



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14.08.2020

Country: Belarus

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

Project/Office: Initiation Plan (IP) #00116466 "Conservation of Wetland Biodiversity and Sustainable Management of Freshwater Ecosystems in the Western Dvina/Daugava Transboundary River Basin ". Short title (Western Dvina IP).

Period of services (if applicable): 31 August 2020 to 30 June 2021 (approximately 90 working days, home-based, 1 in-country mission of 3 working days not including travel days).

Proposals for tender ref. num. **IC/274/2020** should be submitted to e-mail tenders.by@undp.org no later than **23:59 28 August 2020 (Minsk time)** (ref. num. IC/274/2020 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 "Conservation of Wetland Biodiversity and Sustainable Management of Freshwater Ecosystems in the Western Dvina/Daugava Transboundary River Basin" (Western Dvina IP).

The proposed project is geographically focused on the Western Dvina/Daugava river basin. Within this transboundary freshwater basin, the project will support transboundary cooperation and promote mechanisms for the integrated management of the water resources. Improving the management of transboundary waters in the Western Dvina river basin will be based on the implementation of respective national-level management plans for the transboundary river basin, in Belarus and in Latvia. Simultaneously, the project will support further development, appraisal and adoption of the transboundary cooperation agreement between the two countries. The project will assist the two countries with preparation of a regional Strategic Action Programme (SAP), outlining the key priorities and directions for joint management actions and transboundary cooperation in the basin for conservation and sustainable use of the shared transboundary resources, as a roadmap for the implementation of the transboundary cooperative agreement. The project will further accelerate the transformative processes in the Western Dvina basin in Belarus by pilot testing conjunctive management solutions offered through the national Western Dvina River Basin Management Plan and

providing targeted incremental support to concrete activities aimed at restoring and protecting valuable freshwater ecosystems and ecosystem services.

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 Western Dvina 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 a relevant field, such as environmental management, Natural Resource Management, Natural Sciences, Development Studies or another closely related field.

II. Experience:

- Minimum 7 years of demonstrable experience in the technical area of natural resource management/BD conservation;
- Previous demonstrated experience in formulation of GEF-funded project proposals confirmed by at least 2 successful projects approved by the GEF.
- Previous experience of working in the Eastern European and/or CIS countries will be an asset;

III. Competencies:

- Experience in team management confirmed by previous working experience in managing at least three employees;
- Fluency in English confirmed during an interview or by a diploma/certificates or other relevant documents;
- Working knowledge of Russian, confirmed during an interview or provided certificate/ certificate / other relevant documents, will be an asset;
- Excellent report writing skills confirmed by at least 3 examples of report.

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) Diploma, certificates or other relevant documents confirming the knowledge of English and Russian languages (if available);
- f) Three examples of **reports**.

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) 30% of the total contract amount following presentation and acceptance of draft baseline/situational analysis, draft strategic framework and draft project strategy by stakeholders – Completion of Deliverable 1.
- 2) 50% of the total contract amount following presentation and acceptance by UNDP of draft UNDP Project Document with all mandatory and project specific Annexes and GEF Request for CEO Approval. Travel to Minsk (conditional to epidemiological situation) is completed – Completion of Deliverable 2.
- 3) 20% of the total contract amount following acceptance by GEF of the final UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes – Completion of Deliverable 3.

Travel

One in-country mission (of 3 working days not including travel days) Minsk, Belarus (conditional to epidemiological situation) to validate the proposed project strategy, activities, management arrangements, risks etc. may be possible during the period of March-April 2021, All travel-related and accommodation expenses should be included in the Financial Proposal.

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.

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 a relevant field, such as environmental management, Natural Resource Management, Natural Sciences, Development Studies or another closely related field - 180 points,	18	180
Additional 20 points for higher than Master's degree in Environmental Management or climate change related fields	2	20
Experience	35	350
Minimum 7 years of demonstrable experience in the technical area of natural resource management/BD conservation – 170 points,	17	170
10 points for each additional year of demonstrable experience in the in the technical area of natural resource management/BD conservation but not more than 50 points in total	5	50
Previous demonstrated experience in formulation of GEF-funded project proposals confirmed by at least 2 successful projects approved by the GEF – 70 points,	7	70
Previous experience of working in the Eastern European and/or CIS countries will be an asset - 60 points	6	60
Competencies	15	150
Experience in team management confirmed by previous working experience in managing at least three employees – 60 points	6	60
Fluency in English confirmed by a diploma/certificates or other relevant document– 30 points for fluency in English	3	30

Working knowledge of Russian, confirmed during an interview or provided diploma / certificate / other relevant documents, will be an asset– 20 points	2	20
Excellent report writing skills confirmed by at least 3 examples of reports - 40 points	4	40
Financial Proposal	30	300
Total	100	1000

*Applied scoring system (in case of conducting the interview):

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