



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 September 2021

Ref.2021-098

Country:	Republic of Kazakhstan
Description of the assignment:	Consultant for the promotion of the expansion of the PAs Network in Almaty regions
Project name:	UNDP-GEF Project "Conservation and Sustainable Management of Key Globally Important Ecosystems for Multiple Benefits", 00101043
Period of assignment/services:	15 months upon contract signing (October 2021 - December 2022, 250 working days, 181 working days home-based and 69 days - business trips to Kazakhstan regions (detailed in TOR)

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

Any request for clarification must be sent by standard electronic communication to the e-mail procurement.kz@undp.org with copy to irena.jurczynska@undp.org in e-mail subject please indicate **Query_Ref.2021-098**.

1. PROJECT DESCRIPTION

The total forest area in Kazakhstan is about 12.6 million hectares, which makes it one of the richest in forest countries in Eurasia, despite the low level of forest cover, which is only 4.6%. Approximately 95% of the forests (wooded areas) in Kazakhstan are managed by 123 forestry administrations, which are controlled by regional governments (akimats). There are three main types of forest ecosystems in Kazakhstan: alpine mountain forests, tugai (southern coastal) forests and saxaul landscapes (desert and semi-desert shrubs).

Since 2018, the GEF-UNDP project "Conservation and sustainable management of key globally significant ecosystems for obtaining various benefits" (hereinafter referred to as the project) has been implemented on the territory of the republic. The project strategy is to holistically address the conservation and sustainable use of forest ecosystems in Kazakhstan, through management approaches including both protected areas and sustainable use of associated HCVF landscapes (maps of the project areas are

presented in Annexes to the Terms of Reference).

To protect its globally significant biodiversity, Kazakhstan has established a system of protected areas covering 22,121,641 ha (8.1% of the total area of country). At the moment, PA system coverage include only 4.89% of forested areas. Some of the ecosystems which have globally important species remain outside the PA system notably the unique riparian (tugai) forest and floodplain ecosystems (have 0% representation country-wide), which support a number of endemic and threatened species, large stands of valuable coniferous forests in Altai region, representing an important CO₂ pools, and saxaul forests playing critical role in supporting wealth of local communities in a drylands zone. The current estate does not fully cover the habitat of the snow leopard population groups.

Only 30-35% of its range in Kazakhstan is protected within the PA network, which bars effective protection from de-gazettement and poaching. Huge areas that provide a natural bridge and genetic interactions between the Tien Shan, Zhungar and Altai population groups of snow leopard stay outside of the existing protected areas network.

In 2020, work began to expand the territory of the Kolsai Kolderi National Park and the Zhongar-Alatau National Park, within the framework of research work, valuable areas were identified, including the snow leopard area and forests of high conservation value. At the moment, work has been completed on the coordination of scientific justification projects with the authorized body, the development of projects of feasibility studies for expanding the territory of parks has begun.

According to the project document and work plan of the Project for 2021-2022 it is planned to create new PAs covering globally significant ecosystems, high conservation value forests and snow leopard habitat in the project areas of Almaty and East Kazakhstan regions. Within the framework of these works, measures are planned to create 3 reserves and 2 protected areas.

The Almaty region is one of the most densely populated areas of the country; most of the local population works in the field of agriculture and animal husbandry. The location in proximity to the PAS of settlements leads to many factors of poaching, forest fires and other violations of environmental legislation. It is necessary to involve a consultant to regulate the issues of defining the boundaries of the expanded PAs plots, carry out explanatory work among stakeholders, assist in the coordination of land management projects and other documents.

The involvement of a consultant is provided for in the activities of the 1st component of the Project Work Plan for 2021.

2. SCOPE OF WORK.

1. Together with other involved experts, participates in the discussion of routes and sites for field surveys of pilot territories;
2. As planned, he makes trips (according to the travel schedule) to the investigated territories and holds meetings with local executive bodies, public organizations and other interested parties on the creation of Useksky, Koksuisky, Ketmensky zakazniks, the Terskey nature reserve;
3. Holds meetings with local executive bodies, public organizations and other stakeholders on the expansion of the territory of the Kolsai Kolderi National Park and Zhongar-Alatau National Park;
4. Carries out comprehensive work to initiate the expansion of the PAS territory and the creation of new PAs through the deputy corps, by initiating an appeal to the ministries and departments authorized in

the field of creating and financing PAs;

5. Together with the involved experts and the cartographer, he participates in the preparation of thematic maps for the scientific justification projects and the feasibility study for the expansion of 2 PAs and the creation of 4 new PAs;
6. Participates in organizing meetings, seminars, round tables, hearings, meetings of the Scientific and Technical Council on the creation of new PAs;
7. Together with the involved experts, prepares and publishes in the media at least 3 popular science articles (relevance, justification, the significance of ecosystems, boundaries, etc.) on the expansion of the PAs network;
8. During the term of the contract, the expert takes part (online) in seminars, discussions, meetings of the Scientific and Technical Council of the Committee, public hearings and other meetings on the expansion of 2 PAs and the creation of 4 new PAs.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced University degree in economic, environmental, legal areas or other related sphere;

II. Years of experience:

- At least 5 years of professional experience in government agencies / environmental organizations;
- At least 5 years of experience in leadership and/or management positions;
- Experience in international projects will be considered as an advantage;

III. Competencies:

- Knowledge of legislation of the Republic of Kazakhstan in the field of biological resources, PAs, protection and reproduction of the animal world;
- Proven high-level knowledge and experience in advisory/expert services providing for issues on creation of organization/non-profit organizations of various forms;
- Ability to interact with high government officials; also, ability to work closely with technical experts on a day-to-day basis, as well as to provide technical assistance and knowledge sharing;
- Excellent analytical and writing skills;
- Ability to work with tight deadlines and prepare reports for policy makers, at a short notice;
- Knowledge of Russian language is obligatory;
- Knowledge of the Kazakh language is desirable.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The following documents **in PDF** to be attached to the Offer (maximum size 19 Mb per one e-mail transmission) and should be sent to procurement.kz@undp.org with indication of **Ref.2021-098** in the e-mail subject not later **12 PM (Nur-Sultan time, GMT+6) of 11 October 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 including methodology describing the approach to the implementation of the assignment (1000 characters maximum).

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 (181 working days+ 69 travel days= 250 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:
 - Advanced University degree in economic, environmental, legal areas or other related sphere;
 - At least 5 years of professional experience in government agencies / environmental

organizations

- Excellent knowledge of Russian language

Step III: Technical Evaluation = maximum 500 points (70%), which consists of technical scoring - 350 points and interview – 150 points;

UNDP will conduct a technical scoring to evaluate the candidates.

1. Only candidates obtained a minimum of 70% (maximum scoring 350 points) for the technical scoring will be admitted to the interview.
2. Only candidates obtained a minimum of 70% (maximum scoring 150) for the interview will be considered for financial evaluation.

Technical scoring of qualifications and experience – maximum 500 points:

Criteria	Max points	Assessment (points)
Advanced University degree in economic, environmental, legal areas or other related sphere;	100	Bachelor's degree -70 points; Master's degree - 80 points; PhD - 100 points
At least 5 years of professional experience in government agencies / environmental organizations;	100	Less than 5 years – 0 points; 5 years - 70 points; 6-10 years - 85 points; 11 years and more – 100 points
At least 5 years of experience in leadership and/or management positions;	50	Less than 5 years - 0 points 5 years - 35 points; 6-10 years - 42,5 points; 11 years and more – 50 points
Experience in international projects will be considered as an advantage;	25	Not available – 0 points; Available – 25 points
Knowledge of legislation of the Republic of Kazakhstan in the field of biological resources, PAs, protection and reproduction of the animal world;	50	Not available – 0 points; Available – 50 points
Working knowledge or Russian language is obligatory. Knowledge of the Kazakh language is desirable.	25	Working knowledge of Russian language – 17,5 points; Excellent knowledge of Russian language – 21 points; Excellent knowledge of Russian language and knowledge of Kazakh language – 25 points

Subtotal for technical scoring	350	
Interview (30%) Ability to interact with high government officials; ability to work closely with technical experts on a day-to-day basis, as well as to provide technical assistance and knowledge sharing; Excellent analytical and writing skills; Ability to work with tight deadlines and prepare reports for policy makers, at a short notice		Minimum – 105 points; Maximum – 150 points
Subtotal for interview	150	
TOTAL for technical evaluation	500	

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

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: 21-Sep-2021

Dana Amanova
Head of Operations Unit

Signature: 

Date: 21-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

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