

TERMS OF REFERENCE

Position:	Consultant for the promotion of the expansion of the PAs network in the Almaty region ¹
Project title and number:	UNDP-GEF Project "Conservation and Sustainable Management of Key Globally Important Ecosystems for Multiple Benefits", 00101043
Type of contract:	Individual contract
Duty station:	Home-based with trips to Almaty region (details are indicated in the section "travel section")
Duration of the contract:	October 2021 - December 2022 (250 working days within 15 months (181 working days from home and 69 days on business trips in Kazakhstan)

PROJECT DESCRIPTION

a. Scope of project and background information

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 Appendices 4, 5, 6 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.

¹ **Established PAs:** 1. Useksky sanctuary - 197,684 hectares;
2. Koksuisky sanctuary - 586 796 hectares;
3. Ketmensky sanctuary - 218 474 hectares;
4. Terskey reserved zone - 189 407 hectares;
Expandable PAs: 1. Kolsay Kolderi National Park - 161,045.0 hectares;
2. Zhongar-Alatau National Park - 356,022 hectares;

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.

CONTEXT OF "MUST-HAVE" SERVICES

a. Relevance and purpose of the required work in the context of the project

The relevance of the work lies in the need to expand the PAs network of Kazakhstan to include the range of snow leopards and other globally significant species, improve the management of high conservation value forests and introduce an effective monitoring system to conduct research on the quantitative and qualitative parameters of the state of ecosystems and the environment.

b. Related parties:

- The Forestry and Wildlife Committee of the MEGNR of the Republic of Kazakhstan (hereinafter referred to as the Committee), a state body and department within the competence of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan, carrying out implementation, control and supervisory functions in the field of forestry, protection, reproduction and use of wildlife and protected areas;
- Almaty region Akimat;
- pilot protected areas of Kazakhstan (hereinafter - pilot PAs).

c. Features of the planned work and security risks:

- The implementation of the planned work involves analytical work at the location / residence of the expert and field trips in the Almaty region. The expert independently ensures his own safety during field trips to the project areas.

PURPOSE OF WORK:

Promoting the expansion of the PAs network in the Almaty region;

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.

EXPECTED DELIVERABLES:

No.	Deliverables	Estimated duration of tasks	Estimated completion date	Payment
1	Meetings and discussions were held with representatives of Almaty region and district Akimats, environmental organizations and other stakeholders Result 1. The minutes of the meetings to discuss the issues of expanding the territory and creating new PAs were presented (not less than 8 meetings conducted)	60 days	November 30, 2021	20 %
2	the development of scientific justification projects for the creation of 4 new Pas Result 2. Minutes of public hearings to discuss scientific justification projects (not less than 4 meetings)	50 days	January 30, 2022	40 %
3	Reservations for the expansion of the PAs area and the creation of new PAs the development of projects of the feasibility study for 6 PAs Result 3. Resolutions on land reservation for the expansion of the territory of Zhongar-Alatau State Scientific and Production Enterprise, State Scientific and Production Enterprise "Kolsay Kolderi"; creating 4 new PAs	50 days	May 15, 2022	30 %

4	<p>The stages for the coordination and approval of the scientific justification and feasibility studies for the expansion of the territory and the creation of new PAs have been completed</p> <p><i>Result 4. Letters from the competent authorities to support the expansion of the territory and the creation of new PAs</i></p> <p><i>The final report on the conducted work prepared and approved by UNDP. 6 letters from the competent authorities to support the expansion of the territory and the creation of new PAs are received by UNDP</i></p>	90 days	December 30, 2022	10 %
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The consultant is expected to provide the prescribed deliverables in a timely and professional manner throughout the period this contract is in force.

ORGANIZATIONAL MEASURES:

- In the course of his work, the involved expert reports to the UNDP biodiversity project manager and the expert on improving the PAs management system.
- All actions related to the performance of this work must be coordinated with the UNDP biodiversity project manager and the expert on improving the PAs management system;
- The involved expert has no right to distribute, transfer data, materials, reports collected/prepared within the framework of this technical assignment without the permission of UNDP;
- The involved expert ensures timely and rational planning, execution of activities and achievement of results in accordance with this terms of reference.
- The reports must be submitted in accordance with the deadlines specified in the "Expected Results" section of this Terms of Reference.
- Regardless of the deadline for the completion of the individual contract, the involved expert, as necessary, participates in thematic seminars, discussions and meetings. Reports and other materials must be submitted on electronic media in Russian;

DURATION OF WORKS

a. Expected duration of work

The total duration of work is 15 months (**250 working days**) from the date of signing the contract in the period from October 2021 to December 2022.

b. Terms of consideration by UNDP with the Implementing Partners of the Project of the results, giving comments, agreeing on the results, etc.

The expert submits materials of the work performed to the UNDP project (addressed to the project manager) for comments and approval. The presented results are agreed in accordance with the expected results specified in this Terms of Reference within 5 working days via e-mail.

c. Special causes of emergencies, as well as the serious consequences of any delays in the execution of work

In case of poor quality of the expert's work, UNDP reserves the right to terminate the contract unilaterally. Therefore, the work must be done efficiently and on time, in accordance with the requirements of the contract.

The UNDP project reserves the right to make changes to the Terms of Reference (not more than 25%) that do not affect the general nature of the work.

DUTY STATION:

The involved expert performs work at the place of his location. In the course of the work, trips to the Almaty region are envisaged (see the travel schedule below) to hold meetings with nature users and other related parties.

TRAVEL SCHEDULE:

To complete the scope of work under this contract, if the expert located not in Almaty region, it will be required to travel to Almaty region in accordance to the below schedule.

A detailed work schedule and departure dates will be discussed and agreed with the project manager upon contract signing. Travel, accommodation and travel expenses of the expert must be included in the financial proposal when submitting documents for the competition.

A tentative travel schedule for the expert is given below.

Route	Location	Number of trips	Number of days	Planned dates
Departures: travel time				
Home-base – Narynkol village	Almaty region	3	3	October 2021 – November 2021
Narynkol village – Chundzha village	Almaty region	3	3	
Chundzha village – Home-base	Almaty region	3	3	
Home-base – Saty village	Almaty region	3	3	
Saty village – Home-base	Almaty region	3	3	
Home-base – Saryozek village	Almaty region	3	3	
Saryozek village – Zharkent	Almaty region	3	3	
Zharkent - Home-base	Almaty region	3	3	
Home-base – Sarkand	Almaty region	3	3	
Sarkand – Home-base	Almaty region	3	3	
Field trips:				
Field trip to the Terskei nature reserve zone (189 407 hectares)	Raiymbek district (Almaty region)	2	4	January 2021 – October 2022
Field trip to the Ketmensky nature reserve (218 474	Narynkol district, Uygur district (Almaty)	2	4	

hectares)	region)			
Field trip to the Kolsay Kolderi National Park (161 045 hectares)	Kegen region	3	9	
Field trip to the Koksuy reserve (586 796 hectares)	Kerbulaksky district, Eskeldinsky district, Panfilovsky district (Almaty region)	2	6	
Field trip to the Useksky nature reserve (197 684 hectares)	Panfilovsky district (Almaty region)	2	4	
Field trip to Zhongar-Alatau National Park (356 022 hectares)	Sarkand district, Alakol district (Almaty region)	4	12	
Total:			69 days	

INSTITUTIONAL MECHANISM (ACCOUNTABILITY AND INTERACTION)

The consultant will provide his/her services under the guidance and direct supervision of the expert on improving the PAs system and the UNDP project manager in the field of biodiversity conservation.

Frequency of reporting:

- he/she will make available all written materials to the UNDP biodiversity project manager and the PAs management system improvement expert.
- reports are provided in accordance with the deadlines indicated in the section "Expected Results". Upon completion of the contract and the completion of work, the expert, as necessary and on the terms of the Project team, participates in thematic seminars, discussions and meetings;
- the expert ensures timely and rational planning, execution of activities and achievement of results in accordance with this technical assignment;
- the expert provides consultations for the project team during the entire period of the terms of reference through meetings, online conferences;
- the expert has no right to distribute, transfer materials, reports prepared within the framework of this technical assignment without the permission of UNDP;
- reports and materials should be submitted on electronic media in the format adopted by UNDP projects (font used: Times New Roman 12) in Russian.

Institutions, organizations, persons with whom the Contractor will keep in touch, interact and meet during the execution of work;

- in the course of performing the work, the expert must meet and interact through official requests with all target groups on which the results of the work depend.

REQUIRED SKILLS AND EXPERIENCE

- Advanced University degree in economic, environmental, legal areas or other related sphere;
- At least 5 years of professional experience in government agencies / environmental organizations;
- At least 5 years of experience in leadership and/or management positions;
- Knowledge of legislation of the Republic of Kazakhstan in the field of biological resources, PAs, protection and reproduction of the animal world;

- Experience in international projects will be considered as an advantage;
- Ability to interact with high government officials; also, be able to work closely with technical experts on a day-to-day basis, as well as to provide hands-on technical assistance and knowledge transfer;
- Excellent analytical skills and ability to write in a concise and comprehensible manner;
- 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.

SCOPE OF PRICE PROPOSAL AND PAYMENT SCHEDULE

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 after the submission of the required reports by each deliverable, upon approval and signing certification of payment by the UNDP Project Manager in the field of biodiversity conservation, including the costs of consulting services, transportation costs and services.

No.	Results	Amount
1.	Tranche 1. Result 1	20 %
2.	Tranche 2. Result 2	40 %
3.	Tranche 3. Result 3	30 %
4.	Tranche 4. Result 4	10 %
	TOTAL:	100%

RECOMMENDED PRESENTATION OF OFFER

The following PDF documents must be attached to your proposal:

1. A duly completed and signed letter from the applicant to UNDP confirming his / her interest and readiness for the assignment of an individual contractor; The financial proposal must include all the costs of the contract, with a detailed breakdown of costs according to the attached UNDP form;
2. Detailed CV, including all previous experience and skills relevant to the assignment, as well as all the necessary contact information (email, phone, etc.);
3. Documents confirming the qualifications of the Applicant (diplomas, certificates of advanced training, certificates of completion of courses);
4. Short essay:

- explaining why the candidate considers himself the most suitable candidate for the announced position;
- including a methodology on the application of an approach to the implementation of technical specifications;

CRITERIA FOR SELECTING THE BEST OFFER:

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

UNDP will conduct a desk review to technically evaluate the candidates.

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

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 5 years = 70 points; 6-10 years = 85 points; 11 years and more = 100
At least 5 years of experience in leadership and/or management positions;	50	Less than 5 years = 0 5 years = 35 points;

		6-10 years = 42,5 points; 11 years and more = 50
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 desk review	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	

Agreed

Talgat Kerteshev

Talgat Kerteshev

Project manager

Date: 15-Sep-2021

Assel Nurbekova

Assel Nurbekova

Programme Analyst

Date: 17-Sep-2021

Appendix 1. Map of the project area of Almaty region

