

**Amendment 1**  
**to Request for Proposal on Development of benchmarks for the sectors**  
**included in the Emission Trading System of Kazakhstan**  
**Reference: RFP-2020-068**

**1. The Annex 1, pages 3-11 shall be read as follows**

<b>Description of Requirements</b>	
Context of the Requirement	UNDP Project #117909 "Assistance in enhancement of Kazakhstan Nationally Determined Contributions"
Implementing Partner of UNDP	Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (MEGNR RK)
Brief Description of the Required Services <sup>1</sup>	Development and integration of new benchmarks for Kazakhstan's ETS to national legislation including the wide participation of the involved parties
List and Description of Expected Outputs to be Delivered	As per the TOR
Person to Supervise the Work/Performance of the Service Provider	Project Manager
Frequency of Reporting	As per the TOR
Progress Reporting Requirements	As per the TOR
Location of work	Home based, with 5 possible missions to Nur-Sultan
Expected duration of work	<del>12</del> 10 months after effective contract start date
Target start date	<del>October</del> November 2020
Latest completion date	<del>October</del> September 2021
Travels Expected	As per the TOR
Special Security Requirements	The service provider is obliged to timely provide its employees involved into implementation of this Terms of Reference with all necessary personal protective equipment in accordance with the current recommendations of WHO and/or local authorized bodies (masks, gloves, sanitizers, passing the COVID-19 test (if required), for the entire duration of the contract.
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required

<sup>1</sup> A detailed information is provided in the Annex IV, Technical specification (TOR).

activities/sub-activities																				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																			
Currency of Proposal	For companies incorporated on the territory of the Republic of Kazakhstan the proposal must be submitted in local currency – tenge (KZT)  For companies incorporated beyond the territory of the Republic of Kazakhstan, the proposal must be submitted in USD or Euro. In such case the basis for determination of UN exchange rate shall be the month of submission deadline.																			
Value Added Tax on Price Proposal	* Must be inclusive of VAT and other applicable indirect taxes  *If applicable																			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																			
Pre-bid meeting	<b>Time: 16:00 p.m Nur-Sultan time zone</b> <b>Date: Sep 21, 2020</b> <b>Venue: Skype-call</b> All interested parties shall send a preliminary notification to: <a href="mailto:gulmira.sergazina@undp.org">gulmira.sergazina@undp.org</a> copying <a href="mailto:sabyr.assylbekov@undp.org">sabyr.assylbekov@undp.org</a> and <a href="mailto:nelly.perevertova@undp.org">nelly.perevertova@undp.org</a>																			
Payment Terms <sup>2</sup>	<table><tr><th>#</th><th>Deliverables</th><th>Timing</th><th>%</th></tr><tr><td>1.</td><td><b>Stage 1.</b> Analytical report on the current situation with benchmarks in Kazakhstan is provided. Stakeholder consultations 1 are conducted.</td><td>Within 1 month after effective contract date</td><td>25%</td></tr><tr><td></td><td><b>Stage 2.</b> <del>Analytical report on assessing the past and future effects of ETS on its contribution to achievement of NDC goals.</del></td><td><del>Within 2 months after effective contract date</del></td><td></td></tr><tr><td>2.</td><td><b>Stage 3-2.</b> The list of benchmarks is provided. The methodology for benchmarks estimation is approved. Stakeholder consultations 2 are conducted.</td><td>Within 6 4 months after effective contract date</td><td rowspan="2">35%</td></tr><tr><td>3.</td><td><b>Stage 4-3.</b> The first draft of benchmarks is provided. Stakeholder consultations 3 are conducted.</td><td>Within 9 7 months after effective contract date</td></tr></table>	#	Deliverables	Timing	%	1.	<b>Stage 1.</b> Analytical report on the current situation with benchmarks in Kazakhstan is provided. Stakeholder consultations 1 are conducted.	Within 1 month after effective contract date	25%		<b>Stage 2.</b> <del>Analytical report on assessing the past and future effects of ETS on its contribution to achievement of NDC goals.</del>	<del>Within 2 months after effective contract date</del>		2.	<b>Stage 3-2.</b> The list of benchmarks is provided. The methodology for benchmarks estimation is approved. Stakeholder consultations 2 are conducted.	Within 6 4 months after effective contract date	35%	3.	<b>Stage 4-3.</b> The first draft of benchmarks is provided. Stakeholder consultations 3 are conducted.	Within 9 7 months after effective contract date
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<sup>2</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<table><tr><td>4.</td><td><b>Stage 5.4.</b> The revised benchmarks are provided. Stakeholder consultations 4 are conducted.</td><td>Within <del>11</del> 9 months after effective contract date</td><td rowspan="3">40%</td></tr><tr><td>5.</td><td><b>Stage 6.5.</b> The draft legal acts are provided. Stakeholder consultations 5 are conducted.</td><td>Within <del>11</del> 9 months after effective contract date</td></tr><tr><td>6.</td><td><b>Stage 7.6.</b> The guide and methodology for updating benchmarks is provided. Final report, summary for policy makers, a number of draft publications for publishing in mass and social media.</td><td>Within <del>12</del> 10 months after effective contract date</td></tr></table>	4.	<b>Stage 5.4.</b> The revised benchmarks are provided. Stakeholder consultations 4 are conducted.	Within <del>11</del> 9 months after effective contract date	40%	5.	<b>Stage 6.5.</b> The draft legal acts are provided. Stakeholder consultations 5 are conducted.	Within <del>11</del> 9 months after effective contract date	6.	<b>Stage 7.6.</b> The guide and methodology for updating benchmarks is provided. Final report, summary for policy makers, a number of draft publications for publishing in mass and social media.	Within <del>12</del> 10 months after effective contract date				
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Project manager														
Type of Contract to be Signed	UNDP contract template for services providing														
Criteria for Contract Award	<p>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p> <p><b><u>Compliance with administrative requirements:</u></b></p> <ul style="list-style-type: none"><li>• Financial proposal is password protected;</li><li>• Acceptance of the UNDP General Terms and Conditions, with the format of the UNDP contract;</li><li>• The offer is valid for at least 90 days;</li><li>• Submission of all documents according to the list of Annex 2a and 2b.</li></ul> <p><u>* If the above documents are not provided, the organization may not be admitted to the technical assessment.</u></p>														
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%, 1000 scores)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 35%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</p> <table><tr><td colspan="2">Technical evaluation Summary</td><td>Weight</td><td>Scores</td></tr><tr><td>1.</td><td>Expertise of the Firm</td><td>35%</td><td>350</td></tr><tr><td>2.</td><td>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</td><td>35%</td><td>350</td></tr></table>			Technical evaluation Summary		Weight	Scores	1.	Expertise of the Firm	35%	350	2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	35%	350
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	3.	Management Structure and Qualification of Key Personnel	30%	300
	<b>Total</b>			<b>1000</b>
	Technical evaluation			Scores
	<b>Expertise of the Firm</b>			
	1. Correspondence to the requirements:			Total
	1.1	At least 5 years of experience in developing analytical documents <b>in the field of GHG emissions</b> including data collection and analysis: 5 years – <del>105</del> 70 points; each additional year – <del>15</del> 10 points, maximum – <del>150</del> 100 points.	<del>150</del> 100	
	1.2	At least 3 years of experience in developing proposals for improving legislation in the field of regulation of greenhouse gas emissions: 3 years – 70 points; each additional year – 10 points, maximum – 100 points.	100	
	1.3	Experience in organization and conduction of stakeholder consultations on technical issues: 2 years – <del>105</del> 70 points; each additional year – <del>15</del> 10 points, maximum – <del>150</del> 100 points.	<del>150</del> 100	
	1.4	Experience with international organizations is an advantage (recommendation letters, copies of contracts, completion acts, etc.): if not provided – 0; if provided - 50	50	
	Total			350
	<b>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</b>			
	2.1	The essence, methodology and expected results of the project correspond to the TOR and are reflected in the proposal.		200
	2.2	Detailed schedule of work (must include the composition of a project team and distribution of responsibilities, descriptions of the methodology and stages of work, efficiency and expected results)		150

	Total:		350
	<b>Management Structure and Qualification of Key Personnel</b>		
	3.1	<b>Climate Policy Specialist 1, International</b>	
		Correspondence to project requirements	
		Higher education in Economics, environmental or related sciences: higher education – <del>14</del> 21 points; Master's degree – <del>18</del> 24 points, higher qualification – <del>20</del> 30 points;	20-30
		At least 5 years of experience in providing services related to policymaking: 5 years – <del>28</del> 35 points, each additional year - 5 points, maximum <del>40</del> 50 points.	40-50
		Total	60-80
	3.2	<b>Climate Policy Specialist 2, International</b>	
		Correspondence to project requirements	
		Higher education in Economics, environmental or related sciences: higher education – <del>14</del> 21 points; Master's degree – <del>18</del> 24 points, higher qualification – <del>20</del> 30 points;	20-30
		At least 5 years of experience in providing services related to policymaking: 5 years – <del>28</del> 35 points, each additional year - 5 points, maximum <del>40</del> 50 points.	40-50
		Total	60-80
	3.3	<del>Specialist on economic modelling, International</del>	
		<del>Correspondence to project requirements</del>	
		<del>Higher education in Economics or related sciences: higher education – 14 points; Master's degree – 18 points, higher qualification – 20 points;</del>	20
		<del>At least 5 years of experience in developing economic models: 5 years – 28 points, each additional year – 5 points, maximum 40 points.</del>	40
		<del>Total:</del>	60
	3.4	<b>Specialist on data collection and analysis 1, Local</b>	
	3	Correspondence to project requirements	
		Higher education – 5 points; Master's degree – 7 points; higher qualification – 10 points;	10
		At least 3 years of experience: 3 years – <del>10</del> 14 points, each additional year – <del>1</del> 2 points, maximum <del>15</del> 20 points.	15-20
		Total:	25-30
	3.5	<b>Specialist on data collection and analysis 2, Local</b>	
	4		
		Correspondence to project requirements	

			Higher education – 5 points; Master’s degree – 7 points; higher qualification – 10 points;	10	
			At least 3 years of experience: 3 years – <del>10</del> 14 points, each additional year – <del>1</del> 2 points, maximum <del>15</del> 20 points.	<del>15</del> 20	
			Total:	<del>25</del> 30	
		3.6 5	<b><u>Specialist on data collection and analysis 3, Local</u></b>		
			Correspondence to project requirements		
			Higher education – 5 points; Master’s degree – 7 points; higher qualification – 10 points;	10	
			At least 3 years of experience: 3 years – <del>10</del> 14 points, each additional year – <del>1</del> 2 points, maximum <del>15</del> 20 points.	<del>15</del> 20	
			Total:	<del>25</del> 30	
		3.7 6	<b><u>Specialist on legal support, Local</u></b>		
			Correspondence to project requirements		
			Higher education in Law or related sciences: higher education – 5 points; Master’s degree – 7 points, higher qualification – 10 points;	10	
			At least 5 years of experience in law or related areas: 5 years – <del>15</del> 28 points, each additional year – <del>2</del> 3 points, maximum <del>35</del> 40 points.	<del>35</del> 40	
			Total:	<del>45</del> 50	
			Grand Total:	300	
		<b><u>Financial Proposal (30%)</u></b>			
		To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.			
		UNDP will award the contract to:	One and only one Service Provider		
Annexes to this RFP	Forms for Submission of Proposal (Annex 2a – Technical Offer; Annex 2b – Financial Offer) Template of the Contract and General Terms and Conditions (Annex 3) <sup>3</sup> Detailed TOR (Annex 4)				

<sup>3</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process

Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	<p><i>Gulmira Sergazina, Project Manager “Assistance in Enhancement of Kazakhstan’s Nationally Determined Contributions” gulmira.sergazina@undp.org</i></p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Electronic Submission Procedure	<p><b>Attention:</b> Applicants shall submit their bids by email: procurement.kz@undp.org</p> <p>Technical and financial parts of the Proposal must be submitted <b>in separate files</b>. The financial proposal must be <b>protected by password</b>. The password to the Financial Proposal must not be provided to UNDP until a request is received from a UNDP representative: Meruyert Bolyssayeva, Gyulnara Karpisheva, Karina Amralina or Nelly Perevertova.</p> <p><b>-Document Format: PDF files only;</b>          -File names must have a maximum of 60 characters, which should not contain any special characters other than letters;          -Files must not contain viruses and be damaged;          -Maximum file size for one electronic transmission: up to 20 MB;          -Maximum number of electronic transmissions: 5 messages;          - In case of more than 1 transmission / message, please indicate the numerical order in the subject.          Email subject shall indicate <b>RFP-2020-068 «Development of benchmarks for the sectors included in the Emission Trading System of Kazakhstan»</b></p>

<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

2. The Annex 2b, pages 11-12 shall be read as follows:

**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>5</sup>**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup> and to be submitted in a separate password protected file with a corresponding note)*

**D. Cost Breakdown per Deliverable (percentage)\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	<b>Deliverable 1</b> Analytical report on the current situation with benchmarks in Kazakhstan is provided. Stakeholder consultations 1 are conducted.	25%	
2	<del><b>Deliverable 2</b></del> <del>Analytical report on assessing the past and future effects of ETS on its contribution to achievement of NDC goals.</del>		
3	<del><b>Deliverable 3-2</b></del> The list of benchmarks is provided. The methodology for benchmarks estimation is approved. Stakeholder consultations 2 are conducted.	35%	
4	<del><b>Deliverable 4-3</b></del> The first draft of benchmarks is provided. Stakeholder consultations 3 are conducted.		
5	<del><b>Deliverable 5-4</b></del> The revised benchmarks are provided. Stakeholder consultations 4 are conducted.		
6	<del><b>Deliverable 6-5</b></del> The draft legal acts are provided. Stakeholder consultations 5 are conducted.	40%	
7	<del><b>Deliverable 7-6</b></del> The guide and methodology for updating benchmarks is provided. Final report, summary for policy makers, a number of draft publications for publishing in mass and social media are provided		
	Total	100%	

*\*This shall be the basis of the payment tranches*

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**E. Cost Breakdown by Cost Component:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b> <i>(including salary and implementation of works based on the TOR)</i>				
• Climate policy specialists (Int.)			2	
• <del>Specialist on economic modelling (Int.)</del>			<del>1</del>	
• Specialists on data collection (Local)			3	
• Specialist on legal support (Local)			1	
<b>II. Logistics Expenses* (if applicable)</b>				
• 4 round trips for 2 international experts				
• 1 round trip of 4 local experts				
<b>III. Miscellaneous expenses (please describe, if applicable)</b>				
<b>IV. Unplanned expenses</b>				
<b>IV. VAT (if applicable, indicate amount of VAT only)</b>				
<b>Total amount (indicate the total amount of the services including VAT, if it is applicable)</b>				

[Name and Signature of the Service Provider's

Authorized Person]

[Designation]

[Date]

\*IMPORTANT: We ask you to separate all expenses related to the organization of travel (Article II) in a separate section. Due to the current situation related to the spread of coronavirus infection COVID-19 and the possible restriction of international travel to Kazakhstan and free movement in Kazakhstan, travel arrangements may be limited. In this case, the company must have all the necessary resources to conduct discussions/works/presentations online/remotely using digital technologies without any visits. If the situation described above occurs, the amount of the offer for travel arrangements will be deducted from the contract.

3. **Part I of Terms of References, Annex 4, page 27 shall be read as follows**

<b>I. Information</b>	
<b>Project:</b>	UNDP Project: "Assistance in enhancement of Kazakhstan Nationally Determined Contributions"
<b>Title:</b>	Development of benchmarks for the Emission Trading System of Kazakhstan
<b>Duty Station:</b>	Home-based, with 5 possible missions to Nur-Sultan, Kazakhstan
<b>Duration</b>	<del>12</del> 10 months after the effective contract start date
<b>Type of Contract:</b>	UNDP contract for services providing

4. **Parts III, IV, V and VI of Terms of References, Annex 4, pages 27-31 shall be read as follows:**

<b>III. Scope of work</b>
<p>The main goal of this work is to conduct an analysis of current situation with benchmarks application in Kazakhstan <del>assess the effect of ETS in contributing to NDC goals</del>, develop methodology for benchmarks estimation, conduct data collection, calculate benchmarks for each type of product/service, develop a draft normative legal act for introduction of the new benchmarks, develop a guide for comprehensive benchmark update methodology. Each of the steps must ensure extensive stakeholder consultation to increase transparency and inclusiveness of the work process. Since the stakeholder consultations are the most important part of the work the Project team will decide on the number of required consultations based on the quality of consultations organized by the hired service provider.</p> <p><b><u>Work Stages:</u></b></p> <p><b><u>Stage 1.</u></b></p> <p>Analysis of the current situation with benchmarks in Kazakhstan:</p> <p>Under the supervision of the Project Manager the service provider will conduct an analysis of the current situation with benchmarks in Kazakhstan.</p> <p>The analysis must contain tentatively the following sections:</p> <ul style="list-style-type: none"><li>• Overview of the international practice of benchmarking;</li><li>• Overview of benchmark development methodologies, approaches and types of benchmarks;</li><li>• Assessment of the current benchmarks developed for Kazakhstan ETS;</li><li>• Preliminary overview of products and processes within each sector included into Kazakhstan ETS;</li><li>• Assessment of possible methodologies and approaches for each benchmark;</li><li>• <del>Assess the threshold for inclusion to ETS;</del></li><li>• <del>Assess the sectors to be included to ETS.</del></li><li>• Identification of the data necessary for the development of benchmarks and defining the production variables;</li><li>• Presentation of a detailed plan for the development of benchmarks, including a stakeholder engagement strategy.</li></ul> <p>The service provider will prepare an Analytical Report with supporting documents.</p> <p><u>Stakeholder consultations 1.</u> Discussion of the results of the analysis of the current situation with benchmarks in Kazakhstan. Presentation of a detailed plan for the development of benchmarks. The plan and methodology for estimating benchmarks shall be approved by the Project team.</p> <p><del><b><u>Stage 2:</u></b></del></p>

At this stage, the service provider shall provide a report on the effect of ETS on its contribution to the achievement of Kazakhstan's NDC goal. The report shall include both past and future effects.

The assessment process will contain tentatively the following steps and deliverables:

- ~~Analysis of the Emissions Trading Scheme in Kazakhstan: general overview, legal and institutional framework, interaction processes, development phases, gaps and challenges;~~
- ~~Evaluation of the contribution of the ETS to the achievement of Kazakhstan's NDCs;~~
- ~~Modelling exercise of ETS modifications in order to achieve Kazakhstan's NDCs;~~
- ~~Recommendations on mechanisms for ETS improvement;~~
- ~~Assess the baseline for inclusion to ETS;~~
- ~~Assess the sectors to be included to ETS.~~

### **Stage 3.2.**

At this stage, the service provider shall develop a list of benchmarks with accordance to the Methodology approved earlier.

The existing benchmarks will be updated by their full recalculation in the sectors (industry, oil and gas and power) included in the current ETS of Kazakhstan to align them with the appropriate international practice. Each benchmark (or set of benchmarks) for a sector will undergo an independent technical assessment, which will check the underlying data and process for errors. Updating the benchmark value will ensure that the benchmark represents leading practice at the moment.

The process of the development of benchmarks consists tentatively of the following stages:

- Draft list of product benchmarks
- Definition of general methodology of data collection
- Stakeholder consultation on the draft list
- Data collection
- Analysis and verification of collected data
- Development of benchmark curves and determination of benchmark values
- Stakeholder consultation on developed benchmarks

The PMR Technical Guide titled 'A Guide to Greenhouse Gas Benchmarking for Climate Policy Instruments' and 'Establishing scaled-up crediting program baselines under the Paris Agreement: Issues and Options' can serve as a useful resource for this assignment.

Stakeholder consultations 2. Presentation of the draft list of product benchmarks. Discussion of the methodology and approaches for each benchmark. Suggestions on organizing of the process of data collection with stakeholder engagement.

### **Stage 4.3**

At this stage, the service provider shall conduct data collection, analysis, and verification of collected data. The collected data shall be sufficient for appropriate benchmarks estimation. The supplier shall also calculate the benchmark values for each product/service.

Stakeholder consultations 3. Presenting the first draft of benchmarks. Receiving and analyzing the feedback from stakeholders.

### **Stage 5.4.**

At this stage, the service provider shall re-estimate the benchmark values based on the comments received from stakeholders.

Stakeholder consultations 4. Presenting the revised benchmarks.

### **Stage 6.5.**

At this stage, the service provider shall develop draft normative legal acts for successful introduction of new benchmarks. The draft legal acts shall provide for work of the ETS without amending the Environmental code of Kazakhstan.

Stakeholder consultations 5. Discussion of the draft regulatory legal acts for the introduction of the developed benchmarks.

### **Stage 7 6.**

At this stage, the service provider shall develop a comprehensive technical guide, describing the whole process of the development of benchmarks in Kazakhstan with a special focus on the benchmark development methodologies and approaches. The guide should be suitable available for understanding by national experts with beginner to intermediate level knowledge of benchmarking and include the explanation of the regular benchmark update approach in the future.

The service provider shall also provide a final report, summary for policy makers, a number of draft publications for publishing in mass and social media.

### **Expected deliverables:**

The deadlines for completing the tasks will be carried out according to the following table:

#	Deliverables	Timing	Approved
1.	<b>Stage 1.</b> Analytical report on the current situation with benchmarks in Kazakhstan is provided. Stakeholder consultations 1 are conducted.	Within 1 month after effective contract date	Project Manager
2.	<b>Stage 2.</b> <del>Analytical report on assessing the past and future effects of ETS on its contribution to achievement of NDC goals.</del>	<del>Within 2 months after effective contract date</del>	<del>Project Manager</del>
2.	<b>Stage 3 2.</b> The list of benchmarks is provided. The methodology for benchmarks estimation is approved. Stakeholder consultations 2 are conducted.	Within 6 4 months after effective contract date	Project Manager
3.	<b>Stage 4 3.</b> The first draft of benchmarks is provided. Stakeholder consultations 3 are conducted.	Within 9 7 months after effective contract date	Project Manager
4.	<b>Stage 5 4.</b> The revised benchmarks are provided. Stakeholder consultations 4 are conducted.	Within 11 9 months after effective contract date	Project Manager
5.	<b>Stage 6 5.</b> The draft legal acts are provided. Stakeholder consultations 5 are conducted.	Within 11 9 months after effective contract date	Project Manager
6.	<b>Stage 7 6.</b> The guide and methodology for updating benchmarks is provided. Final report, summary for policy makers, a number of draft publications for publishing in mass and social media are provided.	Within 12 10 months after effective contract date	Project Manager

### **IV. Institutional arrangement:**

- The supplier coordinates the actions and reports to the project manager;
- The supplier ensures timely and rational planning, implementation of scope of work and achievement of results in accordance with the statement of work;
- The supplier ensures full compliance with the requirements of the contract;
- The supplier is responsible for the quality of documents prepared in accordance with the schedule;
- Documents must be submitted in Russian in MS Word (2007 or later). Font: Calibri, size: 12. Presentations at Power Point (2007 or later).

A contract for the provision of services will be concluded for a period of ~~12~~ 10 months to fulfil all expected results. Work shall begin from the moment of signing the contract. After receiving all reporting documents from the Supplier, the project manager provides comments / recommendations and confirmation of acceptance of work within 4-5 days.

**Duration:** ~~12~~ 10 months after effective contract date

**Duty station:** Home-based with 5 possible missions to Nur-Sultan\* (4 missions for 2 International experts and 1 mission for 4 Local experts, in case service provider/experts are not located in Nur-Sultan) In case of travelling, all travel expenses, rent of equipment, subcontracts, translation and communication services and other expenses associated with this work should be included in the price offer.

\*Due to the current situation related to the spread of the coronavirus infection COVID-19 and the possible restriction of international flights to Kazakhstan and free movement inside Kazakhstan, the organization of travel may be limited. In this case, the company must have all the necessary resources to conduct discussions / works / presentations online / remotely using digital technologies without any visits.

If the situation described above occurs, the amount of the offer for travel arrangements will be deducted from the contract.

Due to the fact that the range of issues covered during the performance of this work may go beyond the capabilities of a single organization, the organization has the right to form a consortium (an informal association of several enterprises) and (or) attract third-party highly qualified specialists from other organizations.

#### **V. Required skills and experience (see Annex 2a and 2b of RFP for detailed list):**

- At least 5 years of experience in developing analytical documents in the field of GHG emissions including data collection and analysis and modelling;
- At least 3 years of experience in developing proposals for improving legislation in the field of regulation of greenhouse gas emissions
- Experience in organization and conduction of stakeholder consultations on technical issues – at least 2 years;
- A list of clients for similar services for the last 5 years, with indication of the customer, description of the objectives of the contract, duration, contact details, year and cost (if possible);
- Qualified and experienced personnel with higher education, with at least 5 years of experience:
  - At least two international specialists on climate policy, with higher education in economics, environmental or related sciences, with at least 5 years of experience in providing services related to policymaking;
  - ~~— An international specialist on economic modelling, with a higher education in economics or related sciences, with at least 5 years of experience in developing economic models;~~
  - At least three local specialists on data collection and analysis with a higher education and at least 3 years of work experience;
  - A local specialist on legal support, with a higher education in law or related sciences, with at least 5 years of experience in law or related areas.

- At least three letters of recommendation from key clients over the past 2 years for similar services (on official letterhead, signed and dated);
- Experience with international organizations is an advantage.
- Detailed schedule of work (must include the composition of a project team and distribution of responsibilities, descriptions of the methodology and stages of work, efficiency and expected results).

#### **VI. Payment terms:**

Financial proposal shall include all expenses of the company, including fee, transportation costs in Kazakhstan (if any), communication costs and any other relevant expenses for the performance of the task and required to obtain the above results.

Payment will be made after the approval of the interim reports, based on the above results by the project manager. The contract price will be fixed regardless of changes in cost components.

%	Stage of work
25	Deliverable 1
35	Deliverables 2 and 3
40	Deliverables 4, 5 and 6

%	Stage of work
50	Deliverables 1 and 2 and 3
50	Deliverables 3, 4, 5 and 6 and 7