



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 March 2021

Reference Number: IC-2021-011

Country: Republic of Kazakhstan

Description of the assignment: National expert on modeling the impact of climate change and water management on water resources of Kazakhstan projected until 2100

Project name: #00106780 Development of Kazakhstan's Eighth National Communication and Preparation of Two (Fourth and Fifth) Biennial Reports to the UNFCCC

Period of assignment/services: May – November 2021 (45 working days)

Contract Modality: Individual contractor (IC)

Important Note: Technical and Financial Proposal Submission Proposals must be submitted in **separate** PDF/Word files and Financial Proposal (Annex 4 and 5) must be password protected.

Any request for clarification must be sent by standard electronic communication to the e-mail procurement.kz@undp.org with copy to karina.amralina@undp.org and in e-mail subject please indicate *Query_Ref.2021-011*.

1. BACKGROUND

The Project “Development of Kazakhstan's Eighth National Communication and Preparation of Two (Fourth and Fifth) Biennial Reports to the UNFCCC” is being implemented by the United Nations Development Programme together with the Government of the Republic of Kazakhstan with financial support from the Global Environment Facility.

The Project will enable Kazakhstan to prepare and submit national reports to the UN Framework Convention on Climate Change - the Eighth National Communication (8NC) and two Biennial reports (BR4 and BR5). The Project is working to prepare information on climate change in Kazakhstan, calculate greenhouse gas (GHG) emissions and on measures taken by the country to reduce them, assess climate change vulnerability and efforts to adapt, raise public’s awareness, train specialists and etc. The Project is also trying to involve the public in climate change issues by increasing technical and institutional capacity in GHG inventory, GHG emission forecasting, vulnerability assessment and, in general, NC / BR preparation, as well as assisting the Government in integrating climate change issues into sectoral and national development priorities.

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

Estimation and analysis of the state of water resources under the influence of climate change projected until 2030, 2050 and up to 2100. For 8 water basins (WB) of the Republic of Kazakhstan: Esil, Nura-Sarysu, Tobol-Turgai, Zhayik-Caspian, Aral-Syrdarya, Shu-Talass, Ertiss, Balkhash-Alakol.

For detailed information, please refer to the Term of Reference (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- A degree in Geography or Environmental Science;

Experience:

- At least 3 years of research work in hydrometeorology;
- Not less than 3 years of experience working with hydrological models;
- Minimum 3 years of experience in assessing hydrological data and the impact of climate change and other factors on hydrological resources;
- Computer skills and skills in data processing tools;
- Experience of working under similar research projects with international organizations; working for UNDP is considered an advantage;

Language:

Excellent knowledge of Russian language; knowledge of English is an asset

4. COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing skills;
- Ability to plan, organize, implement and report on work;
- Ability to think and act strategically;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents **in PDF** to be attached to the Offer (maximum size 19Mb per one e-mail transmission) and should be sent to procurement.kz@undp.org with indication of **Ref.2021-011** in the e-mail subject not later **4 PM (Nur-Sultan time) of 31 March 2021**:

- Duly accomplished Annex 4 "Offeror's Letter to UNDP confirming interest and availability for the Individual contractor" and Annex 5 "Breakdown of Costs Supporting the Final All-Inclusive Price" using provided UNDP template; the document should be provided separately from other required below documents; **Annexes 4-5 must be password protected!**
- Detailed CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) of the Offeror;
- Brief essay explaining why prospective candidate considers him/herself as the most suitable for the assignment;
- Other documents certifying the work experience, expertise, education, and skills (qualification improvement certificates\diplomas, awards, etc.);

Financial proposals which are not encoded will be rejected automatically. ONLY fully submitted applications would be considered for evaluation!!!

5. FINANCIAL PROPOSAL

This contract is in the national currency tenge with a lump sum of payments for each completed output.

The quotation must include all expenses of the expert, including his daily rate, the number of working days (45 working days) to complete the tasks and any other relevant expenses for the task and necessary to obtain the above outputs.

Payment will be made after the approval of interim reports, based on the above outputs by the project manager and signing of the certificate of completion for each output by the UNDP program officer.

The contract price will be fixed regardless of changes in cost components.

6. EVALUATION

Individual consultants will be evaluated based on **Combined Scoring method** – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%:

- Step I: **Preliminary evaluation** of offers (ONLY fully and timely submitted applications with all required documentation (Essay, CV, Annex-IV and Annex -V) would be considered for shortlisting;
- Step II: **Shortlisting**;
- Step III: Technical Evaluation = maximum 700 points, which consists of technical scoring of qualifications and experience - 500 points, and interview – 200 points;
- Step IV: Financial Evaluation = 300 points.

Step II: Shortlisting (Pass/fail)

Applications will be shortlisted and only applicants meeting the mandatory criteria:

- Higher education in Geography or Environmental Science
- At least 3 years of research work in hydrometeorology;
- Excellent knowledge of Russian language; knowledge of English is an asset.

Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only top 3 high scored candidates obtaining a minimum of 70% (350 points) of the maximum obtainable points for the technical criteria (500 points) shall be invited for the interview.

Technical scoring of qualifications and experience – maximum 500 points:

Criteria	Maximum points	Assessment (points)
Higher education in Geography or Environmental Science	50	Bachelor = 35; Master = 45; PhD = 50
Research work in hydrometeorology	100	Less than 3 years = 0 3-5 years = 70; 6-8 years = 85; more than 8 years = 100
Experience working with hydrological models	150	Less than 3 years = 0 3-5 years = 105; 6-8 years = 120; more than 8 years = 150.
Experience in assessing hydrological data and the impact of climate change and other factors on hydrological resources	75	Less than 3 years = 0 3-5 years = 52.5; 6-8 years = 65; more than 8 years = 75
Computer skills and skills in data	25	No computer skills = 0

processing tools		Has required skills = 25
Experience of working under similar research projects with international organizations; working for UNDP is considered an advantage	60	Lack of experience = 0 Proven experience of working under similar research projects with international organizations = 42; Proven experience of working under similar research projects + working for UNDP = 60
Excellent knowledge of Russian language; knowledge of English is an asset	40	Excellent Russian literacy = 30; Knowledge of English = 40
TOTAL	500	

Interview max 200 points:

Only candidates obtaining a minimum of 70% (140 points) of the maximum obtainable points (200 points) during the interview shall be considered for the financial evaluation.

Step IV: Financial evaluation – 30% = 300 points:


The following formula will be used to evaluate financial proposal:

Lowest priced proposal*300 points/price of the proposal being evaluated.


The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable and (b) having the highest score out of the set of weighted criteria: technical (70%) and financial (30%).

APPROVED BY:

Vitalie Vremis
Deputy Resident Representative

Signature: 
Date: 15-Mar-2021

Ali Saeed
Procurement Associate

Signature: 
Date: 15-Mar-2021

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE

ANNEX 4- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST

ANNEX 5 – FINANCIAL PROPOSAL

Karina Amralina