



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10.02.2021

**Country:** Belarus

**Description of the assignment:** National Consultant on Social and Environmental Safeguards.

**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".

**Period of services (if applicable):** 1 March 2021 to 31 March 2021 (approximately 10 working days).

Proposals for tender ref. num. IC/37/2021 should be submitted to e-mail [tenders.by@undp.org](mailto:tenders.by@undp.org) no later than **23:59 24 February 2021 (Minsk time)** (ref. num. IC/37/2021 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.

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

The National Consultant - Social and Environmental Safeguards will act as an advisor and technical resource person with respect to integrating gender into the Project design until its submission of the Full sized GEF CEO Endorsement documents to the GEF for final approval. The Consultant reports directly to the Lead National Expert for PPG Coordination and Stakeholder

Engagement and works under the overall guidance of the UNDP Belarus Country Office, in close coordination with the Ministry of Natural Resources and Environmental Protection of Belarus (MNREP) and is informed by the guidance from the UNDP/GEF Regional Technical Advisor/Specialist on Climate Change in the IRH. The national consultant will work in close cooperation with the relevant local Belarusian agencies (ministries, research institutions, NGOs) and other stakeholders relevant for the subject-matter of the project, and will support the creation of conditions conducive to strengthening the national ownership of the project.

The consultant will conduct in-depth social and environmental analysis, pre-screening of SESP of the GEF eVehicles project, including formulation of ESMF and Risk Log guiding to avoid adverse impacts to people and the environment, minimize, mitigate, and manage adverse impacts where avoidance is not possible of all potential social and environmental risks rated as 'Moderate Risk' and 'High Risk'. **Please see the detailed Terms of Reference.**

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

#### I. Academic Qualifications:

- Master's degree in a relevant field: environment, natural resources management, socio-economic development, conflict management, or closely related area.

#### II. Experience:

- Minimum 3 years of working experience related to social and environmental management, environmental impact assessment or other relevant area.
- Previous working experience related to data collection and processing (i.e. through mail/e-mail questionnaire, phone calls, peer-to-peer);
- Previous working experience on UNDP's Social and Environmental Safeguards is an advantage;
- Prior working experience with UN is an advantage;

#### III. Competencies:

- Experience in international project proposal writing and/or implementation is an advantage;
- Understanding of the sustainable development issues (including social and environmental aspects) confirmed by at least 2 publications (journals, newspapers, social media, web resources).
- Fluent English confirmed by diploma, certificate or other relevant documents.

### **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) **2 publications** on the sustainable development issues;
- f) Document confirming the knowledge of English language (diploma, certificate or other relevant documents).

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 two installments as follows:

- 70% of the contract amount will be paid upon satisfactory completion of Deliverable 1, confirmed by the respective UNDP Belarus Programme Officer and the Regional Technical Adviser from the UNDP Istanbul Regional Hub (IRH);
- The remaining 30% of the contract amount will be paid upon satisfactory completion of Deliverable 2 confirmed by the respective UNDP Belarus Programme Officer and Regional Technical Adviser from the UNDP IRH.

## **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>23</b>	<b>230</b>
<b>Master's degree in a relevant field: environment, natural resources management, socio-economic development, conflict management, or closely related area</b>	<b>20</b>	<b>200</b>
Additional 30 points for higher than Master's degree	3	30
<b>Experience</b>	<b>32</b>	<b>320</b>
<b>Minimum 3 years of working experience related to social and environmental management, environmental impact assessment or other relevant area</b>	<b>10</b>	<b>100</b>
Additional 10 points for every year of working experience related to social and environmental management, environmental impact assessment or other relevant area, but not more than 70 points in total	7	70
Previous working experience on UNDP's Social and Environmental Safeguards is an advantage	5	50
Prior working experience with UN is an advantage	4	40
<b>Previous working experience related to data collection and processing (i.e. through mail/e-mail questionnaire, phone calls, peer-to-peer)</b>	<b>6</b>	<b>60</b>
<b>Competencies</b>	<b>15</b>	<b>150</b>
Experience in international project proposal writing and/or implementation is an advantage	5	50
<b>Understanding of the sustainable development issues (including social and environmental aspects) confirmed by at least 2 publications (journals, newspapers, social media, web resources)</b>	<b>4</b>	<b>40</b>
<b>Fluent English confirmed by diploma, certificate or other relevant documents</b>	<b>6</b>	<b>60</b>
<b>Financial Proposal</b>	<b>30</b>	<b>300</b>
Total	100	1000

#### **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