

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 15.07.2021

Country: Republic of Belarus

Description of the assignment: International Consultant on National Adaptation Planning in Belarus

Place of work: Home-based

Employment: No restrictions for part-time work or limitations regarding multiple employment

Project name: EU4Climate (Belarus)

Period of assignment/services: it's expected that the contract will be concluded for the period from August 20, 2021 till December 20, 2021 (approximately 65 working days)

Proposals should be submitted by email to **tenders.by@undp.org** (the following subject should be stated – Tender № 211/2021) **not later than 17.00 July 29, 2021**.

Any request for clarification must be sent to the following e-mail **maryna.ilyushonak@undp.org**. The respond will be in writing and sent to all consultants by email without identifying the source of inquiry.

1. BACKGROUND

The EU4Climate Project helps governments in the six EU Eastern Partner countries - Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova and Ukraine - to take action against climate change. It supports countries in implementing the Paris Climate Agreement and improving climate policies and legislation. Its ambition is to limit climate change impact on citizens lives and make them more resilient to it. EU4Climate is funded by the European Union (EU) and implemented by the United Nations Development Programme (UNDP).

The objective of the Project is to support the development and implementation of climate-related policies by the Eastern Partnership countries that contribute to their low emission and climate-resilient development and their commitments to the Paris Agreement on Climate Change. It identifies key actions and results in line with the Paris Agreement, the "20 Deliverables for 2020", and the key global policy goals set by the UN 2030 Agenda for Sustainable Development. The Project will also translate into action priorities outlined in the Eastern Partnership Ministerial Declaration on Environment and Climate Change of October 2016.

The following results will be achieved upon Project's implementation:

- (i) Finalized/up-dated nationally determined contributions and national mid-century strategies and communicated to the United Nations Framework Convention on Climate Change (UNFCCC)

- (ii) Improved inter-institutional awareness and coordination at the political and technical level of the Paris Agreement and the corresponding national commitments
- (iii) Established or strengthened measurement, reporting and verification (MRV) systems, with countries getting on track with Paris Agreement transparency requirements
- (iv) Establishment of concrete sectoral guidelines for the implementation of the Paris Agreement in each of the Eastern Partners
- (v) Advanced alignment with EU acquisitions
- (vi) Increased mobilization of climate finance
- (vii) Enhanced adaptation planning. As of July 2019, the Project has conducted consultations with the governments of the Partner Countries and has identified priority areas of work and key deliverables for each of the countries.

2. KEY RESPONSIBILITIES:

Under the overall supervision of the National Project Coordinator, the Consultant is expected to contribute to achieving the main outputs of the Project: (i) Finalized/up-dated nationally determined contributions and national mid-century strategies and communicated to the United Nations Framework Convention on Climate Change (UNFCCC), (ii) Improved inter-institutional awareness and coordination at the political and technical level of the Paris Agreement and the corresponding national commitments, (v) Advanced alignment with EU acquis, (vii) Enhanced adaptation planning.

The Consultant will also work in close consultations with the Ministry of Natural Resources and Environmental Protection of the Republic of Belarus (MNREP), the Project's national consultants, and other relevant stakeholders.

The Consultant will work in close cooperation and report to the organization hired by the Project to perform climate change impacts, vulnerability and climate risks assessment for the development of a National Adaptation Plan.

The objective of the assignment is to guide and assist a pool of national sectoral consultants in energy, industry, transport, utilities, economy, legal sphere and the organization, hired to perform the assessments of climate change impacts, vulnerability and climate risks for the development of a National Adaptation Plan for the Republic of Belarus.

The work done under the assignment shall promote environmental integrity, transparency, accuracy, completeness, comparability and consistency, and ensure the avoidance of double counting (Article 4.13).

Key Deliverables:

- A. Prepared presentation on climate change adaptation, main stages of national adaptation planning and general activities to consider at each phase for the National Adaptation Plan process (at least 35 slides)
- B. Report on the analysis done (at least 15 pages)
- C. Prepared presentation for information and educational workshops for consultation and capacity building of stakeholders on climate change adaptation, participated in online mode in the

- webinars for capacity building on climate change adaptation
- D. Policy paper with the main points covered within the work done (not more than 5 pages)

Details are provided in Annex 1 - Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- Bachelor's Degree in environmental sciences / sustainable development / social sciences / environmental protection, or related area
- Master's Degree or higher in social sciences / environmental sciences or related area will be an advantage

II. Work experience:

- At least 8 years of relevant professional experience in climate change-related issues confirmed by CV
- Experience in reviewing and elaborating policy documents with country-related context in the adaptation process, confirmed by at least 3 relevant reports, will be an advantage
- Knowledge of climate change sectoral adaptation measures in Europe / international climate-related political frameworks in Europe will be an advantage and shall be confirmed by at least 5 presentations

III. Competencies:

- Excellent skills in drafting and compiling professional reports, confirmed by at least 5 relevant reports/publications
- Fluency in English is required, confirmed by diploma / degree / certificate if not native language
- Knowledge of Russian is an asset, confirmed by diploma / degree / certificate if not native language

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Application of an Individual Consultant confirming interest and availability to perform work / provide services on the terms of the Contract for Services of an Individual Contractor, including a Financial Proposal (Appendix 4);
2. Resume in a free form which confirms the required experience;
3. Copies of education diploma (s);

4. 5 (five) relevant reports/publications which confirm excellent skills in drafting and compiling professional reports;
5. 3 (three) relevant reports which confirm experience in reviewing and elaborating policy documents with country-related context in the adaptation process (will be considered as an advantage);
6. 5 (five) relevant presentations which confirm knowledge of climate change sectoral adaptation measures in Europe / international climate-related political frameworks in Europe (will be considered as an advantage)
7. Other documents and certificates confirming related skills and competencies for the performance of this work (for example, the knowledge of the English, Russian language).

If documents are submitted by e-mail, they should be sent in no more than 3 e-mail transmissions, which should not exceed 7 MB each (please add number for each transmission in the subject line) and should not contain viruses.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

5. FINANCIAL PROPOSAL

Contract payment is based on deliverables:

Lump sum payment in 2 instalments. UNDP makes payments after completion of Deliverables according to the Terms of Reference:

- 70% of the total contract amount after completion of Deliverables A and B and their acceptance by UNDP;
- 30% of the total contract amount after completion of Deliverables C and D and their acceptance by UNDP

The Financial Proposal of the Consultant shall be final and take into account various expenses incurred during the contract period (professional fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services). Languages of the Deliverables are English and Russian

UNDP disclaims any payment obligations if the consultant is not involved in the work during the contract.

6. EVALUATION

Applicants will be assessed based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) meeting the minimum criteria / technically qualified / qualified for financial assessment and

b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%, maximum 700 points]

* Financial Criteria weight; [30%, maximum 300 points]

Only offers of individual consultants **who scored 490** (70% from 700) and more points during the desk review are acceptable for financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

Criteria	Weight	Maximum amount of points
<u>Technical</u>	70%	700
• Education	18%	180
Bachelor's Degree in environmental sciences / sustainable development / social sciences / environmental protection, or related area is required		100
<i>Master's Degree or higher in social sciences / environmental sciences or related area is an advantage</i>		80
• Work experience	30%	300
At least 8 years of relevant professional experience in climate change-related issues confirmed by CV		120
<i>Experience in reviewing and elaborating policy documents with country-related context in the adaptation process, confirmed by at least 3 relevant reports is an advantage</i>		100*
<i>Knowledge of climate change sectoral adaptation measures in Europe / international climate-related political frameworks in Europe confirmed by at least 5 presentations is an advantage</i>		80*
• Other competencies	22%	220
Excellent skills in drafting and compiling professional reports, confirmed by at least 5		70*

<i>relevant reports/publications</i>		
<i>Fluency in English is required, confirmed by diploma / degree / certificate if not native language</i>		80
<i>Knowledge of Russian is an asset, confirmed by diploma / degree / certificate if not native language</i>		70
<u>Financial</u>	30%	300*

* Applied scoring system:

<i>Degree of compliance of the candidate with the required competence</i>	<i>Degree of compliance Supporting Evidence Scoring scale (% from maximum available score for the given sub-criteria)</i>	<i>% from maximum available score for the given criteria</i>
<i>Excellent</i>	<i>Excellent evidence of ability to exceed contract requirements</i>	<i>80-100%</i>
<i>Good</i>	<i>Good evidence of ability to exceed contract requirements</i>	<i>60-80%</i>
<i>Satisfactory</i>	<i>Satisfactory evidence of ability to support contract requirements</i>	<i>40-60%</i>
<i>Poor</i>	<i>Marginally acceptable or weak evidence of ability to comply with contract requirements</i>	<i>10- 40%</i>
<i>Very poor</i>	<i>Lack of evidence to demonstrate ability to comply with contract requirements</i>	<i>0-10%</i>
<i>No submission</i>	<i>Information has not been submitted or is unacceptable</i>	<i>0%</i>

ANNEX:

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 – IC CONTRACT FORM

ANNEX 3 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 4 - APPLICATION OF AN INDIVIDUAL CONSULTANT/CONTRACTOR CONFIRMING INTEREST AND AVAILABILITY TO PERFORM WORK / PROVIDE SERVICES ON THE TERMS OF THE CONTRACT FOR SERVICES OF AN INDIVIDUAL CONTRACTOR, INCLUDING FINANCIAL PROPOSAL