



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

00091328, UNDP-GEF Project "Nationally Appropriate Mitigation Actions for Low-carbon Urban Development" (NAMA)	DATE: July 19, 2021
	REFERENCE: RFP-2021-021 Evaluation of pilot low-carbon projects' results

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of a legal entity to evaluate the results of pilot low-carbon projects.

Please be guided by the form attached hereto as Annex 2a and Annex 2b, in preparing your Proposal.

Proposals (**Technical and Financial proposals, where financial proposal must be password protected**) should be submitted on or before August 2, 2021, 16:00 (Nur-Sultan time zone) and via following email: procurement.kz@undp.org

Your Proposal must be expressed in the English¹ and Russian languages, with indication of Request for proposal number and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

¹ Information required by Annex 2a (company's profile, experience record, Methodology and key personnel) should be provided in English; others could be provided in Russian.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <https://www.undp.org/procurement/business/protest-and-sanctions>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Zhanat Tileumuratova

Zhanat Tileumuratova
Procurement Associate
7/12/2021

Yakup Beris

Yakup Beris
Resident Representative
7/12/2021

Mernyest Bolyspayeva

Irina Goryunova

Annex 1

Description of Requirements

Context of the Requirement	00091328, UNDP-GEF Project "Nationally Appropriate Mitigation Actions for Low-carbon Urban Development " (NAMA)
Implementing Partner of UNDP	Ministry of Industry and Infrastructural Development of the Republic of Kazakhstan
Brief Description of the Required Services	The Service Provider is expected to organize and conduct the necessary assessment of the effectiveness of energy, operational performances of these project. The assessment must determine the extent of the achievement of the target GHG emission reductions (tons CO2 equivalent) and the actual amounts of electrical and/or thermal energy savings that were realized from the FSM-supported low-carbon projects.
List and Description of Expected Outputs to be Delivered	The detailed outputs and deliverables are given in the Terms of Reference (see Annex 3)
Person to Supervise the Work/Performance of the Service Provider	NAMA Project Manager, International Chief Technical Adviser (ICTA) and the project expert on low-carbon finance
Frequency of Reporting	According to the Terms of Reference
Progress Reporting Requirements	According to the Terms of Reference
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location with trips to pilot regions in Kazakhstan
Expected duration of work	3 months
Target start date	August 2021
Latest completion date	October 2021
Travels Expected	Please see Terms of Reference
Special Security Requirements	<input checked="" type="checkbox"/> In connection with the COVID-19 pandemic, the Service Provider undertakes to provide all the necessary protective equipment for its employees and comply with all WHO standards and recommendations for performing work during the epidemic.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required				
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency - KZT				
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms		Outputs	Percentage	Timing	Condition for Payment Release
		Detailed inception report with work schedule agreed with the UNDP. Completion Form: Technical report with work schedule.	5%	1 week after the conclusion of the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
		Completed project site visits and preliminary reports on the performance assessment of each FSM-supported project. Completion Form: Preliminary Reports for each project.	50%	Within 2 months after the conclusion of the contract	
		Vetted project performance assessment reports and Final. Completion Form: Final assessment report for each project and a final report with conclusions and recommendations.	45%	Within 1 month from the date of acceptance of the result 2	
Person(s) to review/inspect/ approve	<i>NAMA Project Manager and International Chief Technical Adviser (ICTA)</i>				

outputs/completed services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input type="checkbox"/> Expertise of the Firm 30% <input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input type="checkbox"/> Management Structure and Qualification of Key Personnel 40%
	<p>Financial Proposal (30%)</p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
	Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a and Annex 2b) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Checklist for Suppliers (Annex 4)

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Meruyert Bolyssayeva</i> <i>Procurement Specialist</i> meruyert.bolyssayeva@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
The pre-bid conference meeting will take place:	<p>Time: 16:00 Date: 26 July 2021 Location: Zoom-call</p> <p>In case of interest in participation at the pre-bid conference, the Suppliers should send participation notification to procurement.kz@undp.org with a copy to zhanat.tileumuratova@undp.org not later than 22nd July 2021, 18:00</p> <p>UNDP will provide the meeting link with all interested participants one day before the pre-bid meeting.</p>
Deadline for the Submission of Proposal	16:00 (Nur-Sultan time zone) August 2, 2021
Method of Submission	<p>IMPORTANT:</p> <p>Suppliers must submit their offers via electronic mail procurement.kz@undp.org with obligatory indication of the name of the contest RFP-2021-021_UNDP-KAZ in the subject of the letter.</p> <p>The technical and financial parts of the Proposal should be presented in separate files. Financial offer (Annex 2b) should be password protected. The password to the Financial Proposal should not be provided to UNDP until a request has been received from the UNDP Procurement Specialist, Meruyert Bolyssayeva.</p> <p>Offer submission address: procurement.kz@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. <u>It's not recommended to archive documents through RAR and ZIP.</u> ▪ Max. File Size per transmission: 20 Mb ▪ Mandatory subject of email: RFP-2021-021_UNDP-KAZ ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. 1 of 5", and the final "email no. 5 of 5, in case your Offer consists of several e-messages. ▪ It is recommended that the entire Technical offer be consolidated into as few attachments as possible.

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location].

[insert: Date]

To: Zhanat Tileumuratova
Procurement Associate
UNDP in Kazakhstan

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2021-021 dated 7/19/2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; Confirmed experience in greenhouse gas verification and / or validation / evaluation of the results of low-carbon (resulting in a reduction in greenhouse gas emissions) projects for at least 3 years;*
- b) *Business Licenses – Company's state registration certificate; Company's Charter (if applicable); VAT certificate (if applicable), etc.*
- c) *Financial Stability – Certificate on the absence of debts in tax authorities; Financial reports for the last 2 years (2019 and 2020);*
- d) *Experience Record – min 3 contracts/projects for similar services (experience in greenhouse gas verification and / or validation / evaluation of the results of low-carbon (resulting in a reduction in greenhouse gas emissions)) as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – Accreditation in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases - Accreditation certificate in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases;*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List;*
- g) *At least 2 (two) letters of recommendation from previous Clients / Partners with whom the applicant collaborated in a project similar to the task of the TK, including the results of cooperation and the role of the applicant.*

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, number of days for field work, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. Also, the Supplier should provide a plan for the implementation of the required services in the format of the Gantt chart.

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications and documents confirming the qualifications of key experts - diplomas, certificates, etc.; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D.

Previous relevant experience:				
Name of the contracted person or person with whom UNDP can contact	Client & Reference Contact Details including e-mail and phone number	Contract Value	Period of activity	Types of activities undertaken

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁷***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)***

[insert: Location].

[insert: Date]

To: Zhanat Tileumuratova
Procurement Associate
UNDP in Kazakhstan

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2021-021 dated 7/19/2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

E. Cost Breakdown per Deliverable*

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Detailed inception report with work schedule agreed with the UNDP. Completion Form: Technical report with work schedule.	5%	
2	Completed project site visits and preliminary reports on the performance assessment of each FSM-supported project. Completion Form: Preliminary Reports for each project.	50%	
3	Vetted project performance assessment reports and Final. Completion Form: Final assessment report for each project and a final report with conclusions and recommendations.	45%	
	Total	100%	

**This shall be the basis of the payment tranches*

F. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Project Manager				

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

b. Expert 1				
c. Expert 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

TERMS OF REFERENCE
for the services of a legal entity to evaluate the results of pilot low-carbon projects

Project number and name:	00091328, UNDP-GEF Project "Nationally Appropriate Mitigation Actions for Low-carbon Urban Development" (NAMA)
Contract type:	Service agreement (UNDP type)
Place of work:	At the place of registration of the company with trips to pilot regions in the Republic of Kazakhstan
Duration of services:	3 months from the date of the contract signing

BACKGROUND:

UNDP and the Government of the Republic of Kazakhstan, with the financial participation of the GEF, supports Kazakhstan's efforts to reduce the impact of climate change in the country's urban sector. This includes the development and testing of various enabling conditions and incentives for the implementation of the necessary measures and, above all, to improve the energy efficiency in the various sectors of the economy such as residential and communal services, energy supply, transport, and waste management.

The UNDP-GEF Project "Nationally Appropriate Mitigation Actions for Low-carbon Urban Development" aims to support the Government of Kazakhstan in the development and implementation of National Appropriate Mitigation Actions (NAMAs) in the urban sector to achieve voluntary national GHG emission reduction targets. Among the mitigation measures are investing in energy efficient urban infrastructures, capacity building, awareness raising and technical assistance. All these are expected to contribute to the achievement of Kazakhstan's voluntary greenhouse gas emission reduction targets, along with improving urban services and the quality of life of the population in cities and towns of the country. More information on the UNDP-GEF project "Sustainable Cities for Low Carbon Development" or NAMA Project may be found on the website www.sustainable.eep.kz

CONTEXT:

Component 3 of the Project aims for the leveraging of new and additional financing for urban NAMAs from banks, government, and donors. In this project, this is facilitated through the promotion and encouragement of private sector investment in energy efficient urban infrastructure and thereby mitigate climate change impacts by reducing greenhouse gas emissions. Attraction of such investments is realized through a specially created financial support mechanism (FSM) that was developed and implemented in partnership with the DAMU Entrepreneurship Development Fund JSC and the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan. Within the framework of this FSM, the UNDP-GEF NAMA Project through the DAMU Fund provides support to private investments in the form of:

- a) Subsidizing the interest rate on a commercial loan; and / or
- b) Guaranteeing part of the principal debt.

"DAMU" Fund acts as a financial partner in the administration of the provision of support for private investments within the FSM framework.

To implement the above mechanism, within the framework of the UNDP-GEF NAMA Project, the Rules for the provision of financial support for the implementation of the mechanism for stimulating investments in energy efficiency of the urban infrastructure of the Republic of Kazakhstan were developed (the rules can be found at the link -<http://sustainable.eep.kz/support-esko/rules-support/>). Projects are supported on a competitive basis, for which the NAMA Project has developed and tested a detailed methodology for evaluating urban EE/RE projects (applications) submitted to the competition.

Within the framework of the UNDP-GEF NAMA Project, to assess the results of the supported implemented pilot projects, protocols for verification for the results of the reduction of greenhouse gas emissions (MRV) were developed for the main types of projects implemented with financial support from UNDP-GEF. These types of projects include: EE street lighting, EE improvements of boiler plants, water pumping plants, EE buildings (structures), small renewable energy-based energy generation projects. The protocols represent the procedure and rules for assessing the reduction in thermal and electrical energy consumption by the FSM-supported projects, the amount of reduction in utility costs for these services, as well as the calculation of the amount of reductions in greenhouse gas emissions based on internationally recognized methodologies.

As of April 2020, the UNDP-GEF NAMA Project financially supported 36 projects that are implemented in different regions of Kazakhstan. The projects are expected to result in energy savings (and associated GHG emission reductions) from improved street and indoor lighting systems, boiler houses and pumping installations, renovated (for EE) existing heating systems and building envelopes; as well as from installed small scale renewable energy-based energy systems for reducing energy consumption in buildings.

Based on the above, the UNDP-GEF NAMA Project requires the services of an engineering or energy consulting firm (Service Provider) to assess the effectiveness of the implemented and FSM-supported low-carbon projects, based on the application of the developed verification protocols (MRV)⁹, which shall be used for the technical tasks involved in this consultancy assignment. The assessment shall also include evaluating and documenting the realization of other tangible and intangible benefits that the owners of the low carbon projects expected that may also motivated them to invest and implement their respective projects.

OBJECTIVE:

The Service Provider is expected to organize and conduct the necessary assessment of the effectiveness of energy, operational performances of these project. The assessment must determine the extent of the achievement of the target GHG emission reductions (tons CO2 equivalent) and the actual amounts of electrical and/or thermal energy savings that were realized from the FSM-supported low-carbon projects.

SCOPE OF THE WORK:

Assess the operational, energy performance of the FSM-supported low carbon projects.

Preparation and submission of the performance report for each of the FSM-supported low carbon projects (total 36 projects¹⁰).

The assessment should include:

- Visiting each project site to gather information from the project host/owner, implementer, and beneficiaries, and preparing a photo report of each pilot project for each site visit.

⁹ The developed MRVs are available upon request.

¹⁰ The list of projects is given in Appendix 1

- Preparation of the performance evaluation report for each project, which should include:
 - Findings regarding the project implementation (installation, operation, and maintenance) including factors that may have affected the performance.
 - Analysis of the gathered data and findings, particularly the estimation of the actual energy savings and GHG emission reduction realized, and the overall economic performance. This also include the analysis of whether the expected or target energy savings, GHG emission reductions and economic performance (e.g., utility costs savings and simple payback period of the project) will be achieved.
 - Conclusion regarding the compliance of the FSM-supported project in meeting its targets in reducing energy consumption (or replacing energy consumption with renewable energy sources) and reducing greenhouse gas emissions.
 - Information about other tangible socio-economic and environmental benefits that resulted from the implementation of each FSM-supported low carbon project.
- Preparation of relevant information for monitoring for each pilot project, in the forms established by the Rules¹¹.
- Preparation of material for infographics for each pilot project in the form agreed with the UNDP.
- Preparation of a final report, which should include:
 - Total amount of energy savings from the 36 FSM-supported projects and forecast potential energy savings from the urban energy (where possible) end-use sectors that were covered based on the results of these projects.
 - Total amount of reduced and avoided greenhouse gas emissions from the implemented FSM-supported low carbon projects; the unit abatement cost (UAC), i.e., cost per ton GHG emission reduced of each project (overall, and per project, possibly classified as maximum, minimum, average and median UAC values; other environmental effects, and possible additional effects that could bring about indirect/consequential GHG emission reductions from the implementation of the 36 projects.
 - Recommendations on enhancing the effectiveness, replicability, scalability, and other long-term implications of the UNDP-GEF NAMA FSM in assisting the financing and implementation low carbon projects for reducing energy consumption and greenhouse gas emissions in urban areas of Kazakhstan.

EXPECTED RESULTS:

No.	DELIVERABLE	EXPECTED DATES	COORDINATION AND APPROVAL	PAYMENT
1	Detailed inception report with work schedule agreed with the UNDP. Completion Form: Technical report with work schedule.	1 week after the conclusion of the contract	NAMA Project Manager and ICTA	5 %

¹¹ See "Rules for providing financial support for the implementation of a mechanism to stimulate investments in energy efficiency of urban infrastructure of the Republic of Kazakhstan within the framework of the Joint project of the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan and the United Nations Development Program" Sustainable Cities for Low-Carbon Development in Kazakhstan "- [http:// sustainable .eep.kz / upload / Pravila_PROON_new.pdf](http://sustainable.eep.kz/upload/Pravila_PROON_new.pdf)

2	Completed project site visits and preliminary reports on the performance assessment of each FSM-supported project. Completion Form: Preliminary Reports for each project.	Within 2 months after the conclusion of the contract	NAMA Project Manager and ICTA	50 %
3	Vetted project performance assessment reports and Final. Completion Form: Final assessment report for each project and a final report with conclusions and recommendations.	Within 1 month from the date of acceptance of the result 2	NAMA Project Manager and ICTA	45%

INDISPENSABLE CONDITIONS:

When performed by the Service Provider (for all types of services for UNDP), it is necessary to ensure the complete safety of the received materials.

The Service Provider is fully responsible for the accuracy and legality of the information provided and for the timely provision of the results of the work performed and reports.

The Service Provider has no right to distribute, transfer materials, reports collected and prepared within the framework of this Terms of Reference without the permission of UNDP.

In the course of work, the Service Provider will independently conduct consultation and presentation meetings as needed in each stage of work.

In the course of work, the Service Provider is accountable to the UNDP Project Manager, the international Chief Technical Adviser (ICTA), and the project expert on low-carbon finance. All actions related to the performance of this work must be coordinated with these specified Project team members.

Services should be carried out in a due manner and on time, in accordance with the requirements of the contract and this terms of reference. In case of poor quality of the Service Provider's work, UNDP reserves the right to terminate the contract unilaterally.

RESPONSIBILITY AND ACCOUNTABILITY:

The Service Provider bears full responsibility for the accuracy and legality of the information provided and for the timely provision of reports. Specifically, the Service Provider shall:

- Coordinate actions to be carried out with the NAMA Project Manager
- Collaborate with the project team experts (e.g., ICTA). Ensure unconditional fulfillment of the requirements stipulated in the Agreement and Terms of Reference.

SPECIAL NOTICE:

- Reports must be submitted electronically, in Russian, in Word format, Font: Calibri, size 12.
- Term service delivery - 3 months from the date of signing the contract.
- Payment for services rendered is made in three tranches after satisfactory fulfillment of each result of this Terms of Reference and approval by UNDP and on the submission of an act of completion and an invoice.

DUTY STATION:

The place of work is the place of the company registration. There are 10 trips that are expected to be carried out by the Service Provider under this assignment. These are to the following regions of the Republic of Kazakhstan for the project performance assessments:

1. Akmola region (village Zerenda)
2. Aktobe
3. Almaty
4. Karaganda region (Karaganda city and Temirtau)
5. Kostanay region (Kostanay, Rudny, Fedorovka)
6. Kyzylorda region (Shieli)
7. North Kazakhstan region (Petropavlovsk, Bulaevo, Sergeevka, Mamlyutka, Sovetskoe, Smirnovo, Kiyaly)
8. Taraz
9. Nur-Sultan
10. Turkestan region (Suzak)

Number of days for field work are to be indicated by the Service Provider in the application. The sequence of field visits will be clarified at the time of signing the contract, while the regions will remain unchanged.

Important!!! In connection with the COVID-19 pandemic, the Service Provider undertakes to provide all the necessary protective equipment for its employees and comply with all WHO standards and recommendations for performing work during the epidemic. The service provider is responsible for the proper and timely provision of its employees involved in this Terms of Reference with all necessary personal protective equipment in accordance with the current WHO recommendations (masks, gloves, sanitizers, passing the COVID-19 test (if necessary)), for the whole term of execution contract.

QUALIFICATION REQUIREMENTS FOR THE APPLICANT:

The service provider can be a company / organization duly registered in the Republic of Kazakhstan and meeting the following requirements:

1. Be solvent, not subject to liquidation, its property should not be seized, its financial and economic activities should not be suspended in accordance with the law (confirmed by certificates confirming the absence of debts in serviced banks and tax authorities; financial reports for the last 2 years (2019-2020));
2. Accreditation in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases;
3. Availability of not less than 3 years of confirmed experience in greenhouse gas verification and / or validation / evaluation of the results of low-carbon (resulting in a reduction in greenhouse gas emissions) projects;
4. Feedback and references from previous customers for similar services.

The Service Provider should have a staff members with the following specializations (with the provision of a detailed resume, diplomas and other documents confirming experience and qualifications).

Project Manager:

- Higher technical education (engineering and applied sciences);
- At least 5 years of experience in the system of regulation of greenhouse gas emissions in the Republic of Kazakhstan: experience in verification and / or validation in the field of greenhouse

gases / assessment of the results of low-carbon projects (calculations of the amount of reduction in greenhouse gas emissions);

- Excellent presentation and reporting skills;
- Availability of a certificate of completion of ICAP (International Carbon Action Partnership) trainings is an advantage.

Expert 1:

- Higher education in technical sciences (engineering and applied sciences);
- At least 3 years work experience in the system of regulation of greenhouse gas emissions in the Republic of Kazakhstan;
- Skills in calculating energy consumption and evaluating the technical and economic performance of low carbon initiatives (energy efficiency, renewable energy);
- Knowledge of methodological, regulatory, and other guidance documentation regarding regulation of greenhouse gas emissions in the Republic of Kazakhstan;
- Good computer skills (Word, Excel, PowerPoint, and other software products).

Expert 2:

- Higher education in economics, law and / or similar disciplines;
- At least 3 years of experience in the system for regulating greenhouse gas emissions in the Republic of Kazakhstan;
- Skills of statistical processing of environmental and economic information;
- Economic analysis skills: assessing the economic efficiency of projects, cost estimates, incl. the cost per unit of output, in the case of low-carbon projects - the cost per unit of reducing greenhouse gas emissions;
- Good computer skills (Word, Excel, PowerPoint, and other software products).

CRITERIA FOR EVALUATION:

- Highest aggregate score (based on the following specific distribution of score significance: technical proposal (70%) and financial proposal (30%):

➤ **Technical proposal (70%, 700 points)**

- ✓ Company experience (30%)
- ✓ Methods, compliance with terms and conditions Implementation Schedule [30%]
- ✓ Management structure and qualifications of key personnel [40%]

Summary of Technical Proposal Evaluation Forms		Assessment weight	Points earned
1.	Expert assessment of the Firm / Organization	30%	210
2.	Proposed methodology, strategy, and implementation plan	30%	210
3.	Organizational structure and key personnel	40%	280
TOTAL:			700

Evaluation of the Technical Proposal		Points earned
Expert assessment of the Firm / Organization		
1.1	<ul style="list-style-type: none"> Accreditation in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases: <i>presence of a certificate - 100 points</i> <i>absence - 0 points</i> At least 3 years of experience in verification and / or validation in the field of greenhouse gases / assessment of the results of low-carbon (leading to a reduction in greenhouse gas emissions) projects: <i>Less than 3 years - 0 points;</i> <i>3 years - 70 points;</i> <i>4-6 years- 80 points;</i> <i>7 years and above - 100 points.</i> Feedback and recommendations from previous customers for similar services. 	100
		100
		10
	TOTAL:	210
Proposed methodology, strategy, and implementation plan		
2.1	Understanding of the essence, methodology and expected results of the project corresponds to the terms of reference and is reflected in the proposal	140
2.2	Work schedule (must include the composition of the team and the distribution of responsibilities)	70
	TOTAL:	210
Qualification of key personnel		
3.1	Project manager	
	Higher technical education (engineering and applied sciences): <i>higher education -18 points;</i> <i>master's degree and above - 25 points.</i>	25
	At least 5 years of experience in the system of regulation of greenhouse gas emissions in the Republic of Kazakhstan: experience in verification and / or validation in the field of greenhouse gases / assessment of the results of low-carbon projects (calculations of the volume of reduction of greenhouse gas emissions): <i>less than 5 years - 0 points;</i> <i>5 years -39 points;</i> <i>6-7 years - 44 points;</i> <i>8 years and above - 55 points</i>	55
	Availability certificate of completion of ICAP trainings (International Carbon Action Partnership): <i>presence - 20 points;</i> <i>absence - 0 points.</i>	20
	TOTAL:	100
3.2	Expert-1	
	Higher education in technical sciences (engineering and applied sciences): <i>higher education -16 points;</i>	23

	<i>Master's degree and above - 23 points</i>	
	At least 3 years of experience in the system for regulating greenhouse gas emissions in the Republic of Kazakhstan: <i>Less than 3 years - 0 points;</i> <i>3 of the year -32 points;</i> <i>four-five years - 36 points;</i> <i>6 years and above - 45 points</i>	45
	Skills in making energy consumption calculations and evaluating technical solutions for energy efficiency: <i>presence - 11 points;</i> <i>absence - 0 points.</i>	11
	Knowledge of methodological, regulatory, and other guidance documentation regarding the regulation of greenhouse gas emissions in the Republic of Kazakhstan: <i>presence - 11 points;</i> <i>absence - 0 points</i>	11
	TOTAL:	90
3.3	Expert-2	
	Higher education in economics, law and / or similar disciplines: <i>higher education –16 points;</i> <i>Master's degree and above - 23 points.</i>	23
	At least 3 years of experience in the system for regulating greenhouse gas emissions in the Republic of Kazakhstan: <i>less than 3 years - 0 points;</i> <i>3 years -32 points;</i> <i>4–5 years - 36 points;</i> <i>6 years and above - 45 points</i>	45
	Skills of statistical processing of environmental and economic information: <i>presence - 11 points;</i> <i>absence - 0 points.</i>	11
	Economic analysis skills: assessing the economic efficiency of projects, cost estimates, incl. the cost per unit of output, in the case of low-carbon projects - the cost per unit of reducing greenhouse gas emissions: <i>presence - 11 points;</i> <i>absence - 0 points.</i>	11
	TOTAL:	90
TOTAL		280

Financial offer (30%, 300 points)

Lowest Bid / Assessed Bid * 300 points.

REQUIRED DOCUMENTS:

- Completed and signed Service Provider Application Form (Appendix 2a and Appendix 2b);
- Legal documents for the conduct of activities – founding documents:
 - Company's state registration certificate;
 - Company's Charter (if applicable);
 - VAT certificate (if applicable);

- Certificate on the absence of debts in tax authorities;
- Financial reports for the last 2 years (2019 and 2020);
- Accreditation in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases - Accreditation certificate in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases;
- Information about the company / Company's profile indicating the list of projects/contracts (min. 3 contracts for the provision of similar services), confirming the min. 3 years of confirmed experience in greenhouse gas verification and / or validation / evaluation of the results of low-carbon (resulting in a reduction in greenhouse gas emissions) projects (max for 5-7 pages);
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List;
- Methodology, strategy, and plan for the implementation of the required services in the format of the Gantt chart;
- Detailed CVs and documents confirming the qualifications of key experts - diplomas, certificates, etc.;
- At least 2 (two) letters of recommendation from previous Clients / Partners with whom the applicant collaborated in a project similar to the task of the TK, including the results of cooperation and the role of the applicant.

Appendix 1 to TOR - List of projects to be assessed

No.	Region	Locality	Number of objects	Number of projects	Technologies
1	Akmola region	Zerenda	1	3	1. Conversion of the boiler house from coal to gas; 2. The use of solar collectors instead of electric heating; 3. The use of solar panels for lighting;
2		Nur-Sultan	7	1	1. Application of LED for indoor and outdoor lighting;
			15	1	1. Application of EE technology for regulation of heat supply;
			20	1	1. Application of LED for indoor and outdoor lighting;
3	Aktobe region	Aktobe	1	1	1. Application of EE technology for regulation of heat supply;
4	Almaty region	Almaty city	1	3	1. Application of LED for indoor lighting; 2. Application of energy efficient lighting for runway No. 1; 3. Application of energy efficient lighting for runway No. 2;
5	Karaganda region	Karaganda city	1	2	1. Modernization of the boiler room 2. Modernization of the boiler room
6		Temirtau city	1	1	1. Application of EE technology for regulation of heat supply;
7	Kostanay region	Kostanay	1	1	1. Application of EE technology for regulation of heat supply;
			1	1	1. Comprehensive project of application of technologies for building insulation and regulation of heat supply;
8		Rudny	1	1	1. Application of LED for indoor and outdoor lighting;
9		Fedorovka	1	1	1. Application of LED for outdoor lighting;
10	Kyzylorda Region	Shieli	9	9	1-9. Conversion of boiler houses from coal and diesel fuel to gas;
11	North-Kazakhstan region	Petropavlovsk	1	1	1. Conversion of a boiler house from coal to biomass
12		Bulaevo	1	1	1. Conversion of a boiler house from coal to biomass

13		Sergeevka	1	1	1. Conversion of a boiler house from coal to biomass
14		Mamlyutka	1	1	1. Modernization of the boiler room
15		Soviet	1	1	1. Modernization of the boiler room
16		Smirnov	1	1	1. Modernization of the boiler room
17		Kiyaly	1	1	1. Modernization of the boiler room
18	Jambyl Region	Taraz city	2	2	1. Comprehensive project of application of technologies for building insulation 2. A comprehensive project for the application of technologies for the building insulation
19	Turkestan region	Suzak	1	1	1. Application of LED for outdoor lighting;
	Total:		78	36	

CHECKLIST FOR SUPPLIERS

LIST OF DEMANDED DOCUMENTS FOR SUBMISSION TO RFP-2021-021 COMPETITION

№	Name of document	Comments	Yes, submitted
1	Annex 2a: Duly completed and signed Form for submitting service provider's technical proposal		<input type="checkbox"/>
2	Annex 2b: Duly completed, signed and password protected Form for submitting service provider's financial proposal	Password protected	<input type="checkbox"/>
3	A copy* of company's state registration certificate		<input type="checkbox"/>
4	A copy of company's Charter (if applicable)		<input type="checkbox"/>
5	A copy of VAT certificate (if applicable)		<input type="checkbox"/>
6	Certificate on the absence of debts in tax authorities		<input type="checkbox"/>
7	Financial reports for the last 2 years (2019 and 2020)		<input type="checkbox"/>
8	Accreditation certificate in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases		<input type="checkbox"/>
9	Information about the company / Company's profile indicating the list of projects/contracts, confirming the min. 3 years of experience in greenhouse gas verification and / or validation / evaluation of the results of low-carbon (resulting in a reduction in greenhouse gas emissions) projects (max for 5-7 pages)	In English	<input type="checkbox"/>
10	Recommendation letters from previous clients (min. 2 should be presented)		<input type="checkbox"/>
11	Detailed CVs and documents confirming the qualifications of key experts - diplomas, certificates, etc.	In English	<input type="checkbox"/>
12	Methodology, strategy, and plan for the implementation of the required services in the format of the Gantt chart	In English	<input type="checkbox"/>
13	Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List (prepared in any form)		<input type="checkbox"/>

**Copies of documents no need to notarize!*