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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 02, 2021

Reference Number: IC-2021-112

Country:	Republic of Kazakhstan
Description of the assignment:	International expert to support and develop regulatory legal acts (RLA) in terms of the development of auctions for the greenhouse gas trading system
Project name:	00117909 UNDP Project "Assistance in enhancement of Kazakhstan Nationally Determined Contributions"
Period of assignment/services:	Estimated 48 consultancy days over the period of August – December 2021
Contract Modality:	Individual contractor (IC)

Any request for clarification must be sent by standard electronic communication to the e-mail nurlan.tleubayev@undp.org and in e-mail subject please indicate ***Request_Ref.2021-112.***

1. BACKGROUND

Like many other developing countries Kazakhstan is currently conducting an analysis of the existing system for measuring and reporting on the impact of climate change measures (both mitigation and adaptation measures). Since the available resources and practical knowledge are insufficient Kazakhstan needs a more comprehensive approach to changing and implementing the National Monitoring, Reporting and Verification system (MRV system).

One of the main components of the Project is to study existing inventory methods and offer the best available methods and best practices for their further application in Kazakhstan's inventory methodologies and systems.

The project will aim to implement a modern MRV system and include adaptation measures in the National detemant contribution (NDC). It is planned to develop a roadmap for implementation of commitments, which specifies the main directions of national activities for adaptation and reduction of greenhouse gas emissions, and which will become a technical guide for the government of Kazakhstan to achieve the goals of reducing greenhouse gas emissions and measures for adaptation.

The system for regulating greenhouse gas emissions (system) has been operating in Kazakhstan since 2012. The main task of the system is to stabilize and further reduce greenhouse gas emissions until 2030 in accordance with the goals of the Paris Agreement and the UN Framework Convention on Climate Change. Reducing emissions because of the influence of the system will have a beneficial effect on the environment, reducing energy costs and on public health. However, despite the actions taken, the emission trajectory does not decrease, but increases. In this regard, the government of the Republic of Kazakhstan is developing tools to form a market price for carbon, including the auction of the initial allocation of quotas.

In this regard, the project needs international expertise in the design of the auction for the initial allocation of quotas.

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

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Objective:

The focus of the assignment is to develop recommendations for the government in design of the auction for the initial allocation of quotas to create conditions for the market carbon prices.

The expert shall:

1. Develop report on international practice of auctioning of quotas allocations;
2. Conduct peer review of Kazakh Emision trading system (ETS) by interviewing key stakeholders and learning all available information on Kazakh ETS and develop analytical informational paper with all aspects of current stage of National ETS;
3. Create an information and analytical document on the constrains and limitations of the current system. Document should additionally include specific recommendations to ensure measures to stabilize the carbon market in the Republic of Kazakhstan, including measures to stabilize the carbon price in the Kazakhstan market.
4. Develop recommendations paper with options on introducing auctioning on allocation phase of Kazakh ETS;
5. Together with a national expert, propose a list of the most advanced and convenient trading platforms for organizing auctions with justification.
6. Together with a national expert, analyze the legislation of Kazakhstan (environmental, financial, stock exchange, etc.). During the study, identify common ground for the introduction of auctions in the allocation of quotas;
7. Develop a document with the texts of the necessary changes in the legislation, indicating specific chapters and articles that should be changed. The document must contain drafts of new articles;

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- Higher Law, Environmental or related to the education. (at least Master's degree)

Experience

- At least 3 years of experience in ETS related area including consultancy and developing national/international legislation;
- At least 2 projects of proven experience in related projects
- At least 3 years of drafting legislation work

Skills:

- Full proficiency in English, knowledge of Kazakh or Russian is an asset.
- Excellent communication skills and experience in conducting presentations with a variety of stakeholders;
- Good knowledge of Excel, Word, Power Point, and Web navigation;

Advantages:

- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset.

Corporate competencies:

- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies:

- Excellent communication skills

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- Demonstrable analytical skills

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents **in PDF** to be attached to the Offer (maximum size 25Mb per one e-mail transmission) and should be sent to **procurement.kz@undp.org** with indication of **Ref.2021-112** in the e-mail subject not later **18-00 PM (Nur-Sultan time) of August 16, 2021:**

a) Duly accomplished Annex 4 "Offeror's Letter to UNDP confirming interest and availability for the Individual contractor" using provided UNDP template; Financial Proposal Annex-5 that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided; 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) and skills relevant to the assignment;
c) Other documents certifying the work experience, expertise, education, and skills (diploma, qualification improvement certificates, awards, etc.).
d) A brief essay of why the consultant considers himself/herself to be the most appropriate for the job, as well as a methodology describing which approach will be applied and how the assignment will be carried out.

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, 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 UNDP Head of Governance Unit and National commission and signing of the certificate of completion for each output by the UNDP program officer.

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 (CV, Annex-4 and Annex-5, diploma, brief essay and methodology) would be considered for evaluation of the minimum criteria;
- Step II: **Technical Evaluation** = maximum 700 points, which consists of technical scoring of qualifications and experience;
- Step III: **Financial Evaluation** = 300 points.

Step II: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the candidates who passed Preliminary evaluation. Only candidates obtaining a minimum of 490 points of the maximum obtainable points for the technical criteria (700 points) shall be considered for financial Evaluation.

Technical scoring of qualifications and experience – maximum 700 points:

Criteria	Maximum points	Assessment (points)
Higher Law, Financial, Legal, Environmental or related education. (at	150	Master = 105 Phd = 130;

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least Master's degree)		Higher = 150
At least 3 years of experience in ETS related area including consultancy and developing national/international legislation;	150	Less than 3 years = 0; 3 years = 105; 5-6 years = 130; More than 6 years = 150
At least 2 projects of proven experience in related projects	100	Less than 2 projects = 0; 2 projects = 70; 3 – 5 projects = 90; More than 5 projects = 100
At least 3 years of consulting on drafting legislation work	100	Less than 3 years = 0; 3 years = 70; 5-6 years = 90; More than 6 years = 100
Full proficiency in English	50	Available = 50- Not available = 0
knowledge of Russian is an asset.	50	Yes – 50 No – 0
Proven experience in working with international or local organizations on similar assignments.	50	Experience available = 50; No experience = 0
Successful experience in working with UN agencies is an asset.	50	Yes = 50; No = 0
TOTAL	**700**	

Step IV: 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%).

APPROVED BY:
Zhanat Tileumuratova
Procurement Associate

Signature: Zhanat Tileumuratova

<u>ANNEXES</u>
ANNEX 1- TERMS OF REFERENCES (TOR)
ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE
ANNEX 4 & 5- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL FORM