

Terms of Reference

Title:	National Business Development Expert
Place of work:	home-based
Period:	July - December 2021 (60 working days)
Contract type:	Individual Contract
Project title:	UNDP-GEF Project “Derisking Renewable Energy Investment in Kazakhstan” (DREI project)

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'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.

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

Purpose

This consultancy assignment is in line with the planned Activity 2.3.1. as stated in the DREI Project Document (Component 2 / Output 2.3).

Provision of technical services for the development of an information package for representatives of SMEs and other stakeholders about renewable energy sources and the promotion of financial products aimed at supporting projects on the application of feasible technologies for the utilization of renewable energy (RE) sources (hereinafter referred to as the Information Package).

The information package is a step-by-step guide for investors and all interested parties that are planning to invest in the implementation of small-scale RE projects in Kazakhstan. Small scale RE projects are those involving the installation of RE-based energy generation facilities with a total

capacity of up to 3 MW_e capacity¹ for electricity generation and up to 1 MW_{th} for heat generation purposes. The guide must include the following sections:

- Existing regulatory framework for the implementation of small-scale RE projects, various RE technologies in Kazakhstan;
- Step-by-step guidance for the implementation of RE projects in Kazakhstan for various target groups (agriculture, business structures, etc.);
- Support measures for the implementation of RE projects in Kazakhstan, including a comparison of existing support programs (government programs, subsidies, international projects);
- Examples of successful implementation of small-scale RE projects in Kazakhstan;
- The section on "Answers to frequently asked questions in the implementation of RE projects";
- Recommendations and useful pieces of advice from experts on the effective implementation of RE projects in various sectors;
- Other issues related to the implementation of RE projects (library of links on similar implemented projects).

In the Technical Proposal Methodology, the candidate must set out in detail the vision for the development of the Information Package, describing the preliminary structure, and the convenience and practical applicability of it for interested RE-based energy project investors.

Scope of 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.):
 - for an investor who has already planned and is in the process of budgeting a RE-based energy generation project;
 - for a potential investor in RE-based energy generation projects, mainly small and medium-sized entrepreneurs;
 - for a financial investor who can offer financing for investments for a RE-based energy generation project, including a lending financial institution;
 - for an equipment manufacturer or supplier of RE technology equipment/devices/components, who helps an investor (i.e., its client) in search of investments for a RE-based energy generation project; and,
 - for a public institution (e.g., a village school), to show the feasibility of implementing a RE-based energy generation project.

For each target audience, it is necessary to prepare a section with recommendations, e.g., for akimats on how to organize a PPP or trust management; for banks, e.g., the financial viability of a RE-based energy generation project (with reference to a typical financial viability evaluation model); for farmers, e.g., recommendations for the applicable RE technologies based on the available geographically situated RE sources, etc.

¹ Per the DREI Project Document, RE projects that will considered will be those with capacity of up to 5 MW. The 3 MW capacity is in line with the agreement between CO and the Damu.

A special section containing links to the most relevant information resources for each economic sector must be included in the Information Package.

- 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.

To conduct an online seminar, the contractor must prepare the following materials:

- The final version of the Information Package for investors (in electronic format);
- Online seminar program;
- List of participants, and relevant organizations;
- Presentation materials; and,
- Press release.

All materials must be agreed upon with the client prior to the conduct of the online seminar.

- 9) Based on the results of the work performed, the Contractor must provide a final report on the work done.

The Information Package must be in Russian. When performing this work, it is necessary to take into account the requirements and provisions of the relevant national legislation and by-laws of the Republic of Kazakhstan.

Upon completion of the work, the United Nations Development Program will receive all direct and related copyrights to use the Information Package. The contractor must transfer to the client in electronic format (CD or other data format) all text and graphic, audio, video, photo files, as well as other materials necessary for the development of the Information Package. Figures must be of appropriate quality and size, not exceeding 2 Mb, in jpg, gif, or png format. The accompanying text must be indicated for each figure, i.e., exactly the section, page, or paragraph it refers to.

Expected Results

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

No.	Deliverables	Deadline	Checked and Approved
1.	Documentation on the completed work referred to in Items 1, 2 & 3.	5 weeks from the date of commencement of works	ICTA (preliminary review) and Project Manager
2.	Documentation on the completed work referred to in Items 4, 5 & 6.	16 weeks from the date of commencement of works	ICTA (preliminary review) and Project Manager

3.	Documentation on the completed work referred to in Items 7, 8 & 9.	24 weeks from the date of commencement of works	ICTA (preliminary review) and Project Manager
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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.

The UNDP DREI Project reserves the right to amend the Terms of Reference no more than 20% of the volume, which does not affect the general nature of the work and the cost of services under the Agreement.

Responsibility and accountability

The supplier is solely responsible 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:

The reports must be written in Russian in electronic format using MS WORD (2003 and above) and according to the report outline specified by the UNDP; font: Times New Roman, 12.

Duration of work: 6 months (60 working days)

Place of work: Home-based.

Required skills

- 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;
- 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.
- Excellent knowledge and command of the Russian language. Knowledge of English will be an advantage.

Quotation volume and payment schedule

% of Contract Price	Required Output
30	Deliverable 1
30	Deliverable 2
40	Deliverable 3

APPROVED:

GEF Portfolio Manager
 Abduvakkos Abdurahmanov *Abduvakkos Abdurahmanov* Date: 08-Jun-2021

Project Manager
 Syrym Nurgaliyev *Syrym Nurgaliyev* Date: 07-Jun-2021