



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17.05.2021

Country: Belarus

Description of the assignment: International Consultant on GEF Project Midterm Review.

Project/Office: UNDP-GEF project 00096097 "GEF-6 Belarus POPs Legacy and Sustainable Chemicals Management" - Short title "POPs".

Period of services (if applicable): from 16 June 2021 to 30 August 2021 (approximately 20 working days, home-based).

Itinerary: Travel is not required. In the event of unforeseeable travel, payments to cover travel expenses may be reimbursed to the individual contractor upon submission of a travel claim (F-10 form) and all necessary supporting documents. Travel and covered travel expenses shall be approved by the Direct Supervisor prior to travel.

Proposals for tender ref. num. IC/159/2021 should be submitted to e-mail tenders.by@undp.org no later than **23:59 31 May 2021 (Minsk time)** (ref. num. IC/159/2021 of the tender should be indicated in the e-mail subject line).

Any request for clarification must be sent by standard electronic communication to the e-mail: hanna.harbachova@undp.org. The response will be provided by standard electronic mail.

1. BACKGROUND

The project was designed to: eliminate retained POPs legacies and develop sustainable POPs management capacity within a sound chemicals management framework in the Republic of Belarus. This objective will be achieved through 3 components: i) Sustainable PCB Management; ii) Elimination of Obsolete Pesticide Legacies; iii) Capacity Strengthening and Planning for Sound Chemicals Management. The Project will be implemented over a 4-year period and involve the environmentally sound elimination of existing PCB equipment stockpiles (estimated 1,100 t), progressive environmentally sound elimination of PCB equipment as generated in accordance with the nationally mandated PCB phase out plan during the project period (estimated 1,270 t) and repackaging, transport and environmentally sound elimination of 1,900 t from of the remaining 88 rural stored OP obsolete pesticide stores stockpiles in the country. Additionally, the project provides support and capacity strengthening for various aspects of POPs and hazardous waste management infrastructure, environmental monitoring, sound chemicals management, gender mainstreaming, updating of the Stockholm Convention National Implementation Plan (NIP) and enhanced public consolidation and awareness in the subject area. With 8.4 m US\$ from the GEF, the Project will have a total volume of 59 207 890 US\$. Co-financing is 50 807 890 US\$ provided by the UNDP, Byelorussian institutions and enterprises. 11 institutional stakeholders, 5 principal industrial stakeholders and 4 civil society organizations will be directly engaged to the project decision making as well as in the facilitation of the a national sound chemical management initiative, mainstreaming gender equity and empowerment within the project, NIP update development and the implementation of public awareness and

consultation activities related to elimination of rural OP storehouses, and PCB equipment in publically sensitive locations.

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

The MTR report must provide evidence-based information that is credible, reliable and useful.

The MTR team will review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP), the Project Document, project reports including annual PIRs, project budget revisions, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based review. The MTR team will review the baseline GEF focal area Core Indicators/Tracking Tools submitted to the GEF at CEO endorsement, and the midterm GEF focal area Core Indicators/Tracking Tools that must be completed before the MTR field mission begins.

The MTR team is expected to follow a collaborative and participatory approach ensuring close engagement with the Project Team, government counterparts (the GEF Operational Focal Point), the UNDP Country Office(s), the Nature, Climate and Energy (NCE) Regional Technical Advisor, direct beneficiaries, and other key stakeholders.

Engagement of stakeholders is vital to a successful MTR. Stakeholder involvement should include interviews with stakeholders who have project responsibilities, including but not limited to Ministry of Natural Resources and Environmental Protection; Belarussian Scientific Research Center "Ecologia", of the State Educational Institution "Republican Centre for State Environmental Expertise and Advanced Training of Executives and Specialists", Republican Center for Analytical Control in the Field of Environmental Protection, Communal Unitary Enterprise "Complex for Processing and Disposal of Toxic Wastes of the Gomel Region", executing agencies, senior officials and task team/ component leaders, key experts and consultants in the subject area, Project Board, other project stakeholders.

The specific design and methodology for the MTR should emerge from consultations between the MTR team and the above-mentioned parties regarding what is appropriate and feasible for meeting the MTR purpose and objectives and answering the evaluation questions, given limitations of budget, time and data. The MTR team must use gender-responsive methodologies and tools and ensure that gender equality and women's empowerment, as well as other cross-cutting issues and SDGs are incorporated into the MTR report.

The final methodological approach including interview schedule, field visits and data to be used in the MTR must be clearly outlined in the Inception Report and be fully discussed and agreed between UNDP, stakeholders and the MTR team.

The final MTR report must describe the full MTR approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review.

Please see the detailed Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A Master's degree in electrical/agriculture/environment/chemicals/engineering or economy, or other closely related field;

II. Experience:

- Relevant experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to Chemicals and Waste focal area;
- Experience in evaluating of at least 2 projects;
- Minimum 10 years of proven professional experience in the area of Chemicals and Waste management;
- Previous working experience of projects evaluation in Belarus;
- Demonstrated understanding of issues related to gender and Chemical and waste GEF Focal Area;
- Experience in gender sensitive evaluation and/or analysis.
- Project evaluation/review experience within United Nations system will be considered as an asset.
- Experience with implementing evaluations remotely will be considered as an asset.

III. Competencies:

- Excellent communication skills;
- Demonstrable analytical skills confirmed by at least 2 examples of reports;
- Fluency in spoken English is a must;
- Fluency in written English confirmed by 2 examples of reports
- Working level Russian will be an advantage

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) **Letter of Confirmation of Interest and Availability including Financial Proposal** using the [template](#)¹ provided by UNDP;
- b) **CV or Personal History Form** ([P11 form](#)²);
- c) Brief description of **approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment (max 1 page);
- d) Copy of relevant University Diploma(s);
- e) Two examples of **reports**.

All documents required shall be presented altogether in e-mail transmission.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

¹<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

² http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

5. FINANCIAL PROPOSAL

Lump sum of the contract shall include various expenses incurred during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services).

The lump sum contract amount will be paid in four installments as follows:

- 1) 20% payment upon satisfactory delivery of the Deliverable 1 and 2: final MTR Inception Report is approved by the Commissioning Unit and Direct Supervisor (Programme Officer, UNDP Belarus);
- 2) 40% payment upon satisfactory delivery of the Deliverable 3: draft MTR report is submitted to the Commissioning Unit and Direct Supervisor (Programme Officer, UNDP Belarus);
- 3) 40% payment upon satisfactory delivery of the final Deliverable 4: final MTR report is approved by the Commissioning Unit, Direct Supervisor and RTA (via signatures on the TE Report Clearance Form) and TE Audit Trail is completed.

6. EVALUATION

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

* Technical Criteria weight; [70%], maximum 700 points

* Financial Criteria weight; [30%], maximum 300 points

All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

Evaluation Criteria	Weight, %	Score (max. 1000 points)
Education	12	120
Master's degree in electrical/agriculture/environment/chemicals/engineering or economy, or other closely related field – 120 points	12	120
Experience	44	440
Relevant experience with result-based management evaluation methodologies – 60 points*	6	60

Experience applying SMART indicators and reconstructing or validating baseline scenarios – 50 points*	5	50
Competence in adaptive management, as applied to Chemicals and Waste focal area – 60 points*	6	60
Experience in evaluating of at least 2 projects – 60 points	6	60
Minimum 10 years of proven professional experience in the area of Chemicals and Waste management – 60 points	6	60
Previous working experience of evaluation projects in Belarus – 40 points	4	40
Project evaluation/review experiences within United Nations system will be considered as an asset – 20 points	2	20
Demonstrated understanding of issues related to gender and Chemical and waste GEF Focal Area - 30 points *	4	40
Experience in gender sensitive evaluation and/or analysis - 30 points *	3	30
Experience with implementing evaluations remotely will be considered an asset - 20 points	2	20
Competencies	14	140
Excellent communication skills – 30 points*	3	30
Demonstrable analytical skills confirmed by at least 2 examples of reports – 30 points	3	30
Fluency in English – 30 points *	3	30
Fluency in written English confirmed by at least 2 examples of reports	3	30
Working level in Russian will be an advantage – 20 points*	2	20
Financial Proposal	30	300
Total	100	1000

* Will be evaluated during the interview using the following scoring system:

Degree of compliance	Supporting Evidence	Scoring scale (% from maximum available score for the given sub-criteria)
Excellent	Excellent evidence of ability to exceed contract requirements	80-100%
Good	Good evidence of ability to exceed contract requirements	60-80%
Satisfactory	Satisfactory evidence of ability to support contract requirements	40-60%
Poor	Marginally acceptable or weak evidence of ability to comply with contract requirements	10-40%

Very poor	Lack of evidence to demonstrate ability to comply with contract requirements	0-10%
No submission	Information has not been submitted or is unacceptable	0%

Annexes:

Annex I – Terms of Reference

Annex II – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex III – Individual Consultant contract form

Annex IV –Individual Consultant General Terms and Conditions