



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref. IC-2021-081

Date: July 21, 2021

<b>Country:</b>	Kazakhstan
<b>Position:</b>	National Expert on the Kazakhstan Emissions Trading System (ETS)
<b>Description of the assignment:</b>	Provision of services to strengthen human resources, legal and methodological framework and develop a pilot project for the development of forest carbon projects within the framework of the domestic emissions trading system (ETS)
<b>Project name:</b>	Biodiversity Finance Initiative (BIOFIN), 00113227, 00108641
<b>Period of assignment/services:</b>	August 2021- March 2022 (130 working days)
<b>Contract type:</b>	Individual Contract (IC)

**Important note:** Technical and Financial proposals in PDF format should be submitted in separate files to email address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with reference to **IC-2021-081** and **position name** in subject line no later than **3:00 p.m. (Nur-Sultan time) on August 4, 2021**.

Any request for clarification must be sent by standard electronic communication to the address [gyulnara.karpisheva@undp.org](mailto:gyulnara.karpisheva@undp.org) with reference to IC-2021-081.

### 1. BACKGROUND

Biodiversity Finance Initiative – BIOFIN Phase II is being implemented by the UNDP with financial support from the Government of Germany and the Government of Switzerland. BIOFIN provides countries with a methodology that shows innovative steps to measure recurrent biodiversity expenditures, assess financial needs, identify the most appropriate financing mechanisms, and provide guidance on how to implement these mechanisms to achieve national biodiversity targets.

The project also aims to promote gender equality and the empowerment of women through the

introduction of new finance solutions, as relevant and possible within the project.

Since 2019, BIOFIN in Kazakhstan has been working on the creation of a legal and methodological basis for the use of a mechanism for offsetting greenhouse gas emissions from forests (carbon offsets). This mechanism in the context of the forestry sector is new for Kazakhstan practice. It covers two goals - increasing financing for the development of the forestry sector by involving the private sector and helping to achieve Kazakhstan's international commitments to reduce greenhouse gas emissions by 15% compared to 1990.

In this regard, the purpose of the required services is to strengthen human resources, legal and methodological framework, develop a pilot project for the development of forest carbon projects within the framework of the domestic emissions trading system (ETS).

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

The objectives of the national expert on Kazakhstan ETS include:

Objective 1. Providing expert support to an international expert in the preparation of training materials / modules on the development, implementation, assessment and monitoring of forest carbon projects, preparation of calculations of carbon sequestration by forests and CO<sub>2</sub> absorption (hereinafter referred to as the Training Course).

Objective 2. Preparation of a pilot forest carbon project.

Objective 3. Providing expert support to the project team in the coordination and approval of the NLA on carbon offsets prepared within the framework of BIOFIN in 2020 to the new Environmental Code.

For detailed information, please refer to the Term of Reference.

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

- Higher education in natural and social sciences.
- 5 years of work in environmental organizations.
- 2 years of work in the field of climate projects/initiatives, research, forecasting, simulation study on climate change issues.
- Knowledge of the specifics of the Kazakhstan ETS, the legal framework governing this area.
- Experience in the development of not less than 1 carbon project.
- Experience in preparing analytical reports. Strong skills in written presentations and reports.
- Excellent oral and communication skills.
- Excellent knowledge of Russian, knowledge of English is asset.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

The following documents in PDF format to be attached to the proposal (maximum size 19Mb) and sent to [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with reference to **IC-2021-081** and **position name** in the subject of the letter not later than **3:00 p.m. (Nur-Sultan time) on August 4, 2021**:

- A duly completed and signed **letter** from the applicant to UNDP **confirming his / her interest** and readiness for the assignment of an individual contractor (Annex 4).
- **Financial proposal** in separate file must include all costs under the contract, with a detailed breakdown of costs according to the attached UNDP form (Annex 5).
- A **detailed personal CV**, indicating all previous work experience in similar projects and skills relevant to the task, as well as the contact details (email and telephone number) of the Candidate.
- Documents confirming the Applicant's qualifications (**diplomas**, certificates of advanced training, certificates of completion of courses).
- **Short essay** explaining why the candidate considers him/herself the most suitable candidate for the advertised position.

## 5. FINANCIAL PROPOSAL

The type of contract provided for this type of work/services is a lump sum contract in KZT, which includes all costs of performing the work/services (in this case, the daily fee for professional services).

Payment will be made in 4 tranches after satisfactory completion of the expected results in the “Scope of work” of the ToR and authorization of the results by the UNDP Biodiversity Projects Manager.

In this regard, the expert's proposal must be submitted with an indication of the lump sum according to the following tranches as per the proposed payment schedule:

Stage of work	Payment %
Result 1	30%
Result 2	40%
Result 3	20%
Result 4	10%

## 6. EVALUATION

Individual consultants will be evaluated based on the Cumulative analysis or Combined Scoring Method. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

1. Responsive/compliant/acceptable
2. Received the highest score according to pre-defined technical and financial criteria:
  - ✓ Specific weight of technical criteria: 70%
  - ✓ Specific weight of financial criteria: 30%

Step I: **Preliminary evaluation of offers/shortlisting** (Pass/Fail). ONLY fully and timely submitted applications with all required documentation (CV, diploma, essay, Annex 4 and Annex 5) would be considered for technical evaluation;

Step II: **Technical Evaluation** - maximum 700 points, which consists of technical scoring of qualifications and experience;

Step III: **Financial Evaluation** - maximum 300 points;

**Step II: Technical Evaluation – 70%:**

UNDP will conduct a desk review and interview to technically evaluate the shortlisted candidates. Only candidates obtaining a minimum of 490 points of 700 points for technical criteria shall be considered for financial evaluation.

**Technical scoring of qualifications and experience – maximum 700 points:**

Criteria	Weight/specific value	Minimum score	Maximum score
<i>Technical assessment</i>			
<b>Higher education in social and economic sciences</b>			
bachelor's degree 70 points			
master's degree or 5-year higher education (for candidates from post-Soviet countries who received their education before 1999) 85 points	15%	70	100
doctor's degree (PhD) 100 points			
<b>Work in environmental organizations</b>			
less than 5 years: 0 points			
5 years: 84 points	17%	84	120
every additional year: 9 points			
Maximum: 120 points			
<b>Working experience in the field of climate projects / initiatives, research, forecasting, modeling on climate change issues</b>			
less than 2 years 0 points	15%	70	100
2 years 70 points			
every additional year 10 points			
maximum 100 points			
<b>Experience in the development of carbon projects</b>			
no experience 0 points	11%	56	80
1 carbon project 56 points			
every additional project 8 points			
maximum 80 points			
<b>Experience in preparing analytical reports</b>			
no experience 0 points	11%	56	80
availability of experience 80 points			
<b>Knowledge of the specifics of the Kazakhstan ETS, the regulatory framework governing this area:</b>			
no knowledge 0 points	11%	56	80

availability of knowledge      80 points			
Interview	20%	98	140
<i>Total score of technical assessment:</i>	<i>100%</i>	<i>490</i>	<i>700</i>

**Step III: Financial evaluation – 30% (300 points).**

The following formula will be used to evaluate financial proposal:

*Lowest priced proposal\*300 points/price of the proposal being evaluated.*

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%).

Weight per Technical Competence	
Weak: Below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated a <b>OUTSATNDING capacity</b> for the analyzed competence

**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 FORM

**AUTHORIZED BY:**

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