

## Terms of Reference

<b>Position:</b>	International Expert on Vulnerability and Financial Needs Assessment
<b>Duty Station:</b>	Home based
<b>Duration:</b>	Estimated 61 consultancy days over the period of October 2020 – January 2021
<b>Contract type:</b>	Individual Contract (IC)
<b>Project title:</b>	UNDP Project “Assistance in enhancement of Kazakhstan Nationally Determined Contributions”

### **1. Project Description**

The Project is going to address implementation of state-of-art MRV framework and adaptation measures to NDCs. A roadmap for fulfilling commitments, where main directions of national activities on adaptation and vulnerability assessment are specified, is planned to be developed to become a technical guideline for the Government of Kazakhstan on achieving nationally determined contribution and on adaptation actions.

To continue UNDP’s policy, dedicated to nations’ awareness of vulnerability, adaptation and mitigation and climate-related problems and to maximize attention on climate change related issues, set of stakeholder consultations and events to increase public awareness will be conducted.

The implementation of project objectives will support the Republic of Kazakhstan in enhancement of its NDC by adding a chapter on climate change adaptation. Currently, the climate change adaptation component is not included in the NDC and it is not reflected in government priorities in general.

This area of international efforts to combat climate change is an essential factor in ensuring the safety, health and well-being of the country's population, especially in territories or economic sectors that are vulnerable to climate change. Until recently, adaptation initiatives were de-centralized and delivered in the framework of individual programs and projects of international organizations. Subsequently, changing environmental conditions and emerging complex threats forced industries that are dependent on weather and climate change, to apply climate change adaptation measures. Most of these measures are focused on the agricultural sector. Studies, conducted in the framework of National Communications of the Republic of Kazakhstan to the UN Framework Convention on Climate Change and other projects, found that there are 5 thematic areas (agriculture, forestry, emergency response sector, public health and water resources) that are most vulnerable to climate change and need urgent adaptation actions in Kazakhstan. Therefore, these and other areas should be reflected in the NDC. To implement these actions, it is necessary to identify the vulnerable groups of population in Kazakhstan, as well as financial needs required for adaptation.

In this regard, UNDP is seeking the expertise of an International Expert for conducting climate change vulnerability and financial needs assessment.

### **Objective:**

The focus of this assignment is to:

- 1) Conduct vulnerability assessments in the key sectors;
- 2) Identify vulnerable groups of population (including the needs of women);
- 3) Identify financial needs for adaptation;

### **2. Scope of work**

#### **(1) Conduct vulnerability assessments in the key sectors**

Under the supervision of the Project Manager and in close cooperation with the stakeholders the expert shall conduct a vulnerability assessment.

The assessment of vulnerability to existing climate variability and extremes is a necessary starting point for any adaptation. Assessments of past weather events, for example heavy rain or extreme temperatures, and analysis of consequent responses can help provide insights into successful or ineffective initiatives. In order to perform a sound vulnerability assessment analysis of past and current weather trends, projected changes in climatic conditions, identifying sensitivity to those anticipated changes and estimating adaptive capacity in terms of available financial recourses, human resources and adaptation options need to be carried out.

The assessment shall include:

- Trend of various climate variables (e.g. average and extreme temperature, number of days with extreme heat, intensive rainfall events, snow cover), ideally based a range of different climate scenarios,
- Expected (direct and indirect) impacts (threats, opportunities) by identifying the most relevant hazards as well as the areas of the city (region) that are at most risk given an overlay of spatial distribution of the total population, vulnerable populations, economic activities and economic value;
- Timescale (short-, medium (e.g. 2050s) and long-term (e.g. end of century).

The assessment shall also include the sector's ability to adapt.

## **(2) Identify vulnerable groups of population (including the needs of women)**

Under the supervision of the Project Manager the expert shall provide a report on vulnerable groups of population.

The concept of vulnerability helps to identify those members of a population who are most likely to suffer directly and indirectly from a hazard. It is also useful in identifying those who are more likely to suffer longer-term disruptions of livelihoods and life lines, as well as those who will find it more difficult to re-establish their accustomed patterns of living. The assessment should be carried out to evaluate the risk of climate change for current and future generations and to enable policy-makers to plan for measures, strategies and policies to cope with climate change. In addition, more national information and assessments are needed to feed into the international policy processes, such as that of the national communications to the UNFCCC and those from other climate change assessments.

## **(3) Identify financial needs for adaptation**

Under the supervision of the Project Manager the expert shall provide a report on financial needs required to implement adaptation activities in Kazakhstan.

Quantifying the financing needs is quintessential for devising a financing strategy. Planning for the needed budget should include:

- Adaptation activities that require funding;
- Required funding amount (e.g. for human resources, costs of materials, logistics);
- Required timeframe for funding needed.

In addition, the report shall cover:

- Challenges faced in accessing climate funds;
- Identify the most relevant adaptation channels;
- Recommendations to attract public and private finance.

## **3. Expected Outputs and Deliverables**

No	Outputs	Estimated Duration (working days)	Target due dates	Review and Approvals Required
1	Methodology for conducting vulnerabilities assessment is selected	3	October 2020	Project manager
2	Report on vulnerabilities assessment in the key sectors is submitted	17	November 2020	Project manager
3	Methodology for identifying vulnerable groups of population is selected	3	November 2020	Project manager
4	Report on vulnerable groups of population is submitted	17	December 2020	Project manager
5	Methodology for conducting financial needs assessment is selected	3	December 2020	Project manager
6	Report on financial needs is submitted	17	January 2021	Project manager
7	Online workshop on presenting the results of the work is conducted	1	January 2021	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 unconditional carrying out of requirements of the IC;
- Agrees some results given in the ToR and reports to project manager.

#### **5. Duration of the Work and Duty station:**

Approximate contract duration is October 2020 – January 2021 (Estimated 61 consultancy days, including workshop). **Duty Station:** Home-based.

#### **6. Qualifications of the Successful Individual Contractor:**

##### **Education**

- Master's Degree or equivalent (or 5-year university education) in Environmental Sciences or Economics. PhD degree will be considered as an asset.

##### **Experience**

- At least 4 years of experience in developing analytical reports;
- At least 3 years of experience in conducting vulnerabilities assessments;
- Experience in developing gender reports is an advantage;
- At least 3 years of experience in conducting financial assessment needs;
- Experience in providing workshops;
- 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;

**Language**

- Full proficiency in English both written and verbal including ability to review and edit the required project documentation. Knowledge of Russian is an asset.

**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
35	Activities 1 and 2
35	Activities 3 and 4
30	Activities 5, 6 and 7

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 by Project Manager, 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](mailto:procurement.kz@undp.org) indicating **Ref.2020-121** in the e-mail subject no later than 14.00 (Nur-Sultan time zone) 28 September 2020:

- 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%).

\* Only fully applied candidates will be considered for shortlisting process:

At least 3 years of experience in conducting vulnerabilities assessments	10 points
At least 3 years of experience in conducting financial assessment needs	10 points

\* Top 5 shortlisted candidates will be allowed for further technical evaluation and top 3 candidates with the highest scores in the assessment of qualifications (1-4) will be invited for interviews (5):

#	Minimal Technical Criteria	Weight, %	Min pass points	Max. points
1	Approach to work	35%	122.5	175
2	At least 4 years of experience in developing analytical reports, including gender reports	30%	105	150
3	Experience in providing workshops	10%	35	50
4	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
5	Interview	20%	70	100
	<b>TOTAL</b>	<b>100%</b>	<b>350</b>	<b>500</b>

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 Gulmira Sergazina Date 14-Sep-2020

Head of SDU Unit

Arman Kashkinbekov

Signature Arman Kashkinbekov Date 14-Sep-2020