



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 June 2021

Reference Number: IC-2021-079

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**Country:** Republic of Kazakhstan

**Description of the assignment:** National gender expert on analysis of the finance solutions impact on the gender balance support in the biodiversity management system

**Project name:** Biodiversity Finance Initiative (BIOFIN) 00113227

**Period of assignment/services:** July – December 2021 (42 working days)

**Contract Modality:** Individual contractor (IC)

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

Any request for clarification must be sent by standard electronic communication to the e-mail [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with copy to [karina.amralina@undp.org](mailto:karina.amralina@undp.org) and in e-mail subject please indicate *Query\_Ref.2021-079*.

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### 1. BACKGROUND

Phase 2 of the Biodiversity Finance Initiative - BIOFIN is implemented by the United Nations Development Programme with financial support from the German and Swiss Governments. BIOFIN provides countries with a methodology that shows innovative steps for measuring current biodiversity expenditures, assessing financing needs, determining the most appropriate financial mechanisms, and making recommendations on how to implement these mechanisms to achieve national biodiversity goals.

BIOFIN Phase 2 in Kazakhstan will build on lessons learned from Phase 1 and aim to test 6 financial solutions: (1) subsidizing wildlife breeding, (2) creating a framework for ecotourism certification, (3) capacity building of protected areas to improve financing, (4) biodiversity offsets, (5) carbon offsetting through an internal emission trading system (ETS) and (6) attracting foreign investment to implement projects to absorb greenhouse gases by forest ecosystems. Implementation of new finance solutions will be based on changing existing and preparing new legal standards, testing, studying the experience of other countries, approaches, building capacity of industry experts, providing extensive information on the problems and possibilities of biodiversity financing. The

BIOFIN also aims to promote gender equality and the empowerment of women as a result of introducing new finance solutions, as far as it is relevant and possible within the framework of the project. The project also seeks to promote gender equality and women's empowerment through the introduction of new financial solutions, as relevant and feasible within the project.

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

- I. The National Gender Expert studies the strategy for implementation of the 2nd phase of BIOFIN in Kazakhstan, the goals, objectives, expected results and activities carried out for the six finance solutions implemented under the BIOFIN.
- II. Prepares methodology for the analysis of the six finance solutions and their actions impact on gender equality issues in the biodiversity management system. Independently decides if it is necessary to conduct surveys or interviews (identifies audience, prepares questionnaires, inquiries, organizes survey or interview process, etc.).
- III. Analyzes the six finance solutions and their actions impact on the gender equality trends in the biodiversity management system under the methodology agreed upon with the Project Team and prepares an analytical report. The analytical report should cover the following issues in the context of finance solutions, including recommendations for further actions and measures.
- IV. Refines/supplements the analytical report according to the Project Team comments, prepares the final report with recommendations for expanding the scope of gender-based activities in the framework of implementing finance solutions to support gender balance in the biodiversity conservation system.
- V. Prepares a presentation of the analytical work carried out in PPT with graphical elements, tables, figures and presents the results of the work in the framework of an online seminar organized by the BIOFIN Project Team.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

- Higher education in the field of International Development Studies, social sciences, politics, law, human rights, gender issues, women's studies, economics, marketing, business administration, or related fields;

### **Experience:**

- At least 5 years of work experience in the field of gender equality and empowerment of women;
- Experience in the development of reports/publications in the field of gender equality;
- The advantage is given to specialists who have work experience with UN Women structure and other international organizations

### **Language:**

- Excellent knowledge of Russian language; knowledge of English will be an asset.

## **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](mailto:procurement.kz@undp.org) with indication of **Ref.2021-079** in the e-mail subject not later **4 PM (Nur-Sultan time, GMT+6) of 07 July 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) Brief essay explaining why prospective candidate considers him/herself as the most suitable for the assignment;
- d) 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 (42 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 (Essay, CV, Annex-IV and Annex -V) would be considered for shortlisting;
- Step II: **Shortlisting**;
- Step III: **Technical Evaluation – 70%**; maximum 700 points, which consists of technical scoring of qualifications and experience - 500 points, and interview – 200 points;
- Step IV: **Financial Evaluation – 30%**

### Step II: Shortlisting (Pass/fail)

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

- Higher education in the field of International Development Studies, social sciences, politics, law, human rights, gender issues, women's studies, economics, marketing, business administration, or related fields;
- At least 5 years of work experience in the field of gender equality and empowerment of women;
- Excellent knowledge of Russian language.

### Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only top 3 high scored candidates obtaining a minimum of 70% (350 points) of the maximum obtainable points for the technical criteria (500 points) shall be invited for the interview.

#### Technical scoring of qualifications and experience – maximum 500 points:

Criteria	Maximum points	Assessment (points)
Higher education in the field of International Development Studies, social sciences, politics, law, human rights, gender issues, women's studies, economics, marketing, business	100	Bachelor = 70; Master = 85; PhD = 100

administration, or related fields		
At least 5 years of work experience in the field of gender equality and empowerment of women	150	5 years = 105; +15 points for each additional year of experience; Maximum = 150
Experience in the development of reports/publications in the field of gender equality	150	No experience = 0; Up to 1 year = 30; 1-2 years = 60; 2-4 years = 105; 4-6 years = 120; 6 years and more = 150
The advantage is given to specialists who have work experience with UN Women structure and other international organizations	50	Has required experience = 50; Lack of experience = 0
Excellent knowledge and fluency in Russian; knowledge of English will be an advantage.	50	Excellent Russian literacy = 35; +Knowledge of English = 50
<b>TOTAL</b>	<b>500</b>	

**Interview max 200 points:**

Only candidates obtaining a minimum of 70% (140 points) of the maximum obtainable points (200 points) during the interview shall be considered for the financial evaluation.

**Step IV: Financial evaluation – 30%:**

The following formula will be used to evaluate financial proposal:

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:**

Zhanat Tileumuratova  
UNDP Head of Procurement Unit

Signature: *Zhanat Tileumuratova*  
Date: 22-Jun-2021

**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**

*Karina Amralina*