



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21.04.2021  
Ref.2021-049

<b>Country:</b>	Republic of Kazakhstan
<b>Description of the assignment:</b>	National expert on the revision of regulations governing the implementation of forest protection measures in the areas of the state forest estate
<b>Project name:</b>	#00101043, UNDP-GEF Project "Conservation and Sustainable Management of Key Globally Important Ecosystems for Multiple Benefits"
<b>Period of assignment/services (if applicable):</b>	May – December 2021 (8 months, not more than 100 working days)

**Important Note:** Technical and Financial Proposal Submission Proposals must be submitted in **separate** PDF/Word files and Financial Proposal (Annexes 3-4) must be password protected.

Any request for clarification must be sent by standard electronic communication to the e-mail [zulfiya.suleimenova@undp.org](mailto:zulfiya.suleimenova@undp.org) and in e-mail subject please indicate **Request\_Ref.2021-049**.

### 1. BACKGROUND

#### a) Information about the project

Since 2018, a 5-year project of UNDP-GEF and the Government of the Republic of Kazakhstan "Conservation and Sustainable Management of Key Globally Important Ecosystems for Multiple Benefits" (hereinafter – the Project) has been implemented on the territory of the republic, aimed at the conservation and sustainable management of forest ecosystems in three regions of Kazakhstan with different types of landscapes. 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.

The project is structured in three components:

Component 1. Improved representation of globally important forest biodiversity and improved management of protected conservation-important forests.

Component 2. Better integration of forest PAs in wider landscape, including enabling environment for sustainable management of conservation-important ecosystems.

Component 3. International cooperation and knowledge management.

The problem of sustainable forest management is reflected in all project components mentioned above.

#### b) Background and goal

The spread of forest pests and diseases, which are expanding every year, poses a serious threat to the country's forest resources. The main foci of organisms harmful to the forest are located in the north, east and south-east of the country. The total affected area is 189.3 thous. ha (as of 2018). The largest affected areas were in 2013 and amounted to 363 thous. ha.

Forest management should be aimed to improve their environmental properties, and the emerging foci of pests and

diseases of the forest have not only an adverse effect on flora and fauna, but also completely stop the effect of all soil protection, sanitary-hygienic and health functions of the forest, and its role in environmental protection is completely lost.

The existing forest protection norms and regulations in the republic are based on outdated concepts and approaches inherited from Soviet times. And today, with climate change and the development of a variety of approaches based on modern technology and research, the existing rules and regulations need to be reviewed and improved.

According to the project work plan for 2021, under Component 2, a national expert will be engaged for 8 months to carry out the revision of forest protection regulations.

**Stakeholders:**

- Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (hereinafter – the Committee) and its subordinate organizations;
- Regional Departments of Natural Resources and Environmental Management (hereinafter – the Department) and municipal public forestry institutions (hereinafter referred – MPIs).

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

1. The expert conducts a study and analysis of the current regulatory legal acts regulating the implementation of forest protection measures in the areas of the state forest estate of the Republic of Kazakhstan (SFE RK):

- Forest, Water and Environmental Codes of the Republic of Kazakhstan;
- Order of the Minister of Agriculture of the Republic of Kazakhstan No. 18-02/1003 dated November 17, 2015 “On Approval of Sanitary Rules in Forests”;
- Order of the Minister of Ecology, Geology and Natural Resources of the Republic of Kazakhstan a.i. dated January 9, 2020 No. 5 “On Approval of the List of Especially Dangerous Pests and Forest Diseases, Except for Quarantine Species, and the Combating Rules”;
- Resolution of the Government of the Republic of Kazakhstan No. 1730 dated October 30, 2009 “On Approval of the Rules for the Protection of the Territory of the Republic of Kazakhstan from Quarantine Objects”;
- Order No. 18-02/596 of the Minister of Agriculture dated June 30, 2015 “On Approval of the Rules of Logging in the Areas of the State Forest Estate”;
- List of pesticides permitted for use on the territory of the Republic of Kazakhstan for 2013-2022.

2. Reviews international experience (at least 2 countries) on best practices in issues:

- peculiarities of the legal basis and norms of forest protection measures;
- modern methods of forest pathological monitoring;
- the use of innovative technologies in forest pest and disease forecasting methods;
- modern integrated systems for the protection of forests and forest nurseries from pests.

3. Processes (in the form of written requests and responses) the collection of proposals and recommendations from all stakeholders (the Committee and its subordinate organizations, Departments and MPIs, research institutes, etc.) on the used norms and rules of forest protection measures, forest pathology monitoring, existing problems and issues. Works on submitting proposals with each stakeholder (by phone or using ZOOM, Teams online platforms);

4. Based on the results of the analysis, review of international experience and collection of stakeholder proposals, prepares and submits draft Recommendations (an explanatory note, a comparative table of amendments and additions with a detailed justification for each of them) on the revision and amendments to the regulations governing the implementation of forest protection measures in the SFE areas;

5. Conducts a presentation (online) of the developed Recommendations for the Committee and other stakeholders. Based on the results of the presentation, prepares the Minutes of the meeting;

6. Finalizes the Recommendations (if necessary) based on the proposals received and submits them for consideration to the Committee;

7. Prepares and submits to the Project the final version of the Recommendations on the revision and amendments to the regulations governing the implementation of forest protection measures in the SFE areas and a document (letter) confirming the agreement/approval by the Committee to make appropriate amendments to the acts under consideration.

For detailed information, please refer to Annex 1.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Higher education in forestry, agriculture, ecology or a similar field. Having a degree will be an advantage.

#### II. Years of experience:

- At least 5 years of work experience in research institutes and/or organizations (private/public) of environmental and nature conservation orientation, confirmed by the development of regulatory and methodological documents in the subject area;
- Experience in conducting silvicultural and forest pathological researches, forest-protection measures;
- Experience in conducting analytical reviews and preparing analytical reports and presentations.

#### III. Competencies:

- Excellent communication skills;
- High level of computer skills (Microsoft Office, Internet);
- Excellent knowledge of the Russian language is required, good knowledge of the Kazakh and English languages is desirable.

### 4. 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](mailto:procurement.kz@undp.org) with indication of **Ref.2021-049** in the e-mail subject not later **6 PM (Nur-Sultan time) of 10 May 2021**:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate, copies of Diploma(s);
- c) **Financial Proposal** (Annex 4) that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**Financial proposals which are not password protected will be rejected automatically.**

**ONLY fully submitted applications would be considered for evaluation!!!**

### 5. FINANCIAL PROPOSAL

The type of contract provided for this type of work/services is a lump sum contract in KZT, which includes all costs of performing the work/services (in this case, the daily fee for professional services).

Payment will be made in installments upon satisfactory completion of the expected results specified in the "Scope of work" of this ToR and upon approval of the results by the UNDP Biodiversity Project Manager.

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 (CV, diploma, Annex – 3 and Annex-4) would be considered for shortlisting;
- Step II: **Shortlisting**;
- Step III: Technical Evaluation = maximum 500 points (70%), which consists of technical scoring of qualifications and experience;
- Step IV: Financial Evaluation = 214 points (30%).

#### Step II: Shortlisting (Pass/fail)

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

- Higher education in forestry, agriculture, ecology or a similar field;
- At least 5 years of work experience in research institutes and/or organizations (private/public) of environmental and nature conservation orientation;

#### Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only candidates obtaining a minimum of 350 points of the maximum obtainable points for the technical criteria (500 points) shall be considered for financial Evaluation.

#### Technical scoring of qualifications and experience – maximum 500 points:

Criteria	Weight, %	Min score	Max score	Assessment (points)
Higher education in forestry, agriculture, ecology or a similar field. Having a degree will be an advantage	20%	70	100	Bachelor degree = 70; Master (or equivalent) = 80; PhD = 100
At least 5 years of work experience in research institutes and/or organizations (private/public) of environmental and nature conservation orientation, confirmed by the development of regulatory and methodological documents in the subject area	40%	140	200	Less than 5 years =0 5 years = 140; 10 points for each additional year, maximum 200 points
Experience in conducting silvicultural and forest pathological researches, forest-protection measures	20%	70	100	No experience =0 Slight experience = 70 Strong experience = 100
Experience in conducting analytical reviews and preparing analytical reports and presentations	20%	70	100	No experience =0 Slight experience = 70 Strong experience = 100
<b>TOTAL</b>	<b>100%</b>	<b>350</b>	<b>500</b>	

#### Step IV: Financial evaluation – 30% = 214 points:

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%).

**Vitalie Vremis**

**Deputy Resident Representative**

**Date:**



21-Apr-2021

#### ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4- BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

*Zulfiya Suleimenova*

*Ali Saad*