certification by the Climate Change Specialist of UNDP Overall Coordinator and Project Manager of Adaptation Project team in Tashkent that the services have been satisfactory performed.

#	Deliverables	Timeframe	Payment
1	Inputs to TORS for national experts provided; and personal detailed work plan and schedule for implementation of all assigned tasks as per the approved Climate Promise Work Plan developed, submitted and cleared by National Lead Consultant and Climate Change Specialist of UNDP, approved by the Deputy General Director of Uzhydromet/Focal Point to UNFCCC in Uzbekistan and Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (5 w/d and 5% of the total assignment scope)	15 July 2020	50%
2	Stock-taking report on current progress toward existing NDC targets with comments/feedback (in Russian) provided to the National Lead Consultant; Climate Change Specialist of UNDP, the Deputy General Director of Uzhydromet/Focal Point to UNFCCC in Uzbekistan and Overall Coordinator and Project Manager of Adaptation Project team in Tashkent (2 w/d and 10% of the total assignment scope)	31 July 2020	
3	Report (in English) on updated targets in the NDC with the latest and most robust data developed, submitted and cleared by the National Lead Consultant and Climate Change Specialist of UNDP, approved by the Deputy General Director of Uzhydromet/Focal Point to UNFCCC in Uzbekistan and Overall Coordinator/Project Manager of Adaptation Project team in	31 August 2020	

	Tashkent (3 w/d and 10% of the total assignment scope)		
4	Inputs (in Russian) to assessment of socio-economic impacts of revised NDC targets/measures provided to the National Lead Consultant; Climate Change Specialist of UNDP, the Deputy General Director of Uzhydromet/Focal Point to UNFCCC in Uzbekistan and Overall Coordinator and Project Manager of Adaptation Project team in Tashkent (5 w/d and 15% of the total assignment scope)	15 September 2020	
5	Report on analysis of different funding sources for NDC actions can be accessed included where public finance could be leveraged and/or realigned developed, submitted and cleared by National Lead Consultant and Climate Change Specialist of UNDP, approved by the Deputy General Director of Uzhydromet/Focal Point to UNFCCC in Uzbekistan and Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (5 w/d and 10% of the total assignment scope)	10 October 2020	
6	Report on revision and update of NDC elements and identification/seizing opportunities for enhanced ambition included national and sectoral benchmarks for achievement of relevant national targets set by the Government for national economy by 2025 and by 2030 developed, submitted and cleared by National Lead Consultant and Climate Change Specialist of UNDP, approved by the Deputy General Director of Uzhydromet/Focal Point to UNFCCC in Uzbekistan and Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d and 50% of the total assignment scope)	20 November 2020	50%

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 49 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> - <i>Education background and Language skills</i> max 5 points for education– will be assessed as: <ul style="list-style-type: none"> - 3 points allocated for Master’s degree - 2 points allocated for Master’s degree max 5 points for language: <ul style="list-style-type: none"> - 3 points if with fluency in written and spoken English. - 2 point if with knowledge of Russian 	10%	10
<i>At least 5 years or more professional experience in the area of climate change mitigation focused on GHG emission inventories from the sectors of economy, GHG emissions monitoring, reporting and verification</i>	10%	10
<ul style="list-style-type: none"> • <i>Proven knowledge of I(NDC) development based on the internationally recognized methodologies as well as knowledge of the goal and requirements of the Paris Agreement on climate change; (Yes/No)</i> 	10%	10
<ul style="list-style-type: none"> • <i>Proven experience in formulation/update of NDCs in CIS countries and in particular in the Central Asia region;</i> 	10%	10
<ul style="list-style-type: none"> • <i>Sound experience in assessment of socio-economic impacts of climate change mitigation measures; (Yes/No)</i> 	10%	10
<ul style="list-style-type: none"> • <i>Sound knowledge of potential funding sources for NDC actions from public and private funding sources; (Yes/No)</i> 	5%	5
<ul style="list-style-type: none"> • <i>Brief methodology/approach to identification and/or seizing opportunities for enhanced ambition of NDC in Uzbekistan.</i> 	15%	15
<u>Financial</u>	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)