



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10.02.2021

Country: Belarus

Description of the assignment: Consultant on Gender Issues / National.

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/40/2021 should be submitted to e-mail tenders.by@undp.org no later than **23:59 24 February 2021 (Minsk time)** (ref. num. IC/40/2021 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 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 CO₂e over the lifetime of the investments and indirect greenhouse gas emission reductions of 115,000 tonnes of CO₂e.

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

The Consultant on Gender Issues (hereinafter – Consultant) 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. **Please see the detailed Terms of Reference.**

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's Degree in social sciences, or related area of studies. Advanced university degree is an advantage.

II. Experience:

- At least 2 years of experience in gender mainstreaming;
- Experience in working with governments and civil societies on gender related topics;
- Previous working experience in gender related to data collection and processing (i.e. through mail/e-mail questionnaire, phone calls, peer-to-peer);
- Experience in international project proposal writing and implementation will be an asset;
- Prior working experience with UN is an asset.

III. Competencies:

- Solid knowledge of application of gender equality standards/approaches confirmed by at least 2 publications (journals, newspapers, social media or 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) **Documents confirming the knowledge of English language** (diploma, certificate or other relevant documents);
- f) **2 publications** confirming solid knowledge of application of gender equality standards/approaches (journals, newspapers, social media or web resources).

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 four 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)
Education	17	170
Bachelor's Degree in social sciences, or related area of studies - 130 points	13	130
Additional 20 points for Master's degree in social sciences, or related area of studies	2	20
Additional 20 points for higher than Master's degree in social sciences, or related area of studies	2	20
Experience	40	400
At least 2 years of experience in gender mainstreaming – 120 points	12	120
Additional 10 points for every year of experience in gender mainstreaming, but not more than 50 points in total	5	50
Experience in working with governments and civil societies on gender related topics - 70 points	7	70
Previous working experience in gender related to data collection and processing (i.e. through mail/e-mail questionnaire, phone calls, peer-to-peer – 70 points	7	70
Experience in international project proposal writing and implementation will be an asset – 50 points	5	50
Prior working experience with UN is an asset – 40 points	4	40
Competencies	13	130
Solid knowledge of application of gender equality standards/approaches confirmed by at least 2 publications (journals, newspapers, social media or web resources – 60 points	6	60
Additional 10 points for every additional publication, but not more than 20 points in total	2	20
Fluent English confirmed by diploma, certificate or other relevant documents - 50 points	5	50
Financial Proposal	30	300
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