



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Ref.2020-123**

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<b>Country:</b>	Kazakhstan
<b>Description of the assignment:</b>	National expert on support and coordination of work during implementation of the second phase of the Eco Damu micro-loan program
<b>Project name:</b>	UNDP-GEF Project «Conservation and sustainable management of key globally important ecosystems for multiple benefits», 00101043
<b>Period of assignment/services (if applicable):</b>	12 months from the date of contract signing, 210 working days, December 2020 - December 2021

Proposal in PDF format should be submitted to email address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with reference to **Ref.2020-123** in the subject line no later than **3:00 p.m. on November 9, 2020**.

Any request for clarification must be sent by standard electronic communication to the address [dinara.shamenova@undp.org](mailto:dinara.shamenova@undp.org) with the copy [gyulnara.karpisheva@undp.org](mailto:gyulnara.karpisheva@undp.org).

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### 1. BACKGROUND

Kazakhstan has approximately 12.6 million hectares of forest, which makes it one of the most forest-rich countries in Eurasia, despite the fact that its forests amount to only 4.6% of the national territory. Approximately 95% of Kazakhstan's forests are managed by 123 state forestry entities, which are overseen by regional governments (akimats). Under the current forest governance system, forestry entities lack sufficient capacity to effectively manage HCVF, including those forests neighboring highly biodiverse protected areas. Kazakhstan's protected area system covers approximately 24,018,800 ha, or 8.81% (as of 2015) of the total country, although only 5% of Kazakhstan's forests are included within protected areas. Therefore, forest ecosystems are underrepresented in the national protected area systems. Kazakhstan has three main forest ecosystem types: alpine forests, tugai (riparian) forests, and saxaul landscapes (desert and semi-desert shrubs). GEF-UNDP Project "«Conservation and sustainable management of key globally important ecosystems for multiple benefits» (hereinafter referred as Project) has being implemented in Kazakhstan since 2018. The project strategy is to holistically address

the conservation and sustainable use of forest ecosystems in Kazakhstan, through management approaches including both protected areas and sustainable use of associated HCVF landscapes.

To support economically rural population living around protected areas the Forestry and Wildlife Committee of the Ministry of Ecology, Geology and natural resources is implementing the Eco-Damu micro-loan program for 2014-2024 in cooperation with "Fund for Financial Support of Agriculture" JSC.

The aim of the Eco-Damu micro-loan program is to promote the development of the environmentally-oriented business (such as beekeeping, guest houses, souvenir business, etc.) through easy term loans for rural population living around national parks, reserves and natural reservats.

In 2019 the first phase of the Eco-Damu micro-loan program (hereinafter referred as Program) was completed and covered rural settlements located around 4 pilot protected areas: Barsakelmes and Ustyurt reserves, "Altyn-Emel" National Park, "Ile-Balkhash" Natural Reservat.

Summarizing the results of the first phase, 83 business projects were financed and implemented for the amount of 275.3 mln.tenge. Thus, rural people were able to develop fishery, build and run guest houses and produce souvenirs, do gardening, beekeeping, green housing, poultry farming and open private mini bakeries. The launch of this micro-financing program allowed to create 209 new "green" jobs and provide permanent work for rural residents

The second phase of the Program (2020-2024) has started since September 2020 and will cover more than 700 rural settlements located around 28 protected areas of Kazakhstan in 50 km distance.

Eco-Damu Program will support following priority areas: sustainable development of ecotourism, forestry, fishery, hunting, pasture farming, poultry and rabbit breeding, beekeeping.

UNDP project will act as operating element in implementation of the second phase assisting in arranging review of the project proposals from potential borrowers for compliance with the program's creditable areas.

In order to provide expert and advisory support in the implementation of the second phase of the Eco-Damu micro-loan program, it is planned to attract a national expert to support and coordinate work in the implementation of the second phase of the Eco-Damu micro-loan program, who will be responsible for:

- coordination of work on the collection and compilation of project proposals (applications) of potential borrowers of the program from regional branches of the Fund for financial support of agriculture,
- coordination of work on approval of these applications by the Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan, as well as subsequent monitoring of the implementation of funded projects under the 2nd phase of the Eco-Damu micro-loan program.

#### b) Context of required services

##### Relevance and purpose of the necessary work in the context of the project

The performer of this work provides support and coordination services for the implementation of the Eco-Damu loan program (phase II, 2020-2024), in order to create a sustainable financial basis for the implementation of alternative activities compatible with biodiversity in and around protected areas, and support the local population living around protected areas.

##### Stakeholders:

- The Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (further - Committee), the public authority and the office within the competence of the Ministry of Ecology, Geology and Natural Resources of Kazakhstan, carrying out executive, monitoring and supervisory functions in the field of forestry, protection, reproduction and use of wildlife and protected areas;
- JSC "Fund for financial support of agriculture" (hereinafter referred to as the Fund) is a quasi – state financial organization that provides credit services to support the agricultural sector, the population and entrepreneurs in villages, mono - small towns and has an extensive

branch network;

- -protected areas of Kazakhstan (hereinafter – protected areas): 10 state nature reserves, 13 state national nature parks and 5 state nature reservats (reserves);
- -local population, rural entrepreneurs, and farmers living in rural settlements located within a 50 km distance from 28 protected areas.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Expert's scope of work includes:

- 1) close interaction with the responsible persons of the Committee, the Central office and regional branches of the Fund on the implementation of the second phase of the Eco-Damu micro-loan program, organization and participation in working meetings and discussions;
- 2) participation in explanatory work via video conference or zoom for directors and managers of the regional branches about the goals, objectives and conditions of the second phase of the Eco-Damu micro-loan program (2020-2024);
- 3) cooperation with the the national chamber of entrepreneurs of the Republic of Kazakhstan "Atameken", the regional administrations, pilot protected areas, the territorial inspections of forestry and others stakeholders to inform about the launch and implementation of the 2nd phase of the Eco-Damu loan Program (2020-2024 years);
- 4) organization (if necessary) and participation in online informational seminars, meetings with participation of heads of territorial inspections of forestry and wildlife and environmental protection agencies of the Committee on the aims, objectives and conditions of the second phase of the Eco-Damu loan Program;
- 5) collection and summary of project proposals (applications) of potential borrowers of the program from 12 regional branches of JSC "Fund for financial support of agriculture" with a frequency of 2 times a month (on the 15th and last day of the month) and according to the established format;
- 6) review of the list of project proposals (applications) in accordance with the established deadlines (within 2 days) from potential borrowers for compliance with the credited areas of the Program and sending the list to the Committee for approval;
- 7) clarification and consulting support of project proposals of potential borrowers (if necessary) during the period of approval by the Committee and sending the list approved by the Committee by e-mail to the relevant regional branches for subsequent crediting in accordance with the internal procedures of the Fund;
- 8) consulting support for potential borrowers during the collection of documents (if necessary) for crediting, including providing consulting assistance in the development of business plans;
- 9) receiving a monthly operational report from the Fund on the funded projects of the Program in the context of the pilot areas in accordance with the established format and term;
- 10) receiving an informational annual and semi-annual reports from the Fund on funded projects of the Program in the context of pilot areas in accordance with the established format and terms;
- 11) preparation of content and participation in training seminars on 3 project territories (if necessary) for the local population living near protected areas, on the development of business plans with a trip to the project territories. Training seminars on the Eco-Damu loan program in 3 project territories are planned to be organized in 2021 at the expense of the Project, taking into account the sanitary and epidemiological situation in the country;
- 12) preparation and submission of proposals to improve the effectiveness of the implementation of the Eco-Damu loan program, preparation of draft additional Agreements to make changes and additions to the Program (if necessary), as well as work on the coordination of proposals and draft additional

Agreements with the Fund and the Committee;

13) monitoring the implementation of funded projects with visits to the East Kazakhstan, Almaty and Turkestan regions (6 months after the start of the project). Monitoring visits are expected to be carried out from April to September 2021. Monitoring visits should be organized with the participation of representatives of regional branches of the Fund and Territorial inspections of the forestry and wildlife of the Committee. Preparation of analytical reports on the results of field monitoring with supporting photos and videos;

14) preparation of publications on the implementation of the 2nd phase of the Eco-Damu loan program (in Russian and Kazakh), including lessons learned and best business projects, success stories. When preparing publications, the expert is responsible for preparing the content and editorial part, which must be agreed with the responsible Experts of the project. Takes part in working out the design and printed version of the manual, checking the version in the Kazakh language. The publication will be published at the expense of the Project (no less than 100 pages). The cost of translating publications into Kazakh should be included in the financial offer of potential candidates when submitting documents for the competition;

15) at the request of the project, preparation of presentations, information notes, success stories, articles on the implementation of the Eco-Damu loan program, participation in the development and publication of information materials (booklets, leaflets, etc.) under the Eco-Damu loan program. Publication and translation of Information materials on the program into Kazakh will be made at the expense of the Project;

16) preparation and submission to the Project of the final report on the results of the implementation of the Eco-Damu program by region.

**Important:** The list of credited activities for the development of alternative economic activities under the Eco-Damu loan program and the list of rural settlements located around the protected areas of Kazakhstan at a distance of no more than 50 km from their immediate border (phase 2 – 2020-2024) are set out in Annex 1-1 and Annex 1-2 to this TOR, respectively. The terms of crediting under the Eco-Damu loan program are presented in Appendix 1-3 to this TOR.

Contacts of regional branches of the Fund will be provided to the expert after the contract signing.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- higher education in the field of socio-economic Sciences;
- at least 5 years of experience in the field of sustainable socio-economic development in rural areas, business development;
- work experience of at least 3 years in projects/programs to provide financial support for the development of rural entrepreneurship (through the national chamber of entrepreneurs of the Republic of Kazakhstan "Atameken", the "Damu" Foundation, JSC "KazAgro" and other various financial organizations)", the development of environmentally oriented activities, experience in organizing and participating in environmental and economic research, social surveys of the population in rural regions;
- at least 3 years of experience in interacting and collaborating with local communities, local authorities, and the quasi-public sector on rural financing and other financial support measures;
- organizational and administrative skills and at least 3 years of experience in developing trainings

and seminars to improve the capacity of rural communities;

- excellent knowledge of oral and written Russian and Kazakh languages; knowledge of English is an asset.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The following documents in PDF format should be attached to your offer and sent to email address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with reference to **Ref.2020-123** in the subject line no later than **3:00 p.m. on November 9, 2020**:

- 1) A duly completed and signed letter from the applicant to UNDP confirming his / her interest and readiness for the assignment of an individual contractor; the Financial proposal must include all costs under the contract, with a detailed breakdown of costs according to the attached UNDP form (the document should be submitted separately from other required documents) ;
- 2) A detailed resume that includes all previous experience and skills relevant to the task, as well as all necessary contact information (email address, phone number, etc.);
- 3) Documents confirming the Applicant's qualifications (diplomas, certificates of advanced training, certificates of completion of courses);
- 4) Short essay:
  - explaining why the candidate considers himself the most suitable candidate for the advertised position;
  - including a methodology for applying the approach to the implementation of the terms of reference;

#### 5. FINANCIAL PROPOSAL

This contract is concluded for a fixed amount, including the costs of consulting services, transportation costs and services for translating the publication into Kazakh.

Payment is made in tranches after satisfactory completion of each item of the scope of work of the Terms of reference and authorization of the results by the UNDP project Manager in the field of biodiversity conservation. The offer must be submitted in the national currency tenge.

In this regard, the expert's proposal must be submitted with an indication of the lump sum according to the following tranches:

#	Results	Completion date	Amount	
			%	KZT
1.	Tranche 1. Result 1	2 February 2021	20 %	
2.	Tranche 2. Result 2	8 June 2021	30 %	
3.	Tranche 3. Result 3	5 October 2021	30 %	
4.	Tranche 4. Result 4	7 December 2021	20 %	
	<b>TOTAL:</b>		<b>100%</b>	

#### Travel

To complete the scope of work under this contract, the expert must conduct monitoring trips in 2021 to

the East Kazakhstan, Almaty and Turkestan regions.

\* Note: Terms and dates of travels will be clarified after signing the contract. The planned number of days should include the days spent on the road. In the event of travel restrictions due to COVID-19, travels will be postponed to a more favorable time in 2021.

**The pilot areas visited in these regions for monitoring the financed projects of the Eco-Damu loan program will be clarified based on the results of financing to business projects in these regions.**

A detailed work schedule and departure dates are agreed upon in advance with the project Manager and landscape planning expert. Travel, accommodation and travel expenses of the expert must be included in the financial offer when submitting documents for the competition.

The expert's preliminary travel schedule is provided below.

Direction	Number of days	The purpose of the travel
East Kazakhstan region, April-October 2021	12 days	Monitoring the implementation of projects financed under the Eco-Damu loan program
Turkestan region, April-October 2021	10 days	
Almaty region, April-October 2021	10 days	
<b>BCEFO:</b>	<b>32 days</b>	

*\* terms/dates of departures will be specified during the contract implementation period.*

*The planned number of days should take into account the days spent on the road*

## 6. EVALUATION

The cumulative analysis method is used to assess the qualifications of candidates. When using this evaluation method, the contract is concluded with the expert whose proposal is evaluated and determined to be as:

a) appropriate/acceptable and

b) received the highest score according to pre-defined technical and financial criteria:

\* Specific weight of technical criteria: 70%

\* Specific weight of financial criteria: 30%

Criteria	Weight/specific value	Maximum score
<i>Technical assessment</i>		
Higher education in social and economic Sciences: - bachelor's degree -35 points; - master's degree – 40 points; - doctor's degree (PhD) – 50 points	10 %	50
at least 5 years of experience in the field of sustainable socio-economic development in rural areas, business development: - 5 years – 70 points - 6-10 years – 80 points; - more than 10 years – 100 points	20 %	100
experience at least 3 years in projects/programs to provide financial support	20 %	100

for the development of rural entrepreneurship (through the NCE "Atameken", the Fund "Damu", JSC "KazAgro and other various financial institutions), the development of environmentally-oriented activities, experience in organizing and participating in environmental-economic research and social surveys in rural areas: - 3 years – 70 points; - 4-5 years – 80 points; - more than 5 years – 100 points		
at least 3 years of experience in working with local communities, local authorities, and the quasi-public sector on rural financing and other financial measures.: - 3 years – 70 points; - 4-5 years – 80 points; - more than 5 years – 100 points	20 %	100
organizational and administrative skills and at least 3 years of experience in developing trainings and seminars to improve the capacity of rural communities: - 3 years – 35 points; - 4-5 years – 40 points; - more than 5 years – 50 points	10 %	50
Interview	20%	100
<i>Total score of technical assessment:</i>	<i>100%</i>	<i>500</i>

Only candidates who score at least 350 points (70%) in the technical assessment will be eligible for the financial assessment.

**ANNEXES:**

- **ANNEX 1- TERMS OF REFERENCES (TOR)**
- **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**AUTHORIZED BY:***Nelly Perevertova*

Nelly Perevertova

Procurement Associate

Date: 23-Oct-2020



Vitalie Vremis

Deputy Resident Representative

Date: 25-Oct-2020

*Talgat Kerteshev*