

Terms of Reference

Title:	National consultant to train energy sector representatives on women's empowerment.
Place of work:	home-based
Period:	June-September 2021 (40 working day over 4 months)
Contract type:	Individual contract
Project title and number:	#101058, UNDP-GEF Project "Derisking Renewable Energy Investment in Kazakhstan"

Description of the project

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

This consultancy assignment is in line with the planned Activity 1.2.1 as stated in the DREI Project Document (Component 1, Output 1.2)

Purpose

Provision of training services for representatives of the energy sector's organizations on the empowerment of women.

Scope of 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.

Expected Results

The deadlines for the submission of the specific deliverables of the consultancy assignment is as follows*:

No.	Deliverable	Deadline	Checked and approved
1.	Documentation on the completed work referred to in Items 1, 2 & 3 (training program, and presentation materials)	6 weeks from the date of commencement of works	Project manager

2.	Documentation on the completed work referred to in Items 4, 5 & 6 (approved presentation materials, press releases, brochure)	10 weeks from the date of commencement of works	Project manager
3.	Documentation on the completed work referred to in Items 7, 8 & 9 (Proceedings of the online seminars, consultancy assignment report)	16 weeks from the date of commencement of works	Project manager

Indispensable conditions

When carrying out all types of work that may have to be done in the performance of this consultancy assignment, the contractor must ensure the safe and legal production of the required deliverables (e.g., reports and finished products, excluding the creation of counterfeit products).

It is necessary to ensure compliance with the copyright (and related rights) laws and regulations of the Republic of Kazakhstan.

All rights to products produced, including originals of documents and their copies, can be transferred to any third person by the decision of the client (DREI Project), and such transfer can be carried out directly to the third person and immediately upon completion and acceptance of all work, in accordance with this Terms of Reference.

Responsibility and accountability

The contractor bears full responsibility for the accuracy and legality of the information provided and for the timely provision of reports.

- Coordinates planned actions to be carried out with the DREI Project Manager
- Collaborates with the expert team of the DREI Project.
- Ensures unconditional fulfillment of the requirements specified in the subcontract and terms of reference.

Reports and materials:

All reports must be written in Russian and in electronic format using MS WORD (2003 and above) following the UNDP format; Font: Times New Roman, 12.

Duration of work: 4 months

Place of work: home-based

Required skills.

- 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.

Quotation volume and payment schedule

% Contract Price	Required Output
25	Deliverable 1
25	Deliverable 2
50	Deliverable 3

Terms of Reference approved:

Syrym Nurgaliyev
 Syrym Nurgaliyev
 Project Manager
 Date: 21-May-2021

Abduvakkos Abdurahmanov
 Abduvakkos Abdurahmanov
 GEF Portfolio Manager
 Date: 22-May-2021