



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 May 2021

Reference Number: IC-2021-075

Country: Republic of Kazakhstan
Description of the assignment: National consultant to train energy sector representatives on women's empowerment.
Project name: #101058, UNDP-GEF Project "Derisking Renewable Energy Investment in Kazakhstan"

Period of assignment/services: June-September 2021 (40 working days over 4 months)
Contract Modality: Individual contractor (IC)

Important Note: Technical and Financial Proposal Submission Proposals must be submitted in **separate** PDF/Word files and Financial Proposal (Annexes 4 and 5) must be password protected.

Any request for clarification must be sent by standard electronic communication to the e-mail nurlan.tleubayev@undp.org and in e-mail subject please indicate **Request_Ref.2021-075**.

1. BACKGROUND

The objective of the project is to promote private sector investment in renewable energy sources in Kazakhstan to achieve the country's 2030 and 2050 renewable energy targets. The project targets both large-scale and small-scale renewable energy sources.

The goal of this project is to achieve transformation of the energy market in Kazakhstan by significantly increasing the scale of the use of renewable energy sources in electricity production, thereby increasing the share of renewable energy in the country power generation mix from 1.1% in 2017 to 10% by 2030.

To achieve its objective, the project includes activities to support renewable energy projects that are expected to bring about a collective GHG emission reduction of at least 460,000 tonnes of CO₂. In addition, by the end of the project, the project would have supported the commissioning of 9.5 MW of direct, small-scale generation of renewable energy (RES), which will produce about 500 GWh of electrical energy.

The project includes three components:

- Component 1 – Large-Scale Renewable Energy: Policy and Financial Derisking Measures
- Component 2 – Renewable Energy for Life: Policy Derisking

- Component 3 – Renewable Energy for Life: Financial Derisking and Incentives

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

The Contractor has to conduct 4 (four) online seminars, including the preparation and conduct of all the necessary organizational and logistical activities.

Online seminar format:

- Duration - 6 hours (can be divided into two days, 3 hours each);
- Target audience - industry specialists of ministries and akimats of the Republic of Kazakhstan, representatives of companies in the energy sector, renewable energy system facility operators, students, and employees of educational institutions;
- The working language of the online seminar is Russian.

The online seminar will be repeated on four occasions to ensure maximum participation.

To carry out this work, the Contractor must perform the following tasks:

- 1) Development of a brief concept of the online seminars (including planned format and period of the online seminar, a preliminary list of participating companies, organizational issues);
- 2) Design and development of the online seminars program, taking into account all planned events/presentations, and approval by the client;
- 3) Preparation of presentation materials covering the following issues:
 - The role of women in sustainable energy development;
 - Creation of conditions in the energy industry under which women can more effectively and successfully apply their professional knowledge and skills;
 - Best International Practical Solutions for Gender Development in the Energy Sector;
 - New perspectives and opportunities in the energy sector for women, including in the area of renewable energy development and utilization;
 - Interests of women in corporate development of companies: building human resources, opportunities for personal and career growth;
 - Other topical issues related to the empowerment of women in the energy sector.
 - Benefits of the application of RE resources and technologies for women living outside of central heating zones.
- 4) All presentation materials (in MS PowerPoint) must be agreed upon with the client before the conduct of the online seminars;
- 5) Preparation of a press release on holding online seminars, the content of which must be approved by the client;
- 6) Preparation of a brochure for the participants of the online seminars on the topic "The Role of Women in Energy" (in electronic format);
- 7) Organization and conduct of the online seminars, the final format of the event must be agreed with the client;
- 8) Documentation of the online workshop proceedings including the recommendations from the participants of the online seminars on the empowerment of women in the energy sector of the Republic of Kazakhstan;
- 9) Based on the results of the work performed, the Contractor must provide a final report on the work done.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Diploma of higher social sciences, mass communications, economic/technical education;
- At least 5 years of work experience in organizing and conducting seminars, training, and masterclasses;
- At least 3 years of work experience in preparing analytical materials, fact sheets, and presentations specifically in the field of gender equality and empowerment ;
- Working knowledge of the activities of companies and organizations in the energy sector;
- Work experience with UNDP, and other international organizations is an asset;
- Knowledge of, and fluency in the Russian and Kazakh languages.

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.2021-075** in the e-mail subject not later **6 PM (Nur-Sultan time) of June 09, 2021**:

- a) Duly accomplished Annex 4 "Offeror's Letter to UNDP confirming interest and availability for the Individual contractor" using provided UNDP template; Financial Proposal Annex-5 that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided; 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) and skills relevant to the assignment;
- c) Other documents certifying the work experience, expertise, education, and skills (diploma, qualification improvement certificates, awards, etc.).
- d) A brief essay of why the consultant considers himself/herself to be the most appropriate for the job, as well as a methodology describing which approach will be applied and how the assignment will be carried out.

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 (40 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 UNDP Head of Governance Unit and National commission and signing of the certificate of completion for each output by the UNDP program officer.

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 1: **Preliminary evaluation** of offers (ONLY fully and timely submitted applications with all required documentation (CV, Annex-4 and Annex-5, diploma, brief essay and methodology) would

be considered for evaluation of the minimum criteria;

- Step II: Technical Evaluation = maximum 700 points, which consists of technical scoring of qualifications and experience;
- Step III: Financial Evaluation = 300 points.

Step II: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the candidates who passed Preliminary evaluation. Only candidates obtaining a minimum of 490 points of the maximum obtainable points for the technical criteria (700 points) shall be considered for financial Evaluation.

Technical scoring of qualifications and experience – maximum 700 points:

Criteria	Maximum points	Assessment (points)
Diploma of higher social sciences, mass communications, economic/technical education	150	Bachelor = 100; Master = 120; PhD = 150
At least 5 years of work experience in organizing and conducting seminars, training, and masterclasses.	200	Less than 5 years = 0; 5 years = 160; 5-7 years = 180; Over 7 years = 200
At least 3 years of work experience in preparing analytical materials, fact sheets, and presentations specifically in the field of gender equality and empowerment.	200	Less than 3 years = 0; 3-5 years = 150 Over 5 years = 200
Working knowledge of the activities of companies and organizations in the energy sector.	50	Available = 50; Not available = 0
Work experience with UNDP, and other international organizations is an asset.	50	Required experience = 50; No experience = 0
Knowledge of, and fluency in the Russian and Kazakh languages.	50	Available = 50; Not available = 0
TOTAL	700	

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:

Zhanat Tileumuratova
Procurement Associate

Signature: 
Date: 24-May-2021

Vitalie Vremis
Deputy Resident Representative

Signature: 
Date: 25-May-2021

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE

ANNEX 4 & 5- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL FORM