



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06 May 2021

Reference Number: IC-2021-063

Country: Republic of Kazakhstan

Description of the assignment: National expert on the revision of regulations governing the implementation of reforestation and afforestation measures in areas of the state forest fund

Project name: UNDP-GEF Project “Conservation and sustainable management of key globally important ecosystems for multiple benefits”, 00101043

Period of assignment/services: June 2021 to January 2022 (100 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.2021-063*.

1. BACKGROUND

Since 2018, a 5-year Project of the Government of the Republic of Kazakhstan and UNDP-GEF “Conservation and sustainable management of key globally important ecosystems for multiple benefits” (hereinafter – the Project) has been implemented in the republic. 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 HCVP 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

Background and the goal:

The problem of sustainable forest management is reflected in all of the above components of the Project.

Reforestation is the leading task of the republic's forestry. It focuses on the use of natural and artificial reforestation methods. Until 1990, annual reforestation work was carried out annually on an area of over 80 thousand hectares. Now, the volume of reforestation work is half the level achieved by the forestry industry in the 80s of the last century.

The currently used forestry standards, in particular for reforestation and afforestation, are mainly 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 forest management norms and practices need to be reviewed and improved.

According to the project work plan for 2021, under Component 2, a national expert is planned to be engaged for 8 months to carry out work on revision of regulations on reforestation and afforestation.

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 – forest conservation institutions)

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

1. The expert conducts a study and analysis of existing regulations governing the implementation of reforestation and afforestation measures in the state forestry fund of the Republic of Kazakhstan;
2. Reviews international experience (at least 2 countries) on best practices;
3. Collects (in the form of written requests and responses) proposals and recommendations from all stakeholders (the Committee and its subordinate organizations, departments and MPIs, research institutes, etc.) on the rules and norms used to implement reforestation and afforestation measures, the 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 reforestation and afforestation measures in the SFF 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 reforestation and afforestation measures in the SFF 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 the Term of Reference (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Higher education in forestry, ecology or a similar field.

Experience:

- At least 5 years of work experience in research institutes and/or organizations (private/public) of environmental and nature conservation orientation;
- Knowledge of governing documents (standards, rules, regulations, etc.) for reforestation and afforestation;
- Experience in preparing analytical reports and preparing reports and presentations.

Competencies:

- Strong communication skills;
- High level of computer literacy (Microsoft Office, Internet)
- Excellent knowledge and fluency in Russian is requirement; knowledge of English and/or Kazakh will be an advantage.

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 with indication of **Ref.2021-063** in the e-mail subject not later **4 PM (Nur-Sultan time, GMT+6) of 20 May 2021**:

- a) 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!**
- b) Detailed CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) of the Offeror;
 - a) Brief essay explaining why prospective candidate considers him/herself as the most suitable for the assignment; The essay should reflect candidate's knowledge of governing documents (standards, rules, regulations, etc.) for reforestation and afforestation, and describe an experience in preparing analytical reports and preparing reports and presentations;
 - b) 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 (100 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 500 points (70%), which consists of technical scoring of qualifications and experience;
- Step IV: Financial Evaluation = 300 points (30%).

Step II: Shortlisting (Pass/fail)

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

- Higher education in forestry, 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 70% (350 points) of the maximum obtainable points for the technical criteria (500 points) shall be invited for the financial evaluation.

Technical scoring of qualifications and experience – maximum 500 points:

Criteria	Maximum points	Assessment (points)
Higher education in forestry, ecology or a similar field.	100	Bachelor = 70; Master (or equivalent) = 85; PhD = 100
At least 5 years of work experience in research institutes and/or organizations (private/public) of environmental and nature conservation orientation.	150	5 years = 105; +5 points for each additional year of experience; Maximum = 150
Knowledge of governing documents (standards, rules, regulations, etc.) for reforestation and afforestation	100	Knowledge of governing documents (standards, rules, regulations, etc.) for reforestation and afforestation is assessed as: Poor = 20; Satisfactory = 40; Good = 70; Very good = 80; Excellent = 100
Experience in conducting analytical reviews and preparing reports and presentations.	100	Experience in conducting analytical reviews and preparing reports and presentations is assessed as: Poor = 20; Satisfactory = 40; Good = 70; Very good = 80; Excellent = 100
Knowledge of the Russian language is required, knowledge of the Kazakh and English languages is desirable.	50	Excellent Russian literacy only = 35; + Knowledge of English and/or Kazakh= 50
TOTAL	500	

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: 06-May-2021

Yerzhan Murzatayev
OIC, Operations Manager

Signature: 
Date: 05-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