

UNDP Belarus

TOR

Title:	Consultant on International GEF Project Development - PPG Team Leader
Type of contract:	IC (consultant), International
Payment:	Lump sum
Office/Project:	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).
Duty station:	Home-based, 1 mission to Minsk, Belarus (conditional to epidemiological situation)
Contract Duration:	3 August 2020 – 1 April 2021 (approximately 45 working days)
Itinerary:	<p>Taking into account the situation with COVID 19 in Belarus, and restrictions on international travel, the international consultants will be working distantly arranging virtual meetings with Belarusian stakeholders, national consultants and the UNDP CO and the Istanbul Regional Hub. One in-country mission (of 5 working days not including travel days) Minks, Belarus to validate the proposed project strategy, activities, management arrangements, risks <i>etc.</i> may be possible before the end of 2020, from September 2020 onwards, based on the epidemiological situation in the world and Belarus. Given uncertainties around travel, all travel-related and accommodation expenses should not be included in the Financial Proposal. Travel costs will be paid in addition to the consultants contract amount in accordance with the respective UNDP rule and procedures.</p> <p>In the event of changes/extension of the mission duration approved by the Supervisor, additional payments to cover the travel expenses may be reimbursed to the individual contractor upon submission of a travel claim (F-10 form) and all necessary supporting documents.</p> <p>See also Section Sequence of work, terms and conditions for provision of services below.</p>
Work and payment terms:	<p><u>Outputs:</u></p> <p>The international consultant is responsible for the following outputs:</p> <ol style="list-style-type: none"> 1. UNDP-GEF Project Document (ProDoc), using the new 2020 standard template. 2. Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among others, and project specific annexes (e.g. landscape profile, institutional and legal analysis, feasibility studies etc). 3. GEF CEO Endorsement Request. 4. GEF Tracking Tool/GEF Core Indicators 5. Co-financing letters corresponding to the respective GEF 7 requirements and properly annexed to the UNDP ProDoc. Review of SESP indicators and provide comments and feedback to the Environmental Safety Management Framework (ESMF) report) 6. Validation Workshop, virtual workshop, as an option, report (as appropriate for projects with a moderate and high SESP risk rating) <p><u>Schedule of work:</u></p> <p>Deliverable 1. By 15 August 2020 – work plan prepared and agreed by UNDP.</p>

	<p>Deliverable 2. By 1st November 2020 – drafts of the following documents submitted to UNDP Belarus and UNDP Regional Office in Istanbul: (i) Tracking Tool/GEF Core Indicators for Climate Change including set of indicators, baselines and targets (template and examples of recently approved documents are provided separately); (ii) GEF Request for CEO Approval (template and examples of recently approved documents are provided separately), and (iii) UNDP Project Document (template and examples of recently approved documents are provided separately), including co-financing letters.</p> <p>Deliverable 3. By 16 December 2020– the final package of documents containing (i) Tracking Tool/GEF Core Indicators for Climate Change including set of indicators, baselines and targets; (ii) GEF Request for CEO Approval, (iii) UNDP Project Document cleared by UNDP Istanbul Regional Hub RTA and submitted to UNDP GEF New York HQ, including co-financing letters and (iv) Validation Workshop Report.</p> <p>Deliverable 4. By 1 February 2021 – Documents revised following GEF Sec comments which includes revised GEF Request for CEO Approval and revised UNDP Project Document (may take several iterations)</p> <p>The lump sum contract amount will be paid in four installments as follows:</p> <ol style="list-style-type: none"> 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). <p>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.</p>
Qualifications	<ul style="list-style-type: none"> - Master’s degree or higher in Environmental Management or climate change related fields; - 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.
Competencies:	<ul style="list-style-type: none"> - 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.
Direct supervisor:	Igar Tchoulba, Program Officer. Energy & Environment

General background information on the context of the engagement:

Objectives of the assignment:

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.

The project will achieve its stated objectives through three components:

Component 1: – Component 1 of the project will involve Government and Municipal Regulations Change including a new national policy on sustainable transport that includes promotion of eMobility. Also, an introduction of a quota (5% or less) for municipal companies’ e-vehicle fleets and free parking for and use of bus lanes for e-Vehicles. Under the first component there will also be gap analysis of all existing legislation on sustainable transport as it related to promoting electric mobility with a view to introducing new regulations and/or policies as appropriate. A feasibility study for a rebate scheme (working with car dealers) will also be carried out under component 1.

Component 2: – Component 2 of the project will consist of designing and implementing pilot demonstration projects. These pilot demonstration project will involve a study of the existing network and creation of a strategy to enhance the charging infrastructure network according to the latest international standards with deployment of several superfast charging stations in highly visible and critical locations (touristic, main highways etc...) using the available technical assistance funding to assist with procurement, delivery and installation according to international best practice. The strategy should also identify future fast-charging locations to be deployed with co-financing from Belarus-Neft or other strategic partners identified during the creation of the superfast charging network strategy.

Component 3: – Component 3 of this project aims to build capacity and raise awareness about eMobility through disseminating the results of Component 1 & 2 with a PR strategy that involves sourcing of co-financing from car dealers (first and/or second hand) that are willing to sell eVehicles and assist in the PR and awareness raising campaign. A project website will also be developed under component 3. As part of the awareness raising and capacity building, Component 3 will hold a National Workshop that promotes eVehicle use and develops and disseminate a “lesson’s learned” document that can be used for other countries/regions wishing to develop their eVehicle markets. Further awareness of the project will be raised through creation of an app and/or website for users to view charging stations and also calculate savings/costs of charging daily/weekly/monthly and yearly vs petrol/diesel vehicles. In addition, the project will produce a short video to highlight the results from the demonstration projects.

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.

The full-fledged eVehicles project will be developed within a UNDP Initiation Plan (IP) the purpose of which is to develop a full UNDP project document and GEF Request for CEO endorsement including all the required annexes and supporting documentation to be submitted to the GEF Secretariat before February 2021. Before submission to the GEF Secretariat, the project documentation should be duly reviewed and cleared by UNDP. Technical clearance of the complete submission package requires sign off by (i) UNDP Belarus CO, (ii) UNDP Istanbul Regional Technical Advisor on Climate Change and (iii) UNDP GEF Principal Technical Advisor on Climate Change mitigation in New York.

Scope of the assignment:

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.

The PPG Team Leader:

Familiarizes himself/herself with the approved PIF and PPG documents, along with the GEF Secretariat and STAP comments to the PIF/PPG.

- Management of the GEF PPG Team
 - a. Define and submit a **detailed methodology and work plan** in consultation with the other consultants with clear delegation of responsibilities for the international and national consultants;
 - b. Supervise and guide the PPG team comprising international and national experts. Ensure timely preparation and submission of required experts' deliverables;
 - c. Ensure that project development is **participatory, gender-responsive and based on extensive stakeholder engagements**; and
 - d. Verify and ensure that all project components are **technically sound and cost effective**.
- Preparatory Technical Studies and Reviews (Component A): With inputs from the other national consultants, as detailed in their respective TORs:
 - a. Compile **baseline/situational analysis** for the eVehicles project. This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate (and will be included in the Project Document);
 - b. Lead the development of the **project results framework (PRF)** to be included as an annex to the project document and discussed at the validation workshop and later finalized;
 - c. Oversee the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive;
 - d. Guide the **gender analysis** done by a national consultant. Review a gender report, provide comments and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - e. Guide the **UNDP Social and Environmental Screening Procedure (SESP)** and preparation of the Environmental Management Safeguards Framework (EMSF) conducted by national/international consultant. Review the SESP report and the EMSF and provide comments. Ensure that the EMSF is integrated into the UNDP ProDoc and the GEF CEO endorsement Document. Oversee and support the **identification of the demo projects**, with documentation of selection criteria and review the annex which provides detailed pre-feasibility analysis and data on the demo projects;
 - f. Oversee the consultations with partners regarding **financial planning** and review co-financing letters and help ensure the strategy for co-financing; and
 - g. Support and review the completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs such as for example the pre-feasibility study for the electric vehicles fast charging stations and other relevant studies.
- Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other national consultants, as detailed in their respective TORs, and based on international best practice:
 - a. Develop, present and articulate the project's **theory of change**;
 - b. Develop the **Results Framework** in line with UNDP-GEF policy;
 - c. Develop a detailed **Monitoring and Evaluation Plan and Budget**;
 - d. Oversee and ensure the preparation of a **Stakeholder Engagement Plan**;
 - e. Oversee and ensure the preparation of a **Gender Action Plan and Budget**;
 - f. Update the **SESP** based on assessments undertaken during Component A, and ensure the development of **environmental and/or social management plan(s)** for all risks identified as Moderate or High in the SESP;
 - g. Prepare the required **GEF tracking tool(s) / GEF Core Indicators**;
 - h. Secure and present agreements on **project management arrangements**;

- i. Review the **required official endorsement letters**;
 - j. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce **the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and including project specific Annexes**, using the required templates.¹
- Validation Workshop (Component C):
 - a. Lead the validation workshop to present, discuss and validate the final draft Project Document and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
 - b. Oversee all necessary revisions that arise during the workshop.
 - c. Ensure completion of Validation Workshop Report.
 - Final Deliverables:
 - a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP Project Document with all required sections and Annexes, in line with the standard UNDP-GEF Project Document template and annotated guidance (to be provided by UNDP), including gender analysis and action plan, and stakeholder engagement plan, among others, and project specific annexes (e.g. landscape profile, institutional and legal analysis, feasibility studies etc.);
 - b. GEF CEO Endorsement Request;
 - c. GEF Climate Change Mitigation tracking tool/GEF Core Indicators;
 - d. Letters of Co-financing included in the project document;
 - e. All documentation from GEF PPG (including technical reports and annexes, etc...) included in the complete documentation package; and
 - f. Validation Workshop Report.

Sequence of work, terms and conditions for provision of services

The consultant will be recruited by UNDP Belarus Country Office through a selective process. Once hired, the consultant will get in touch with the UNDP Belarus Country Office Environmental Focal Point to establish email communication with him/her, as well as with the key local consultants. For app. two weeks after that, the international consultant develop and submit a **detailed methodology and work plan** in consultation with the other consultants with clear delegation of responsibilities for the international and national consultants comprising the PPG team, including which basic information is to be gathered by the local team, and in what format, by when, translation needs, and when it will be finally made available to the international consultant.

The overall 45 days broken down as follows:

**BREAKDOWN OF COSTS²
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A) Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
Total	100%	USD

**Basis for payment tranches*

¹ Please verify with the UNDP-GEF team that the correct templates are being used.

² The costs should only cover the requirements identified in the Terms of Reference (TOR)

In the financial proposal, the consultant should indicate the fee as a Lump Sum Proposal to UNDP and clearly indicate the number of days that the consultant will spend on the Milestones specified in the template. The consultants may include additional items/lines if he/she deems it necessary.

Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...).

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

General Terms and conditions as well as other related documents can be found under: https://www.eurasia.undp.org/content/rbec/en/home/about_us/jobs/general-terms-and-conditions.html

Qualified **women** and members of **minorities** are encouraged to apply.

Signature of Supervisor: UNDP Programme Officer

Signature of Subscriber: