



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 September 2021

**Ref.2021-094**

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<b>Country:</b>	Republic of Kazakhstan
<b>Description of the assignment:</b>	Technical Expert on Renewable Energy
<b>Project name:</b>	00101058 UNDP/GEF Project "Derisking Renewable Energy Investment in Kazakhstan
<b>Period of assignment/services:</b>	4 months after signing the contract (October 2021 - January 2022, 60 working days)

**Important Note:** Technical and Financial Proposal Submission must be submitted in **separate** PDF/Word files and Financial Proposal (Annexes 3-4) must be password protected.

Any request for clarification must be sent by standard electronic communication to the e-mail [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with copy to [irena.jurczynska@undp.org](mailto:irena.jurczynska@undp.org) in e-mail subject please indicate **Query\_Ref.2021-094**.

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### 1. PROJECT DESCRIPTION

The objective of the project is to promote private sector investment in renewable energy sources in Kazakhstan to achieve the country's 2030 and 2050 renewable energy targets. The project targets both large-scale and small-scale renewable energy sources. The goal of this project is to achieve transformation of the energy market in Kazakhstan by significantly increasing the scale of the use of renewable energy sources in electricity production, thereby increasing the share of renewable energy in the country's power generation mix from 1.1% in 2017 to 10% by 2030. To achieve its objective, the project includes activities to support renewable energy projects that are expected to bring about a collective GHG emission reduction of at least 460,000 tonnes of CO<sub>2</sub>. In addition, by the end of the project, the project would have supported the commissioning of 9.5 MW of direct, small-scale renewable energy system (RES) that will produce about 500 GWh of electrical energy.

The project is comprised of three components:

- Component 1 – Large-Scale Renewable Energy: Policy and Financial Derisking Measures
- Component 2 – Renewable Energy for Life: Policy Derisking
- Component 3 – Renewable Energy for Life: Financial Derisking and Incentives

This consultancy assignment is part of Activity 1.1.1. under Component 1/Output 1.1. of the DREI Project.

## 2. SCOPE OF WORK.

1. Conduct an analysis of the preparation and conduct of RES auctions. The analysis should be carried out to cover the following:
  - Legal aspects;
  - Financial aspects;
  - Technical aspects;
  - Administrative aspects.
2. Prepare information and analytical report based on the results of the analysis, with conclusions and recommendations to strengthen future auctions;
3. Analyze the past RES auctions for the period 2018-2020 considering the following criteria:
  - Simplicity and information content of the registration procedure for participants on the trading platform, as well as the trading procedure itself;
  - Information content of the developed methodological support for holding auctions;
  - Reliability of the trading system;
4. Prepare information and analytical report based on the results of the analysis of past auctions, with conclusions and recommendations based on lessons learned and points to consider and take into account for future auctions.
5. Propose a mechanism for calculating tariff indexation for renewable energy projects for the period of construction of facilities (from the moment of the conclusion of the PPA and until the moment the facility is put into operation).
6. Propose several approaches (at least two) to calculate the IRR (internal rate of return) for various renewable energy technologies based on various estimates for the marginal auction price for subsequent rounds of auction tenders for various types of renewable energy sources (based on the results of RE resource assessments in various regions of the country);
7. Develop and propose alternative schemes for registration and transfer of the land plot/plots to the auction winner according to a simplified procedure as part of the preparation of the so-called. RES projects with documentation taking into account land legislation, for example, registration of plots for a special company SPV;
8. The results of the work done should be presented and submitted for joint discussion at the Ministry of Energy of the Republic of Kazakhstan with the participation of interested parties, including the operator of the electricity and capacity market "KOREM" JSC, "FSC for RES support" LLP, associations. Conduct 2-3 rounds of joint discussions, incl. discussions of preliminary reports, before the final delivery of the work.

The Contractor must use the previously completed work within the framework of the UNDP / GEF Project "Derisking Renewable Energy Investment in Kazakhstan": "Recommendations on the methodology of RES auctions in Kazakhstan", "Research on the risks of investing in renewable energy in Kazakhstan".

*For more detailed information, please refer to Terms of Reference (Annex 1).*

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Master's degree in economics/management;

#### II. Years of experience:

- At least 7 years of experience in the development of social and economic development plans;
- At least 5 years of experience in the development of feasibility studies, business plans for projects in the field of renewable energy.
- At least 5 years of experience as a consultant for the implementation of infrastructure (energy) projects, including renewable energy projects;
- Experience in the preparation of analytical studies and methodological developments in the field of RES and the development of standards, methods, regulatory and technical documents in the field of RES.

#### III. Competencies:

- Excellent knowledge of legislative and other regulatory documents in the field of electricity, including renewable energy;
- Excellent presentation and reporting skills;
- Availability of a certificate of professional attestation, if applicable;
- A list of similar services performed with the indication of the Customer, the name of the services/works, the year of the provision of services and the cost (if available)
- Excellent knowledge of the Russian language.

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

The following documents **in PDF** to be attached to the Offer (maximum size 20 Mb per one e-mail transmission) and should be sent to [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with indication of **Ref.2021-094** in the e-mail subject not later **1 PM (Nur-Sultan time, GMT+6) of 27 September 2021:**

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- b) **Personal detailed CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; Methodology for performing work;
- c) **Financial Proposal** (Annex 4) that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP;
- d) Other documents certifying experience, knowledge, and skills (certificates of continuing education/diplomas, awards, etc.).
- e) A brief description of why the applicant considers himself/herself the most suitable for the job (1000 characters maximum).

**Financial proposals which are not password protected will be rejected automatically.**

**Incomplete proposals will be rejected automatically. ONLY fully submitted applications would be considered for evaluation!!!**

## 5. FINANCIAL PROPOSAL

This contract is in the national currency tenge (KZT, in case if consultant is a resident of the Republic of Kazakhstan) or in USD (in case if consultant is not a resident of the Republic of Kazakhstan) with a lump sum of payments for each completed output. The quotation must include all expenses of the expert, including his daily rate, the number of working days (60 working days) to complete the tasks and 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 project manager and signing of the certificate of completion for each output by the UNDP project manager. The contract price will be fixed regardless of changes in cost components.

Payment will be made in installments upon satisfactory completion of the expected results specified in the "Scope of work" of the ToR and upon approval of the results by the UNDP Project Manager. 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, methodology, a brief description of why the applicant considers himself/herself the most suitable for the job, diploma, Annex – 3 and Annex-4) would be considered for technical evaluation;
- Step II: **Shortlisting.** (Pass/fail) Applications will be shortlisted and only applicants meeting the mandatory criteria:
  - Master's degree in economics/management;
  - At least 5 years of experience as a consultant for the implementation of infrastructure (energy) projects, including renewable energy projects
  - Excellent Knowledge of Russian language
- Step III: Technical Evaluation = maximum 700 points (70%), which consists of technical scoring of qualifications and experience;
- Step IV: Financial Evaluation = 300 points (30%).

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

UNDP will conduct a desk review to technically evaluate the candidates. 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	Max points	Assessment (points)
Master's degree in economics/management	70	Master = 60

		PhD = 70
At least 7 years of experience in the development of social and economic development plans	120	Less than 7 years = 0 7 years = 100 8-9 years = 110 More than 9 years = 120
At least 5 years of experience in the development of feasibility studies, business plans for projects in the field of renewable energy	100	Less than 5 years = 0 5 years = 80 6-7 years = 90 More than 7 years = 100
At least 5 years of experience as a consultant for the implementation of infrastructure (energy) projects, including renewable energy projects	100	Less than 5 years = 0 5 years = 80 6-7 years = 90 More than 7 years = 100
Excellent knowledge of legislative and other regulatory documents in the field of electricity, including renewable energy	70	Knowledge available =70 No knowledge =0
Excellent presentation and reporting skills	50	Skills available =50 No skills =0
Availability of a certificate of professional attestation, if applicable	50	Available =50 Not available =0
Experience in the preparation of analytical studies and methodological developments in the field of RES and the development of standards, methods, regulatory and technical documents in the field of RES	50	Experience =50 No experience =0
A list of similar services performed with the indication of the Customer, the name of the services/works, the year of the provision of services and the cost (if possible)	50	Available =50 Not available =0
Good Knowledge of Russian	40	Available =40 Not available =0
<b>TOTAL</b>	<b>700</b>	

Only candidates obtaining a minimum of 70% (490 points) of the maximum obtainable points for the technical criteria (550 points) shall be invited for the financial evaluation.

**Step IV: Financial evaluation – 30% = 300 points.**

Weight of the financial proposal will be calculated according to formula: Lowest priced proposal/price of the proposal being evaluated\* 100%.

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:**

Vitalie Vremis  
Deputy Resident Representative

Signature: 

Date: 13-Sep-2021

Zhanat Tileumiratova  
Head of UNDP Procurement Unit

Signature: 

Date: 08-Sep-2021

ANNEX

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