



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23.09.2021

**Country:** Belarus

**Description of the assignment:** Consultant on Gender Issues.

**Project/Office:** Initiation Plan (IP) #00116466 "Conservation of Wetland Biodiversity and Sustainable Management of Freshwater Ecosystems in the Western Dvina/Daugava Transboundary River Basin". Short title (Western Dvina IP).

**Period of services (if applicable):** 15 October 2021 to 31 December 2021 (approximately 10 working days).

Proposals for tender ref. num. IC/307/2021 should be submitted to e-mail [tenders.by@undp.org](mailto:tenders.by@undp.org) no later than **23:59 7 October 2021 (Minsk time)** (ref. num. IC/307/2021 of the tender should be indicated in the e-mail subject line).

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

### 1. BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Republic of Belarus in the preparation of the GEF Project "Conservation of Wetland Biodiversity and Sustainable Management of Freshwater Ecosystems in the Western Dvina/Daugava Transboundary River Basin" (Western Dvina IP).

The proposed project is geographically focused on the Western Dvina/Daugava river basin. Within this transboundary freshwater basin, the project will support transboundary cooperation and promote mechanisms for the integrated management of the water resources. Improving the management of transboundary waters in the Western Dvina river basin will be based on the implementation of respective national-level management plans for the transboundary river basin, in Belarus and in Latvia. Simultaneously, the project will support further development, appraisal and adoption of the transboundary cooperation agreement between the two countries. The project will assist the two countries with preparation of a regional Strategic Action Programme (SAP), outlining the key priorities and directions for joint management actions and transboundary cooperation in the basin for conservation and sustainable use of the shared transboundary resources, as a roadmap for the implementation of the transboundary

cooperative agreement. The project will further accelerate the transformative processes in the Western Dvina basin in Belarus by pilot testing conjunctive management solutions offered through the national Western Dvina River Basin Management Plan and providing targeted incremental support to concrete activities aimed at restoring and protecting valuable freshwater ecosystems and ecosystem services.

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

The Consultant on Gender Issues (hereinafter – Consultant) will act as an advisor and technical resource person with respect to integrating gender into the Project design until its submission of the Full sized GEF CEO Endorsement documents to the GEF for final approval. The Consultant reports directly to the Lead National Expert for PPG Coordination and Stakeholder Engagement and works under the overall guidance of the UNDP Belarus Country Office, in close coordination with the Ministry of Natural Resources and Environmental Protection of Belarus (MNREP) and is informed by the guidance from the UNDP/GEF Regional Technical Advisor/Specialist on Climate Change in the IRH. The national consultant will work in close cooperation with the relevant local Belarusian agencies (ministries, research institutions, NGOs) and other stakeholders relevant for the subject-matter of the project, and will support the creation of conditions conducive to strengthening the national ownership of the project. **Please see the detailed Terms of Reference.**

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- Bachelor's Degree in a relevant field, such as sociology, ecology, economics, gender studies, gender and development, environment, sustainable development or closely related area.

### II. Experience:

- Minimum 5 years of demonstrable experience in the gender policy and/or mainstreaming;
- Experience in carrying out participatory gender analysis;
- Experience in collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis;
- Experience in developing gender action plans;
- Working experience in gender related to data collection and processing (i.e. through mail/e-mail questionnaire, phone calls, peer-to-peer).
- Experience in international project proposal writing and/or implementation will be an asset;
- Prior working experience with UN is an asset.

### III. Competencies:

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

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

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

- a) **Letter of Confirmation of Interest and Availability including Financial Proposal** using the template provided by UNDP;
- b) **CV or P11 Form** which includes information on the past relevant experience;
- c) Copy of relevant University Diploma(s);
- d) Diploma, Certificate or other relevant documents confirming the knowledge of English language
- e) Table on Applicant Experience (in attachment).

All documents required shall be presented altogether in e-mail transmission.

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

#### **5. FINANCIAL PROPOSAL**

Lump sum contract

Payment will be made in one stage (100%) according to the financial proposal after acceptance of the work performed by the supervisor in accordance with the certificate of payment (Certification for Payment).

#### **6. EVALUATION**

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

\* Technical Criteria weight; [70%], maximum 700 points

\* Financial Criteria weight; [30%], maximum 300 points

**All the 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</b>   | <b>19</b> | <b>190</b>               |
| <b>Bachelor's Degree in a relevant field, such as sociology, ecology, economics, gender studies, gender and development, environment, sustainable development or closely related area - 170 points</b> | <b>17</b> | <b>170</b>               |
| Additional 20 points for higher than Bachelor's degree.  | 2         | 20                       |
| <b>Qualifications</b>  | <b>46</b> | <b>460</b>               |
| <b>Minimum 5 years of demonstrable experience in the gender policy and/or mainstreaming – 100 points</b>   | 10        | 100                      |
| 10 points for each additional year of demonstrable experience in the gender policy and/or mainstreaming but not more than 50 points in total   | 5         | 50                       |
| <b>Experience in carrying out participatory gender analysis – 60 points</b>  | <b>6</b>  | <b>60</b>                |
| <b>Experience in collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis – 60 points</b>                                   | <b>6</b>  | <b>60</b>                |
| <b>Experience in developing gender action plans – 60 points</b>  | <b>6</b>  | <b>60</b>                |
| <b>Working experience in gender related to data collection and processing (i.e. through mail/e-mail questionnaire, phone calls, peer-to-peer – 60 points</b>   | <b>6</b>  | <b>60</b>                |
| Experience in international project proposal writing and/or implementation will be an asset – 40 points  | 4         | 40                       |
| Prior working experience with UN is an asset – 30 points   | 3         | 30                       |
| <b>Competencies</b>  | <b>5</b>  | <b>50</b>                |
| <b>Working level of English confirmed by diploma, certificate or other relevant documents – 50 points</b>  | <b>5</b>  | <b>50</b>                |
| <b>Financial Proposal</b>  | <b>30</b> | <b>300</b>               |
| Total  | 100       | 1000                     |

#### **Annexes:**

Annex I – Terms of Reference

Annex II – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex III – Individual Consultant contract form

Annex IV – Individual Consultant General Terms and Conditions

Annex V – Experience table to be completed by applicant