



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 7.09.2020

---

**Country:** Belarus

**Description of the assignment:** Lead National Expert for PPG Coordination and Stakeholder Engagement.

**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):** 23 September 2020 to 1 April 2021 (approximately 45 working days, home-based).

Proposals for tender ref. num. IC/308/2020 should be submitted to e-mail [tenders.by@undp.org](mailto:tenders.by@undp.org) no later than **23:59 21 September 2020 (Minsk time)** (ref. num. IC/308/2020 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](mailto: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 CO<sub>2</sub>e over the lifetime of the investments and indirect greenhouse gas emission reductions of 115,000 tonnes of CO<sub>2</sub>e.

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**

The Lead National Expert for PPG Coordination and Stakeholder Engagement (hereinafter – Consultant) will work under the overall guidance of the UNDP Belarus Country Office and the International GEF Project Development Specialist - PPG Team Leader, in close coordination with the Ministry of Natural Resources and Environmental Protection of Belarus (MoEnv) and informed by guidance from the UNDP/GEF Regional Technical Advisor on Climate Change at the IRH. While working on his/her assignment, the Consultant is expected to lead a team of national experts selected via a competitive process by the UNDP Belarus. The Consultant will work in close cooperation with the other relevant local Belarusian agencies (ministries, research institutions, NGOs) and other stakeholders relevant for the subject-matter of the project, and will ensure the creation of conditions conducive to strengthening the national ownership of the project. **Please see the detailed Terms of Reference.**

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- University degree or higher in Environmental Management, Energy or Climate Change related fields.

### **II. Experience:**

- Minimum 7 years of demonstrable experience in the areas related to environment, climate change, energy and/or transport;
- Previous experience in developing technical assistance projects in the climate change area confirmed by at least 1 approved by donor project would be an advantage.
- Previous working experience with GEF and/or UNDP will be an advantage.

### **III. Competencies:**

- Excellent writing skills confirmed by at least 2 examples of personal publications or articles;
- Excellent report writing skills confirmed by at least 2 examples of reports;
- Knowledge of Belarusian legislation and practice related to climate change, electric transport energy and environment;
- Good working knowledge of English.

## **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) Two example(s) of **personal publication or articles**;
- f) Two example(s) 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 three installments as follows:

- 1) 60% of the contract amount will be paid upon input to the draft document package related to establishing pilot demonstrations of ultrafast-charging stations for motor vehicles and the draft formulation of associated legislation, policies and regulations to facilitate the scale-up of electric vehicle usage in Belarus and submission of this draft document package, including CEO Endorsement Request Document, UNDP Project Document and GEF Tracking Tool/ Core Indicators to UNDP Belarus – Completion of Deliverable 1.
- 2) 25% of the total contract amount upon input to the final UNDP Project Document, GEF Request for CEO Approval and GEF RCE and the UNDP Climate Change tracking tool/GEF Core Indicators and submission mentioned documents to UNDP Belarus – Completion of Deliverable 2.
- 3) 15% of the total contract amount upon input into revised documents following GEF Sec comments which includes revised GEF Request for CEO Approval, UNDP Project Document and GEF Tracking Tool/Core Indicators. Revised documents are submitted to the donor for approval - Completion of Deliverable 3.

### **Travel**

Travel is not envisaged. In case travel necessity occurs, it should be discussed with and approved by the respective UNDP Programme Officer. In such case the agreed travel costs will be reimbursed to the individual contractor after the travel upon submission of a travel claim (F-10 form) and all the necessary supporting documents in accordance with the respective UNDP rules and procedures.

## **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)
<b>Education</b>	<b>22</b>	<b>220</b>
<b>University degree in Environmental Management, Energy or Climate Change related fields - 180 points.</b>	<b>18</b>	<b>180</b>
Additional 20 points for Master's degree in Environmental Management, Energy or Climate Change related fields.	2	20
Additional 20 points for higher than Master's degree in Environmental Management, Energy or Climate Change related fields.	2	20
<b>Experience</b>	<b>28</b>	<b>280</b>
<b>Minimum 7 years of demonstrable experience in the areas related to environment, climate change, energy and/or transport – 170 points.</b>	<b>17</b>	<b>170</b>
10 points for each additional year of demonstrable experience in the areas related to environment, climate change, energy and/or transport but not more than 30 points in total	3	30
Previous experience in developing technical assistance projects in the climate change area confirmed by at least 2 approved by donor projects would be an advantage – 40 points.	4	40
Previous working experience with GEF and/or UNDP will be an advantage - 40 points.	4	40
<b>Competencies</b>	<b>20</b>	<b>200</b>
<b>Excellent writing skills confirmed by at least 2 examples of personal publications or articles – 50 points.</b>	<b>5</b>	<b>50</b>
<b>Excellent report writing skills confirmed by at least 2 examples of reports – 50 points.</b>	<b>5</b>	<b>50</b>
<b>Knowledge of Belarusian legislation and practice related to climate change, electric transport energy and environment – 60 points*.</b>	<b>6</b>	<b>60**</b>
<b>Good working knowledge of English - 40 points*.</b>	<b>4</b>	<b>40**</b>

<b>Financial Proposal</b>	<b>30</b>	<b>300</b>
Total	100	1000

\* Will be evaluated 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