

UNDP Belarus	
TOR	
Title:	Lead National Expert for PPG Coordination and Stakeholder Engagement
Type of contract:	IC (consultant), National
Remuneration:	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”.
Duty station:	Home-based.
Contract Duration:	Approximately 45 working days over the period 23 September 2020 –1 April 2021.
Itinerary:	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.
Work and payment terms:	<p>Lump sum contract amount will be paid in three installments as follows:</p> <ul style="list-style-type: none"> • 60% of the contract amount will be paid upon satisfactory completion of the Deliverable 1, confirmed by the respective UNDP Belarus Programme Officer and the Regional Technical Adviser from the UNDP Istanbul Regional Hub (IRH), • 25% of the contract amount will be paid upon satisfactory completion of the Deliverable 2 confirmed by the respective UNDP Belarus Programme Officer and Regional Technical Adviser from the UNDP IRH. • The remaining 15% of the contract amount will be paid upon satisfactory completion of the Deliverable 3 confirmed by the respective UNDP Belarus Programme Officer and Regional Technical Adviser from the UNDP IRH <p><u>Schedule of work:</u></p> <p><u>Deliverable 1.</u> By 28 October 2020 – Input 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. Draft document package, including CEO Endorsement Request Document, UNDP Project Document and GEF Tracking Tool/ Core Indicators submitted to UNDP Belarus.</p> <p><u>Deliverable 2.</u> By 12 December 2020 – Input into the final document package, including CEO Endorsement Request Document, UNDP Project Document including duly signed co-financial letters and Tracking</p>

	<p>Tool/Core Indicators submitted to UNDP Belarus.</p> <p><u>Deliverable 3.</u> By 25 January 2021 – 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.</p>
Qualifications	<ul style="list-style-type: none"> - University degree or higher in Environmental Management, Energy or Climate Change related fields; - 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 2 approved by donor projects would be an advantage. - Previous working experience with GEF and/or UNDP will be an advantage.
Competencies:	<ul style="list-style-type: none"> - 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.
Direct supervisor:	UNDP Program Officer, Energy & Environment Unit

General background information on the context of the engagement:

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:

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.

Responsibilities:

Familiarizes himself/herself with the approved the Project Identification Form (PIF) and project preparation grant (PPG) documents, along with the GEF Secretariat comments to the PIF/PPG.

Drafts ToRs for national consultants engaged in developing of the GEF funded eVehicles project and leads the work of these consultants.

Provides support to the International GEF Project Development Specialist - PPG Team Leader during his/her missions to Belarus (in case such mission will take place) including organization of meetings, travels within Belarus, transportation, translation/interpretation, etc.

Identifies the sources and amount of national co-financing of the project. Negotiates with national partners on the co-financing issues, and obtains official letters from national partners on project co-financing.

Reviews the Russian versions of the documents (general translation will be organised by UNDP Belarus) and

ensures that the Russian and English versions match fully.

Addresses comments on drafts CEO Endorsement Request Document, UNDP Project Document and Tracking Tool provided by UNDP-GEF and the GEF Secretariats.

Under the guidance of the International GEF Project Development Specialist - PPG Team Leader, the Consultant collects data and provides substantive input into:

- (i) Preparatory Technical Studies and Reviews (Component A): With inputs from the other national consultants, as detailed in their respective TORs:
 - a. **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. 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. **stakeholder analysis and consultations** and ensure that they are complete and comprehensive;
 - d. **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. **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. **financial planning** and review co-financing letters and help ensure the strategy for co-financing; and
 - g. **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.
- (ii) 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. project's **theory of change**;
 - b. **Results Framework** in line with UNDP-GEF policy;
 - c. detailed **Monitoring and Evaluation Plan and Budget**;
 - d. **Stakeholder Engagement Plan**;
 - e. **Gender Action Plan and Budget**;
 - f. **SESP update** 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. **GEF tracking tool(s) / GEF Core Indicators**;
 - h. **project management arrangements**;
 - i. negotiate with national partners – potential providers of **cofinancing and obtains official cofinancing and endorsement letters**;
 - j. **draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and including project specific Annexes**, using the required templates.¹
- (iii) Validation Workshop (Component C):
 - a. 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. all necessary revisions that arise during the workshop.
 - c. Validation Workshop Report.

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

(iv) **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

Deliverable 1. Draft document package, including CEO Endorsement Request Document, UNDP Project Document and GEF Tracking Tool/ Core Indicators submitted to UNDP Belarus by 28 October 2020.

Deliverable 2. Final document package, including CEO Endorsement Request Document, UNDP Project Document including duly signed co-financial letters and Tracking ensures that the Russian and English versions match fully submitted to UNDP Belarus by 12 December 2020.

Deliverable 3. Revised documents following GEF Sec comments, which includes revised GEF Request for CEO Approval, UNDP Project Document and GEF Tracking Tool/Core Indicators, are submitted to the donor for approval by 25 January 2021.

Sequence of work, terms and conditions for provision of services

The Consultant reports directly to the UNDP Belarus Programme Officer and works under the guidance of the International GEF Project Development Specialist - PPG Team Leader.

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 and the International GEF Project Development Specialist - PPG Team Leader to establish email communication with him/her, as well as with the key local consultants selected by the UNDP Belarus. The Consultant should be in regular communication with the expert team to discuss what 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.

**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		
Total	100%	USD

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

**Basis for payment tranches*

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: