



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03.05.2021  
Ref.2021-050

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| <b>Country:</b>                                       | Republic of Kazakhstan  |
| <b>Description of the assignment:</b>                 | National expert on PA management and financing                  |
| <b>Project name:</b>                                  | #00113227, Biodiversity Finance Initiative (BIOFIN)             |
| <b>Period of assignment/services (if applicable):</b> | June – December 2021 (7 months, not more than 140 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.2021-050**.

### 1. BACKGROUND

#### a) Brief description of the project rationale / background and the objectives of the project

Biodiversity Finance Initiative – BIOFIN Phase II is being implemented by the UNDP with financial support from the Government of Germany and the Government of Switzerland. BIOFIN provides countries with a methodology that shows innovative steps to measure recurrent biodiversity expenditures, assess financial needs, identify the most appropriate financing mechanisms, and provide guidance on how to implement these mechanisms to achieve national biodiversity targets.

Phase II of the BIOFIN project in Kazakhstan will be built on the lessons learned from Phase I and focus on testing six finance solutions - (1) enhanced public finance for the Protected Area System; (2) introduction of biodiversity offsets as a formal instrument in Kazakhstan; (3) subsidizing game breeding; (4) tax incentives for ecotourism development; (5) creating an enabling environment for attracting carbon offsets from the international market, multinational enterprises operating in the country and (6) establishing an internal Emission Trading System to integrate the mechanisms into the national legal framework.

Introduction of new finance solutions will be based on amending the existing, and preparing new, legal norms; studying the experience of other countries in the practice of applying new finance solutions and approaches; increasing the capacity of industry experts; and providing extensive information about biodiversity issues and financing opportunities.

The project also aims to promote gender equality and the empowerment of women through the introduction of new finance solutions, as relevant and possible within the project.

#### b) Brief description of the context of the required services

According to the legislation of Kazakhstan, some PAs are created in the form of a legal entity and are called nature protection institutions. These are national nature parks, nature reserves. There are currently 28 such PAs in Kazakhstan. They cover 7 million hectares of territory (2.6% of the total area of the country). These territories are key habitats for wild animals and for rare, endangered plant species.

Environmental institutions are financed from the republican budget. In addition to budget financing, the legislation

gives environmental institutions the right to form non-budgetary revenues through the provision of paid services in the field of tourism and recreation, sponsorship, payments of forest ecosystem services, etc. (Hereinafter – PA's own funds).

Expanding the range of funding sources for PA, the interpretation of new approaches in the management of PA creates opportunities to strengthen the effectiveness of PA, but also involves a comprehensive work on the transfer of knowledge and qualifications of specialists, on the legal and methodological framework, on the PA management.

c) Relevance and purpose of the required work

Since 2019, BIOFIN has been working on the implementation of the finance solution “Strengthening PA management planning to improve financing”. It covers improvement of the finance planning process and formation of PA's own funds, creation of an online and offline training program for PA specialists and updating the methodological guide for developing of PA management plan. By 2021 the BIOFIN team has done a lot of work to create a legal, methodological, and training framework to strengthen the financing of PA, but nevertheless, work on the creation of sustainability of project activities remains relevant.

In this regard, the goal of the required services is to fix the finance solution (project activities) in the regulatory and other documents of the Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan and thereby ensure the sustainability of the project results.

d) Stakeholders

The Forestry and Wildlife Committee of the Ministry of Agriculture of the Republic of Kazakhstan (hereinafter – FWC), which carries out strategic, regulatory, implementation and control functions in the field of forestry, protection, reproduction and use of wildlife and PAs. Organization website: <https://www.gov.kz/memleket/entities/forest/about?lang=ru>

e) Peculiarity of the required work (e.g., security risks involved in conducting the work in certain communities, certain cultures, and practices unique to the stakeholders, etc.)

The planned work is analytical, provides for interaction with FWC, and does not pose any security risks to a potential contractor.

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

a) 1. Tasks of the national expert on PA management and financing:

Task 1. Assessment of the amount of resource mobilization and the results achieved by the pilot PAs in 2015–2020.

- Studying the BIOFIN methodology in terms of analyzing the financing of PAs.
- Preparation of a list of respondents, preparation of letters of inquiry to respondents to analyze the financing of PAs.
- Collection and processing of information, preparation of an analytical report on financing of PAs (all categories) from the national and local budgets, from other non-budgetary sources, including international grants and local environmental projects on PAs implemented by the industrial sector, etc. for the period from 2015 to 2020.

*For reference: the analysis should be prepared in accordance with the BIOFIN methodology. The previous analysis was carried out for 2008-2014 and is contained in the publication “Public and Private Expenditures review of Biodiversity Financing in Kazakhstan, 2016, BIOFIN”*

Task 2. Updating of the Rules for the Development of PA Management Plan:

- Collection and systematization of comments from environmental institutions and FWC on the updated Methodology for the development of PA management plan;
- Working out with FWC the date, format, program and list of participants and draft minutes of the Scientific and Technical Council (STC) meeting to review the draft Methodology for the development of PA management plan and updated management plans for pilot PAs.

*For reference: currently, the updated draft Methodology for the development of PA management plan has been prepared and is being tested on the example of pilot projects.*

- After approval by the STC members of the draft Methodology for the development of PA management

plan, preparation of amendments in the form of a comparative table to the Rules for the development of PA management plan, approved by the order of FWC No. 233 dated July 13, 2007.

- Elaboration of amendments with all responsible departments of FWC and bringing the document to approval.

Task 3. Inclusion of the training program on budget planning in the model training program for PA employees.

- Transformation of the training program on PA budget planning in the format of a model training program of the FWC for PA employees, coordination with all responsible officials of the government agency.

*For reference: training materials on PA budget planning have been prepared in the format of training modules and in 2021 they are undergoing the process of transformation into an online interactive training program.*

- Preparation of proposals (explanatory note, cost calculations) for the inclusion of a training program in the FWC budget program for PAs till 2023. Elaboration of comments with the responsible FWC departments.

Task 4. Assistance in improving the legal framework for the effective management of nature protection institutions' own funds, formed through the provision of paid services:

- Review of the legal possibilities and efficiency of the practice of formation and expenditure of nature protection institutions' own funds through the provision of paid services. Preparation of a technical report, including analysis and recommendations for improving (1) pricing of paid services of SPNRs, (2) the list of paid services of PAs, (3) regulations governing the formation of own funds of PAs through the provision of paid services, (4) the mechanism and purpose of the use of own funds from the provision of paid services, (5) and other components.
- Discussion of recommendations with the FWC and preparation of materials, documents, and amendments to regulations arising from the recommendations, including preparation of amendments in the form of a comparative table to the Rules on the provision of paid activities for the sale of goods (works, services) by state institutions in the field of forestry's, PAs and spending of money from the sale of goods (works, services), to the Classifier of the list of goods (works, services) of state institutions maintained at the expense of the republican or local budget, the money from the sale of which remain at their disposal.
- Development of amendments to these rules with all responsible government agencies.

b) Required activities.

In the course of work, the National expert on PA management and financing:

- collects information from official sources, prepares analytical reports, including recommendations for PAs and FWC.
- interacts with the responsible departments of FWC, MEGNR, MF, etc.
- initiates, organizes working meetings, online and/or offline meetings, prepares agendas and minutes of meetings.
- participates in workshops, meetings, educational trainings on the TOR's subject, organized by UNDP biodiversity projects.
- while collecting information and preparing analyzes, as required, prepares draft letters, requests to government agencies and other organizations.
- independently provides translation of the provided materials into English.
- studies and uses the reports of UNDP biodiversity projects.

c) Literature/data/information/policy framework already on hand that and may be made available by UNDP to the national expert on PA management and financing from the UNDP BIOFIN project

- BIOFIN methodology in Russian and English.
- BIOFIN workbooks 1, 2, 3.
- modules of the training program on budget planning in PAs.
- reports prepared by other national experts in the framework of the finance solution "Strengthening PA management planning for improved financing".
- and other materials prepared in the framework of BIOFIN.

d) Copyright:

At the end of the contract with the national expert on PA management and financing, UNDP receives all direct and

appropriate copyrights to the materials prepared under these TOR. Use of materials prepared under these TOR by the national expert on PA management and financing in other works/contracts should be agreed with UNDP.

For detailed information, please refer to Annex 1.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Higher education in natural and social sciences.

#### II. Years of experience:

- At least 5 years of professional work experience in protected areas management and/or wildlife management and/or vegetation management;
- At least 5 years in government agencies or nature protection organizations.
- At least 3 years of experience in the development or participation in the development of regulatory legal acts in the field of PAs, wildlife, and vegetation.

#### III. Competencies:

- Knowledge of national legislation in the field of PAs.
- Knowledge of the procedures for the development and approval of regulatory legal acts according to the regulations of the Government of Kazakhstan.
- Knowledge of the specifics of the formation of PA own funds, financial planning in PAs.
- Experience in preparing analytical reports.
- Excellent knowledge of the Russian language.

### 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.2021-050** in the e-mail subject not later **6 PM (Nur-Sultan time) of 17 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 technical evaluation;
- Step II: Technical Evaluation = maximum 500 points (70%), which consists of technical scoring of qualifications and experience;
- Step III: Financial Evaluation = 214 points (30%).

**Step II: Technical Evaluation – 70%:**

UNDP will conduct a desk review to technically evaluate the 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 natural and social sciences  | 20%         | 70         | 100        | Bachelor degree = 70;<br>Master (or equivalent) = 80;<br>PhD = 100                              |
| At least 5 years of professional work experience in protected areas management and/or wildlife management and/or vegetation management                       | 30%         | 105        | 150        | Less than 5 years =0<br>5 years = 105;<br>9 points for each additional year, maximum 150 points |
| At least 5 years in government agencies or nature protection organizations   | 30%         | 105        | 150        | Less than 5 years =0<br>5 years = 105;<br>9 points for each additional year, maximum 150 points |
| At least 3 years of experience in the development or participation in the development of regulatory legal acts in the field of PAs, wildlife, and vegetation | 20%         | 70         | 100        | Less than 3 years =0<br>3 years = 70;<br>10 points for each additional year, maximum 100 points |
| <b>TOTAL</b>   | <b>100%</b> | <b>350</b> | <b>500</b> |   |

**Step III: 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%).

**Yerzhan Murzatayev**  
**Operations Manager a.i**  
**Date:** 03-May-2021

*Yerzhan Murzatayev*

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*