



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15.07.2020

Country: Belarus

Description of the assignment: Consultant on International GEF Project Development - PPG Team Leader.

Project/Office: Initiation Plan (IP) #00116465 "Reducing barriers to promote electric mobility in the Republic of Belarus through the introduction of ultra-fast charging stations". Short title (eVehicles project).

Period of services (if applicable): 3 August 2020 to 1 April 2021 (approximately 45 working days, home-based, 1 mission to Minsk, Belarus conditional to epidemiological situation).

Proposals for tender ref. num. IC/230/2020 should be submitted to e-mail tenders.by@undp.org no later than **23:59 28 July 2020 (Minsk time)** (ref. num. IC/230/2020 of the tender should be indicated in the e-mail subject line).

Any request for clarification must be sent by standard electronic communication to the e-mail: hanna.harbachova@undp.org The response will be provided by standard electronic mail.

1. BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Republic of Belarus in the preparation of the GEF Project "Reducing barriers to promote electric mobility in the Republic of Belarus through the introduction of ultra-fast charging stations" (eVehicles project).

The eVehicles project aims to remove barriers to the e-vehicle market in Belarus by removing barriers to help make e-vehicles more accessible to the population by changes to legislation, regulations, and policy, by pilot investments to stimulating the necessary infrastructure investments in the charging network leading to direct greenhouse gas emission reductions of 28,000 tonnes of CO₂e over the lifetime of the investments and indirect greenhouse gas emission reductions of 115,000 tonnes of CO₂e.

This project fits within GEF's focal area of Climate Change, specifically GEF-7 Programming Directions for Climate Change Focal Area Investments and Associated Programming. There is an existing programme dealing with electric mobility which has indicated as its first Objective: "promote innovation and technology transfer for sustainable energy breakthroughs". The project's financing for a pilot of super-fast charging stations is one of 4 entry points highlighted within the innovative technology area (electric drive technologies and electric mobility) and follows with the GEF

established track-record of providing funding to demonstration projects that would otherwise not be within the reach of environmental finance due to market immaturity in this area.

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

Under the guidance and direct supervision of the Environment Programme Officer at UNDP, Belarus and the UNDP Regional Technical Advisor on Climate Change Mitigation at UNDP Istanbul Regional Hub (IRH) the International GEF Project Development Specialist - PPG Team Leader (hereinafter referred to as PPG Team Leader) will prepare the UNDP project document, including all the required annexes and supporting documentation, the GEF Request for CEO Endorsement, the climate change mitigation tracking tool/GEF Core indicators and any other document required by the GEF Secretariat and UNDP as a part of eVehicles project submission package.

The PPG Team Leader will supervise and work closely with a team of international and national experts hired by UNDP.

The PPG Team Leader will play a key role in determining the project strategy and preparing and finalizing all project documentation for submission to GEF Secretariat and full approval of all project documentation. **Please see the detailed Terms of Reference.**

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree or higher in Environmental Management or climate change related fields.

II. Experience:

- Minimum 15 years of demonstrable experience in the technical area of environment, climate change, energy and/or emissions trading;
- Previous experience in successfully preparing GEF projects in the climate change thematic area for UNDP or other international agencies.
- Previous experience in designing transport related projects will be a strong asset;
- Previous experience of working in the Eastern European and/or CIS countries for climate change mitigation and/or emissions trading will be an asset.

III. Competencies:

- Extensive knowledge in either of the following fields: climate change, transport and transport related sector;
- Fluency in English is required;
- Working knowledge of Russian will be an asset;
- Excellent report writing skills confirmed by at least 3 examples of personal publications, articles or reports.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **CV** including at least 3 references (or contact information of at least 3 people who could provide a reference upon request);
- c) **Financial Proposal** as per template attached to the Letter of Confirmation of Interest and Availability template;
- d) Copy of relevant University Diploma(s);
- e) Three sample(s) of **personal publication, article or report.**

All documents required shall be presented altogether in e-mail transmission. Incomplete applications will not be considered. Please make sure you have provided all requested materials.

5. FINANCIAL PROPOSAL

Lump sum of the contract shall include various expenses incurred during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services).

The lump sum contract amount will be paid in four installments as follows:

- 1) 15% of the total contract amount following presentation and acceptance of methodology and workplan – Completion of Deliverable 1.
- 2) 35% of the total contract amount following presentation and acceptance by UNDP of draft UNDP Project Document, GEF Request for CEO Approval and GEF RCE and the UNDP Climate Change tracking tool/GEF Core Indicators – Completion of Deliverable 2.
- 3) 30% of the total contract amount following presentation and acceptance by UNDP New York of final UNDP Project Document, GEF Request for CEO Approval and GEF RCE and the UNDP Climate Change tracking tool/GEF Core Indicators (completion of Deliverable 3).
- 4) 20% of the total contract amount following revisions to the project document and GEF Request for CEO Approval following the GEF comments on the project document and GEF request for CEO endorsement (completion of Deliverable 4).

Travel

One mission to Minsk, Belarus is conditional to the epidemiological situation.

Payment by UNDP Belarus of the travel related expenses for a mission to Belarus (in case such a mission will take place) will be done separately upon submission of a travel claim (F-10 form) and all necessary supporting documents.

6. EVALUATION

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

* Technical Criteria weight; [70%], maximum 700 points

* Financial Criteria weight; [30%], maximum 300 points

All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

Evaluation Criteria	Weight, %	Score (max. 1000 points)
Education	20	200
Master's degree in Environmental Management or climate change related fields - 180 points,	18	180
Additional 20 points for higher than Master's degree in Environmental Management or climate change related fields	2	20
Experience	36	360
Minimum 15 years of demonstrable experience in the technical area of environment, climate change, energy and/or emissions trading – 150 points,	15	150
10 points for each additional year of demonstrable experience in the technical area of environment, climate change, energy and/or emissions trading but not more than 50 points in total	5	50
Previous experience in successfully preparing GEF projects in the climate change thematic area for UNDP or other international agencies – 70 points,	7	70
Previous experience in designing transport related projects will be a strong asset - 60 points	6	60
Previous experience of working in the Eastern European and/or CIS countries for climate change mitigation and/or emissions trading will be an asset – 30 points	3	30
Competencies	14	140
Extensive knowledge in either of the following fields: climate change, transport and transport related sector – 50 points*	5	50
Fluency in English is required– 30 points for fluency in English*	3	30
Working knowledge of Russian is an asset – 20 points*	2	20
Excellent report writing skills confirmed by at least 3 examples of publications, articles or reports - 40 points	4	40
Financial Proposal	30	300
Total	100	1000

* Will be evaluated based on personal CV and during the interview with short-listed candidates only.

*Applied scoring system:

Degree of compliance	Supporting Evidence	Scoring scale (% from maximum available score for the given sub-criteria)
Excellent	Excellent evidence of ability to exceed contract requirements	80-100%
Good	Good evidence of ability to exceed contract requirements	60-80%
Satisfactory	Satisfactory evidence of ability to support contract requirements	40-60%
Poor	Marginally acceptable or weak evidence of ability to comply with contract requirements	10-40%
Very poor	Lack of evidence to demonstrate ability to comply with contract requirements	0-10%
No submission	Information has not been submitted or is unacceptable	0%

Annexes:

Annex I – Terms of Reference

Annex II – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex III – Individual Consultant contract form

Annex IV – Individual Consultant General Terms and Conditions