



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 June 2021

Reference Number: IC-2021-077

Country: Republic of Kazakhstan

Description of the assignment: National Business Development Expert

Project name: UNDP-GEF Project "Derisking Renewable Energy Investment in Kazakhstan" (DREI project)

Period of assignment/services: July – December 2021 (60 working days)

Contract Modality: Individual contractor (IC)

Important Note: Technical and Financial Proposal Submission Proposals must be submitted in **separate** PDF/Word files!

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.2021-077*.

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's 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.

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

To carry out this work, the Expert needs to perform the following tasks:

- 1) Preparation of, and approval by, the client of the proposed concept for the development of the Information Package, taking into account all further necessary activities;
- 2) Design and development of the structure and content of the Information Package, as well as the proposed presentation format, and approval of the design by the client;
- 3) Provision of information on the content block of the Information Package, including a description of each sections (e.g., description of applicable RE technologies, samples of business plans, solar insolation data, wind maps, etc.);
- 4) Preparation of the first edition of the Information Package, per the client-approved concept;
- 5) Presentation of the Information Package to the client, and the main stakeholders of the DREI Project;
- 6) In case of submitting any proposals, recommendations, and comments (after the package will be presented in accordance with the para 5, above), finalization of the Information Package;
- 7) Submission of the final version of the Information Package to the client;
- 8) Preparation and conduct of an online seminar for the target audience (e.g., representatives of the Ministry of Energy of the Republic of Kazakhstan, akimats, specialized organizations working on RE resources development and utilization, potential investors in the field of RE technology applications, financial institutions, industry experts, etc.) to present the Information Package; including the documentation of the seminar proceedings.
- 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

Education:

- Higher Economics or Business Administration (or a related economics) education.

Experience:

- At least 5 years of work experience in developing guidelines/instructions, information guides, and business information packages for project investors and project developers in Kazakhstan;
- At least 3 years of work experience in preparing analytical reports, fact sheets, and industry analyses in the field of renewable energy in Kazakhstan;
- Provided essay and methodology describing expert's approach to the assignment;
- At least 3 reviews or recommendations from previous clients for similar service provisions.

Competencies:

- Excellent knowledge and command of the Russian language. Knowledge of English 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.2021-077** in the e-mail subject not later **4 PM (Nur-Sultan time, GMT+6) of 24 June 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;
- 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;
- c) At least 3 reviews or recommendations from previous clients for similar service provisions.
 - d) Brief essay explaining why prospective candidate considers him/herself as the most suitable for the assignment;
 - e) Methodology describing expert's approach to the assignment;
 - a) Other documents certifying the work experience, expertise, education, and skills (qualification improvement certificates\diplomas, awards, etc.)

Incomplete proposals 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 (60 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 (CV, essay, methodology, recommendation letters, Annex-IV and Annex - V) would be considered for shortlisting;
- Step II: **Shortlisting**;
- Step III: Technical Evaluation – 70%, consists of technical scoring of qualifications and experience (maximum 550 points);
- Step IV: Financial Evaluation - 30%.

Step II: Shortlisting (Pass/fail)

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

- Higher Economics or Business Administration (or a related economics) education;
- At least 5 years of work experience in developing guidelines/instructions, information guides, and business information packages for project investors and project developers in Kazakhstan;
- Excellent knowledge and command of the Russian language.

Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates.

Technical scoring of qualifications and experience – maximum 550 points:

Criteria	Maximum points	Assessment (points)
Higher Economics or Business	100	Bachelor = 70;

Administration (or a related economics) education		Master (or equivalent) = 85; PhD = 100
Work experience in developing guidelines/instructions, information guides, and business information packages for project investors and project developers in Kazakhstan	150	5 years = 105; +15 points for each additional year of experience; Maximum = 150
At least 3 years of work experience in preparing analytical reports, fact sheets, and industry analyses in the field of renewable energy in Kazakhstan	100	Less than 3 years = 0; 3 years = 70; +10 points for each additional year of experience; Maximum = 100
Methodology describing expert's approach to the assignment	100	Provided methodology is assessed as: Poor = 20; Satisfactory = 40; Good = 70; Very good = 80; Excellent = 100
At least 3 reviews or recommendations from previous clients for similar service provisions	50	Less than 3 = 0; 3 recommendation letters = 35; +5 points for each additional letter Maximum = 50
Excellent knowledge and command of the Russian language. Knowledge of English will be an advantage	50	Excellent Russian literacy only = 35; + Knowledge of English = 50
TOTAL	550	

Only candidates obtaining a minimum of 70% (385 points) of the maximum obtainable points for the technical criteria (550 points) shall be invited for the financial evaluation.


Step IV: Financial evaluation – 30% of overall scoring; weight of the financial proposal will be calculated according to formula:

Lowest priced proposal /price of the proposal being evaluated *100%

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: 09-Jun-2021

Zhanat Tileumiratova
Head of UNDP Procurement Unit

Signature: 
Date: 09-Jun-2021

Karina Amralina

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