

Terms of Reference

Position:	International trainer on the application of ISO standards in estimating greenhouse gas emissions
Duty Station:	Home based
Duration:	Estimated 14 consultancy days over the period of August – October 2020
Contract type	Individual Contract (IC)
Languages:	English (knowledge of Kazakh or Russian is an asset)
Project number and title:	00117909 and UNDP Project “Assistance in enhancement of Kazakhstan Nationally Determined Contributions”

1. Project Description

Like many other developing countries Kazakhstan is currently conducting an analysis of the existing system for measuring and reporting on the impact of climate change measures (both mitigation and adaptation measures). Since the available resources and practical knowledge are insufficient Kazakhstan needs a more comprehensive approach to changing and implementing the National Monitoring, Reporting and Verification system

One of the main components of the Project is to study existing inventory methods and offer the best available methods and best practices for their further application in Kazakhstan's inventory methodologies and systems.

The project will aim to implement a modern MRV system and include adaptation measures in the NDC. It is planned to develop a roadmap for implementation of commitments, which specifies the main directions of national activities for adaptation and reduction of greenhouse gas emissions, and which will become a technical guide for the government of Kazakhstan to achieve the goals of reducing greenhouse gas emissions and measures for adaptation.

In order to continue the UNDP's policy to ensure that countries are aware of vulnerability to climate issues, the importance of climate change adaptation and mitigation, also to increase attention to issues related to climate change, a series of sessions, workshops and seminars on topics related to climate change will be organized.

Objective:

The focus of the assignment is to create conditions for the application of new versions of ISO standards for the purpose of harmonizing the national MRV system and training national personnel for better understanding and application of the requirements of international ISO standards

2. Scope of work

The following analog versions of national ISO standards have been approved in the Republic of Kazakhstan and have entered into force since July 1, 2020:

- 1) QR ST ISO 14064-1:2019 *Greenhouse gases. Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals* (ISO 14064-1:2018);
- 2) QR ST ISO 14064-2:2019 *Specification with guidance at the project level for quantification, monitoring and reporting of greenhouse gas emission reductions or removal enhancements* (ISO 14064-2:2019);

3) QR ST ISO 14064-2:2019 *Specification with guidance for the verification and validation of greenhouse gas statements* (ISO 14064-3:2019).

Resolutions IAF2017-15 and IAF 2019-18 of the International Accreditation Forum's General Assemblies set the following deadlines for the transition from ISO 14064-1:2006, ISO 14064-2:2006, ISO 14064-3:2006 to ISO 14064-1:2018, ISO 14064-2:2019, ISO 14064-3:2019:

- for ISO 14064-1:2018 – **3 (three) years** from the date of publication (date of publication-December 2018); i.e. **until December 31, 2021**;
- for ISO 14064-2: 2019 – **3 (three) years** from the date of publication (date of publication – April 2019), i.e. **until April 30, 2022**;
- for ISO 14064-3:2019 – **4 (four) years** from the date of publication (date of publication – April 2019), i.e. **until April 30, 2023**.

IAF General Assembly resolution 2019-14 approved ISO 17029:2019 *Conformity assessment – General principles and requirements for validation and verification bodies* as an IAF normative document. At the same time, IAF 2019-19 upcoming accreditation for the new version of the unpublished ISO 14065:202_ standard requires accreditation in accordance with the requirements of ISO 17029:2019.

Currently, the national ISO 17029:2019 standard is under development according to the National Standardization Plan of the Technical Regulation and Metrology Committee of Kazakhstan.

According to the Association of verifiers, Kazakhstan is significantly behind in the quality of application of ISO standards by both verification organizations and enterprises that are sources of GHG emissions. Thus, the transparency of GHG reporting suffers.

In this regard, it is necessary to conduct trainings to study the above standards for the accreditation body, validation/verification bodies and participants in the state system for regulating greenhouse gas emissions.

The expert shall:

1. Jointly with the National Accreditation Center, prepare and coordinate training materials on the following ISO standards:

- 1.1. ISO 14064-1:2018 Standard;
- 1.2. ISO 14064-2:2019 Standard;
- 1.3. ISO 14064-3:2019 Standard;
- 1.4. ISO 17029:2019 Standard.

2. Conduct an online workshop on the above standards for interested participants;

3. Prepare a set of recommendations on possible future ISO standards in the field of GHG reporting and their implementation in the MRV system;

3. Expected Outputs and Deliverables

No	Outputs	Estimated Duration	Target due dates	Review and Approvals Required
1	<p>Jointly with the National Accreditation Center, prepare and coordinate training materials on the following ISO standards:</p> <p>1.1. ISO 14064-1:2018 Standard;</p> <p>1.2. ISO 14064-2:2019 Standard;</p> <p>1.3. ISO 14064-3:2019 Standard;</p> <p>1.4. ISO 17029:2019 Standard.</p> <p><i>Materials for the training and a preliminary list of participants</i></p>	5 days	30 August 2020	Project manager

	<i>(list of organizations and industries to invite to the workshop)</i>			
2	A four-day online workshop on the above-mentioned ISO standards was held for interested parties.	4 days	30 September 2020	Project manager
3	Develop a report with the set of recommendations on possible future ISO standards in the field of GHG reporting and their implementation in the MRV system	5 days	30 October 2020	Project manager

Note: by performance of each above points, the materials/reports should be submitted to Project Manager (PM) for commenting. In case of comments, the expert has to finalize the materials in compliance with the comments and/or to discuss these comments via e-mail and forward the final ones to the PM.

4. Institutional Arrangement:

- Ensures timely and quality execution of works described in the Terms of Reference;
- Ensures timely and rational planning, implementation of activities and achievement of results in accordance with the Terms of Reference;
- Ensures unconditional carrying out of requirements of the IC;
- If necessary, the expert provides online consultations for the Project team during the entire period of the Terms of Reference;
- The expert is responsible for the quality of the prepared materials within the Terms of Reference;

5. Duration of the Work and Duty station:

Approximate contract duration is August – October 2020 (Estimated 14 consultancy days, including workshops/webinars). The Project team will provide their comments and recommendations/approvals within 1 week from the date of submission of the results of the work by the Expert.

Duty Station: Home-based.

6. Qualifications of the Successful Individual Contractor:

Education

- Higher Environmental / Chemical / Technical or related education.

Experience

- At least 3 years of experience in conducting trainings in accordance with ISO standards;
- Experience in accreditation bodies as an assessor;
- Experience in the CASCO Technical Committee for the development of ISO standards in the field of greenhouse gas management;
- Full proficiency in English, knowledge of Kazakh or Russian is an asset.
- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset.
- Excellent communication skills and experience in conducting presentations with a variety of stakeholders;
- Good knowledge of Excel, Word, Power Point, and Web navigation;

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 favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies

- Excellent communication skills
- Demonstrable analytical skills

7. Scope of Price Proposal and Schedule of Payments:

%	Stages of Work
100	Activities 1, 2 and 3

This is a lump sum contract for the entire contract which includes the total cost of carrying out the assignment, through to the end of the assignment. The interested candidate must submit his/her financial proposal in USD, using UNDP template form. The financial proposal should include all the expert's expenses, including professional fees and other costs. necessary for obtaining the above results within the Terms of Reference. Payment will be made in tranche after the approval of the report, based on the above results and the signing of the Certificate of payment for the result by the Commissioning Unit.

8. 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.2020-097** in the e-mail subject:

- 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;
- Detailed personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) and other supporting information confirming that the Candidate meets the qualification requirements;
- Brief Description of Approach to Work.
- 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.

9. Criteria for Selection of the Best Offer

Individual contractor will be evaluated based on a Combined Scoring Method taking into consideration the combination of the applicant's qualifications and financial proposal.



The award of the contract should be made to the individual contractor whose offer has been evaluated and determined as:

- Responsive/ compliant/ acceptable; and 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%).

Minimal Technical Criteria	Weight, %	Min pass points	Max. points
Higher Environmental / Chemical / Technical or related education	20%	70	100
At least 3 years of experience in conducting trainings in accordance with ISO standards	25%	87.5	125
Experience in accreditation bodies as an assessor	15%	52.5	75
Experience in the CASCO Technical Committee for the development of ISO standards in the field of greenhouse gas management	25%	87.5	125
Full proficiency in English, knowledge of Kazakh or Russian is an asset	10%	35	50
Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset.	5%	17.5	25
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.

This TOR is approved by:

Portfolio Project Manager Gulmira Sergazina Signature  Date 16-Jul-2020	
Head of SDU Unit Arman Kashkinbekov Signature  Date 16-Jul-2020	