



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03.08.2021

**Country:** Republic of Belarus

**Description of the assignment:** National Expert on Knowledge Management and Youth engagement during GEF/UNDP SGP Belarus 7th Operational Period (OP7) (*announced at the request of UNOPS*)

**Project/Office:** Small Grants Programme (SGP) in Minsk. *The IC Contract to be concluded at the request and on behalf of UNOPS.*

**Period of services (if applicable):** tentatively 01 September, 2021 – 31 October, 2021 (approximately 25 working days)

Proposals for tender should be submitted to e-mail [tenders.by@undp.org](mailto:tenders.by@undp.org) no later than **17:00, 17 August 2021 (Minsk time)** (ref. num. **IC/234/2021** of the tender should be indicated in the subject of the letter).

Any request for clarification must be sent by standard electronic communication to the e-mail [vera.nikanchyk@undp.org](mailto:vera.nikanchyk@undp.org) – response will be provided by standard electronic mail.

### **1. ORGANIZATIONAL SETTING AND BACKGROUND**

The Small Grants Programme of the Global Environment Facility in the Republic of Belarus (hereinafter GEF SGP) is implementing the GEF 7th operational phase (OP7) by its traditional priorities. First of all, it is the support of local projects in the sphere of combating climate change as the most pressing challenge today, as well as projects on combating land degradation, protection of international watercourses and of biodiversity, and reducing of environmental pollution threats by persistent organic pollutants. The Seventh operational period of the GEF SGP activities is to continue the usage of a landscape approach, which means that local problems of the territory are considered in a comprehensive and integrated manner (ecology, social sphere, economy, knowledge management and youth engagement), taking into account the internal as well as external global challenges.

The updated SGP Belarus CPS for GEF OP7 paid due attention to the synergy with UNDP Social and Environmental Standards to articulate the SGP strategic commitment to promoting the 2030 Agenda for Sustainable Development as well as UNDP Belarus Country Programme Document (CPD).

During GEF SGP OP7 SGP Belarus will continue to pay great attention to knowledge management and youth engagement.

SGP Belarus Knowledge management strategy implies the collection and dissemination of information concerning the experience gained from each individual project and the entire project portfolio across the GEF thematic areas. The objective of the knowledge management efforts is to facilitate the flow of knowledge and experience, to leverage lessons learned from both successful and unsuccessful projects, and to replicate and scale-up good practices and community innovations. At the country level, best SGP practices will be used as an influence mechanism for development and formulation of national policy for implementation of environmental conventions and development agendas. At the global level, examples of tested technologies, comparative advantage and experience of the country programme from OP6 and OP7, as well as previous phases, will be shared and disseminated through SGP Digital Library of Community Innovations and South-South Community Innovation Exchange Platform.

Knowledge and experience gained through SGP projects should be collected and consolidated in handbooks, factsheets, case studies, films and video materials. This information should then be widely disseminated among practitioners to determine the best practices and strategies and to compare and share experience. Experience should also be widely shared at seminars, meetings, public presentations, knowledge fairs and through different electronic networks and media. Training programmers, workshops and visits to demonstration sites conducted within the SGP projects are of special importance in the knowledge management aspect.

SGP Belarus will encourage continuous knowledge sharing among the present and past grantees to share best practices and lessons learned; document best practices; create a "directory of expertise" among SGP grantees to call upon each other for advice; develop websites and e-groups for regional groupings. SGP Belarus will ask applicants to include a component for demonstration and knowledge dissemination in proposed projects.

SGP sees the great value in investing in children and youth, who have a unique capacity to shape a sustainable future. Young people can play an active role in protecting and improving the environment. Active participation in SGP activities can change their lifestyle to affect positively the environment. Engaging youth in environmental protection not only creates direct impact on changing youth behaviors and attitudes, but also possibly influence their parents, relatives and families. SGP privileges the participation of children and young people as the bearers of future commitments and efforts for the global environment and sustainable development goals. SGP projects with environmental education and raising awareness components usually involve schoolchildren and young people. Children and youth actively participate in campaigns to protect species and local habitats, tree planting, creating home and community gardens as well

as take an active part in the implementation of community-based urban solutions including chemical and waste management, energy, transport, watershed protection, ecosystem services and biodiversity. These measures help SGP to insure the implementation and fulfilment of the obligations assumed by Belarus under ratified international documents including UN SDGs.

## **2. OBJECTIVES OF THE ASSIGNMENT**

Expert shall play a key role in the collaboration with the SGP NSC and NC in the identifying new measures for SGP Belarus to be taken to promote efficient knowledge management and youth engagement/empowerment on SGP projects results dissemination, upscaling and replication (on environmental issues according to the 5 conventions of the SGP - Biodiversity, Climate Change Mitigation and Adaptation, Land Degradation and Sustainable Forest Management, International Waters and Chemicals) on the territory of the South-East of Mogilev region (SGP Land scape GEF OP7) as well as country wide. Expert will review the efficiency of the knowledge management and youth engagement/empowerment the territory of the South-East of Mogilev region (SGP Land scape GEF OP7) and in the country during GEF OP6 and OP7. Expert will also review relevant GEF, CPMT, UNDP and SGP Belarus documents including SGP Belarus CPS (GEF OP7) on the requirements for knowledge management and youth engagement/empowerment during GEF OP7 in Belarus. Based on the review expert will identified necessary additional measures to be taken by SGP Belarus and will prepare specific SGP Belarus Action Plan to effectively integrate knowledge management and youth engagement/empowerment concerns into the implementation of future SGP OP7 projects activities to ensure participation of youth in the implementation of various projects components and activities.

**Please see the detailed Terms of Reference attached.**

## **3. RESPONSIBILITIES**

- Review relevant the requirements on knowledge management and youth engagement/empowerment during GEF OP7 in Belarus in the documents of GEF, CPMT, UNOPS, UNDP and SGP Belarus including SGP Belarus CPS (GEF OP7);
- Based on the review, prepare at least two-three youth engagement/empowerment case studies of best examples of youth participation in the implementation of various SGP Belarus projects components and activities.
- Based on the review and case studies, prepare specific SGP Belarus Action Plan to effectively integrate knowledge management and youth engagement/empowerment into the implementation of future SGP OP7 projects activities to ensure participation of youth in the implementation of various projects components and activities dedicated to environmental issues according to the 5 conventions of the SGP - Biodiversity, Climate

Change Mitigation and Adaptation, Land Degradation and Sustainable Forest Management, International Waters and Chemicals.

- Facilitate four consultations on knowledge management and youth engagement/empowerment (online or offline) dedicated to environmental issues according to the 5 conventions of the SGP ( Biodiversity, Climate Change Mitigation and Adaptation, Land Degradation and Sustainable Forest Management, International Waters and Chemicals) for all OP6 – OP7 landscape districts ensuring broad participation of youth.

#### **4. DELIVERABLES**

- Review of relevant GEF, CPMT, UNOPS, UNDP and SGP Belarus documents including SGP Belarus CPS (GEF OP7) on the requirements for knowledge management and youth engagement/empowerment during GEF OP7 in Belarus. Additional measures identified. English and Russian versions (4-5 pages);
- At least two-three youth engagement/empowerment case studies of best examples of youth participation in the implementation of various SGP Belarus projects components and activities are prepared (4-6 pages);
- Based on the review, prepare specific SGP Belarus Action Plan to effectively integrate knowledge management and youth engagement/empowerment into the implementation of future SGP OP7 projects activities to ensure participation of youth in the implementation of various projects components and activities (3-4 pages);
- At least four consultations are facilitated on knowledge management and youth engagement/empowerment (online or offline) for all OP6 – OP7 landscape districts and countrywide ensuring broad participation of youth.

#### **REQUIREMENTS FOR QUALIFICATIONS AND COMPETENCIES**

##### **Education and Qualifications:**

- Higher education in social sciences
- A minimum of 10 years practical experience in both areas of Knowledge Management and Youth engagement.
- Experience cooperation with government institutions and international or non-governmental organizations – 5 years minimum
- Experience of participation in projects in the area of knowledge management and youth engagement
- Experience of work within environment protection sphere will be an advantage

##### **Competencies:**

- Working level of English confirmed by a diploma, certificate or other relevant documents

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

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

1. Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment, including the Financial Proposal, duly signed by a Candidate;
2. Personal CV which includes the information on past experience in the required areas;
3. Copy of Diploma, confirming Higher education in social sciences
4. Copy of a certificate, diploma or another relevant document confirming working level of English.

All documents required shall be presented by e-mail, in one e-mail transmission, which should not exceed 10 MB and should not contain viruses.

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

## **6. FINANCIAL PROPOSAL**

Payment (lump sum) in one stage (100%) after completion of all the deliverables and their acceptance by the Direct Supervisor.

Payment of income taxes is the responsibility of the Contractor.

### **Requirement for travel:**

Travel is not required.

## **7. EVALUATION**

### **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) responsive/compliant/acceptable, 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/interview 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

Evaluation Criteria	Weight, %	Score (max. 1000 points)
<b>Education and Qualifications</b>	<b>62</b>	<b>620</b>
<b>Bachelor's degree in social sciences</b>		<b>140</b>
Master's degree in social sciences or higher		40
<b>A minimum of 10 years practical experience in both areas of Knowledge Management and Youth engagement</b>		<b>140</b>
10 points for each additional year of practical experience in both areas of Knowledge Management and Youth engagement, but not more than 40 points in total		40
<b>Experience of cooperation with government institutions and international or non-governmental organizations – 5 years minimum</b>		<b>90</b>
10 points for each additional year of experience of cooperation with government institutions and international or non-governmental organizations, but not more than 30 points in total		30
<b>Experience of participation in projects in the area of knowledge management and youth engagement</b>		<b>80</b>
Experience of work within environment protection sphere will be an advantage		60
<b>Competencies</b>	<b>8</b>	<b>80</b>
<b>Working level of English confirmed by a diploma, certificate or other relevant documents</b>		<b>80</b>
<b>Financial Proposal</b>	<b>30</b>	<b>300</b>
All-inclusive hourly fee	30	300
<b>Total</b>	<b>100</b>	<b>1000</b>

**ANNEX**

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – IC CONTRACT FORM

ANNEX 4 – OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY,  
INCLUDING FINANCIAL PROPOSAL