



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05 May 2021

Reference Number: IC-2021-061

Country: Republic of Kazakhstan

Description of the assignment: National expert on the development of legislation and by-laws on ecotourism, wildlife and biodiversity offsets

Project name: Biodiversity Finance Initiative (BIOFIN), 00108641/00113227

Period of assignment/services: June 2021 to November 2022 (180 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.2021-061*.

1. BACKGROUND

Phase 2 of the Biodiversity Finance Initiative - BIOFIN is implemented by the United Nations Development Programme with financial support from the German and Swiss Governments. BIOFIN provides countries with a methodology that shows innovative steps for measuring current biodiversity expenditures, assessing financing needs, determining the most appropriate financial mechanisms, and making recommendations on how to implement these mechanisms to achieve national biodiversity goals.

BIOFIN Phase 2 in Kazakhstan will build on lessons learned from Phase 1 and aim to test 6 financial solutions: (1) subsidizing wildlife breeding, (2) creating a framework for ecotourism certification, (3) capacity building of protected areas to improve financing, (4) biodiversity offsets, (5) carbon offsetting through an internal emission trading system (ETS) and (6) attracting foreign investment to implement projects to absorb greenhouse gases by forest ecosystems. Implementation of new finance solutions will be based on changing existing and preparing new legal standards, testing, studying the experience of other countries, approaches, building capacity of industry experts, providing extensive information on the problems and possibilities of biodiversity financing. The

BIOFIN also aims to promote gender equality and the empowerment of women as a result of introducing new finance solutions, as far as it is relevant and possible within the framework of the project. The project also seeks to promote gender equality and women's empowerment through the introduction of new financial solutions, as relevant and feasible within the project.

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

Tasks of the National expert on the development of legislation and by-laws on ecotourism, wildlife and biodiversity offsets:

Task 1: Preparation of legal documents on the use of the biodiversity offsets mechanism.

Task 2: Preparation of legal documents on ecotourism.

Task 3: Preparation of legal documents in the field of wildlife.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Higher education in legal, natural and social sciences.

Experience:

- At least 3 years of experience in sphere of legal, natural and social sciences;
- At least 3 years of experience in the development of a normative legal act in the field of ecology, flora and fauna, Protected Areas;
- Knowledge of the procedures for developing and approving a normative legal act under the regulations of the Government of Kazakhstan;
- Experience in preparing analytical reports.

Language:

Excellent knowledge and fluency in Russian; knowledge of English will be an advantage.

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.2021-061** in the e-mail subject not later **4 PM (Nur-Sultan time, GMT+6) of 19 May 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; The essay should reflect candidate's knowledge of the procedures for developing and approving a normative legal act under the regulations of the Government of Kazakhstan;

- d) 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 (180 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 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 (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 legal, natural and social sciences.
- At least 3 years of experience in the development of a normative legal act in the field of ecology, flora and fauna, Protected Areas;
- Excellent knowledge of Russian language.

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 legal, natural and social sciences. | 100 | Bachelor = 70; Master = 85; PhD = 100 |
| At least 3 years of experience in sphere of legal, natural and social sciences; | 100 | Less than 3 years = 0 3 years = 70; +10 points for each additional year of experience; Maximum = 100 |

| | | |
|---|------------|---|
| At least 3 years of experience in the development of a normative legal act in the field of ecology, flora and fauna, Protected Areas | 150 | 3-5 years = 105; 6-8 years = 120; more than 8 years = 150 |
| Knowledge of the procedures for developing and approving a normative legal act under the regulations of the Government of Kazakhstan; | 60 | Knowledge of the procedures for developing and approving a normative legal act under the regulations is assessed as: Poor = 12; Satisfactory = 24; Good = 42; Very good = 48; Excellent = 60 |
| Experience in preparing analytical reports | 50 | Experience in preparing analytical reports is assessed as: Poor = 10; Satisfactory = 20; Good = 35; Very good = 40; Excellent = 50 |
| Excellent knowledge and fluency in Russian; knowledge of English will be an advantage. | 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:

Yerzhan Murzatayev
OIC, Operations Manager

Signature: *Yerzhan Murzatayev*
Date: 04-May-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