



**UNITED NATIONS DEVELOPMENT PROGRAMME  
TERMS OF REFERENCE / INDIVIDUAL CONTRACT**

### I. Job Information

Job title:	International consultant on MRV system development and establishment in Kyrgyzstan, Uzbekistan, and Tajikistan Individual Contract
Type:	UNDP/FCDO “Policy action for climate security in Central Asia Phase II”/Joint Programme UNDP/UNFPA
Project Title/Department:	“Unleashing young people’s and vulnerable citizens’ creativity and innovation by strengthening their adaptive capacity to address the economic and food insecurities in the exposed communities of the Aral Sea region”
Duration of the service:	30 w/d during February-March 2022
Work status (full time /part time):	Part time, and desk-work based at home country
Expected travel site:	N/A
Reports to:	Programme Manager

### II. Background Information

Policy action for climate security in Central Asia project funded by UK Conflict Stability and Security Fund aims to enhance policy action for climate security in Central Asia through supporting more robust and coherent climate change action and increasing public awareness. It targets Kyrgyzstan, Tajikistan and Uzbekistan and will be spearheaded by UNDP Kyrgyzstan, which will work closely with Foreign, Commonwealth and Development Office.

Countries are at various stages of action to implement the Paris Agreement agenda; Kyrgyzstan, Tajikistan and Uzbekistan ratified the Paris agreement respectively in 2019, 2017 and 2018, and similarly to other Central Asian states have not been active in climate advocacy.

The project will contribute to enhanced climate change policies, to be reflected in the countries’ commitments under the UNFCCC at COP26, which will reduce conflict, promote energy/food and climate security, stability, and resilience to climate change risks. Key outputs of the project will be enhanced technical, political economy and climate risk/ sensitivity analyses and scientific data available to national climate change decision makers; and target countries step up engagement in COP 26 and advocate for more coherent, risk informed climate change policies and increased public awareness and advocacy for locally appropriate, climate change actions.

The project will actively engage national stakeholders and build their capacities in developing research, policy and advocacy field. This will ensure building national knowledge and know-how. The project will also enable a rapid acceleration of efforts in the run-up to COP 26 and will lay the foundation for further government funded action and regional cooperation as required by Kyrgyzstan, Tajikistan, and Uzbekistan’s commitments to Paris Agreement implementation. Actions will be further complemented by the NAP, GCF Readiness and Climate Promise initiatives currently on-going in the countries.

The Paris Agreement establishes a Monitoring, Reporting and Verification (MRV) system that will be the foundation for accountable and accurate tracking of greenhouse gas emissions mitigation measures and their impact on GHG emissions reductions, adaptation measures, and resources. The MRV system is therefore a fundamental and essential component of measuring and monitoring all mitigation and adaptation actions. Furthermore, a robust MRV system is necessary for attracting climate finance, and additionally for participation in activities under Article 6 (technology transfers and market and non-market-based

mechanisms with the aim of reducing of GHG emissions), a key article in the Paris Agreement established to support developing country parties.

The UNDP will provide the consultative support and guide the process of development of the MRV System in Kyrgyzstan, Uzbekistan, and Tajikistan. This activity will build national capacity in order to support the establishment and operation of the MRV system to monitor and assess the implementation of mitigation activities, adaptation activities, and resources.

Under the overall operational supervision of the Manager of the Joint Programme, and Programme Analyst, Environment and Climate Action Cluster (ECAC), UNDP Uzbekistan, and under the direct thematic oversight of the Regional Coordinator, , the International Consultant will be responsible to provide policy advise on development of Monitoring, Reporting and Verification (MRV) system in Kyrgyzstan, Uzbekistan and Tajikistan and capacity building on MRV, including guiding the national teams on national-level activities led through the UNDP COs in Kyrgyzstan, Tajikistan and Uzbekistan, and supporting enhanced understanding of Paris Agreement requirements for Enhanced Transparency Framework in a comprehensive manner by fulfilling the following tasks.

### **III. Functions / Key Outputs Expected**

- Bottleneck analysis of the current situation for monitoring, reporting and verification system based on available information and reports elaborated within NDC preparation stage, GHG inventory/BUR, National communication, including the relevant policy, legal and institutional arrangements and interviews with COs and national partners focusing on Kyrgyzstan, Uzbekistan and Tajikistan;
- Analyze the latest international agreements for MVR mechanisms and ETF requirements and provide overview for the targeted countries;
- Review international best practices in MRV arrangements and processes of development and reporting of GHG Is, NCs, BURs, and NDCs, including relevant legislations;
- Identify requirements for the design and development of the MRV systems based on the bottleneck analysis and latest relevant decisions of global climate negotiations, latest guidance and guidelines and develop the basic principles for design of concept the national MRV system;
- Conduct at least 1 regional capacity-building workshop with relevant stakeholders and at least 3 technical national consultation workshops in each targeted country in on-line mode;
- Develop draft roadmaps with number of key actions needed to develop a sustainable system for the measurement, reporting and verification (MRV) development and adoption of legally binding provisions for implementing a national MRV system, the establishment of an online MRV data management and reporting platform, the development of MRV guidelines and templates based on best practices;
- Provide recommendations on strengthening the national institutional arrangements and development of a framework for MRV System including national legislation, taking into consideration the UNFCCC and IPCC guidelines, the requirements for ETF and the requirements for CTU and reviewed best practice cases as well as present linkages of MRV with the Global Stocktake (GST) indicated in Article 14 of the Paris Agreement.

### **IV. Deliverables / Timeframe**

The following deliverables and indicative schedule are expected from the consultancy contract. Exact dates of beginning and completion stages as well as scope of works for each phase can be corrected by the Project Manager based on reasonable justification by the consultant. The project reserves the right, if necessary, to amend the terms of reference of a consultant on a written agreement. The final schedule will be agreed upon in the beginning of consultancy assignment. All deliverables should be submitted to UNDP by the Consultant in English in e-version and then cleared by the Regional Coordinator and Programme Analyst on Climate Change, ECAC, UNDP Uzbekistan, and approved by Manager of the Joint Programme.

The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone,

scanner/printer, specific software if needed, etc.) and must have access to a reliable internet connection. The consultant will engage regularly by email, online ZOOM platform and/or phone on an as needed basis.

#	Deliverables	Timeframe	Payment
1	Interim report presenting the results of the analyzes of Draft of bottleneck analysis of the current situation for MRV in Kyrgyzstan, Uzbekistan and Tajikistan and training's materials related to capacity building one (1) workshop with relevant stakeholders, submitted and cleared by Regional Coordinator and Programme Analyst on Climate Change, ECAC, UNDP Uzbekistan, and approved by Manager of the Joint Programme (12 w/d and 40% of the total scope of assignment)	By the end of 1 month after signing the contract	40%
2	Final report presenting the results of the analyze of bottleneck analysis of the current situation for MRV in Kyrgyzstan, Uzbekistan and Tajikistan and country specific roadmaps on establishment of national MRV systems for Kyrgyzstan, Uzbekistan and Tajikistan including recommendations aligned with the UNFCCC and IPCC guidelines and training's materials related to capacity building three (3) workshops with relevant stakeholders, submitted and cleared by Regional Coordinator and Programme Analyst on Climate Change, ECAC, UNDP Uzbekistan, and approved by Manager of the Joint Programme (18 w/d and 60% of the total scope of assignment)	30 w/d after date signing the contract but not later than (March 25, 2022)	60%

#### V. Reporting

All reports must be submitted in English to the Regional Coordinator and Programme Analyst on Climate Change, ECAC, UNDP Uzbekistan, and approval by Manager of the Joint Programme and made in accordance with UNDP templates requirements.

#### VI. Management arrangements

The international consultant will work under the guidance of the Environment and Climate Action Cluster, UNDP Uzbekistan.

#### VII. Financial arrangements

Applicants are required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee, international travel costs, visa costs (if required), daily subsistence allowance (for accommodation, meals and local transport/communication).

Payments will be disbursed in two installments (40% and 60%) upon timely submission of respective deliverables (#1 and #2) and approval and certification by the Regional Coordinator and Programme Analyst on Climate Change, ECAC, UNDP Uzbekistan, and Manager of the Joint Programme that the services have been satisfactory performed.

#### VIII. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>Master's degree in environmental engineering, political, social, administrative sciences, natural sciences, economics, or engineering. Higher university degree is an asset</li> </ul>
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Experience:	<ul style="list-style-type: none"> <li>• At least five (5) years of professional experience in the area of climate change;</li> <li>• Proven experience in developing technical training methodologies/tools, delivering trainings or capacity building activities on Measurement, Reporting and Verification arrangements to a range of different stakeholders</li> </ul>
Language Requirements:	Proficiency in written and spoken English and Russian are required
Other (additional skills and competences)	<ul style="list-style-type: none"> <li>• Demonstrates integrity and fairness by modelling UN values and ethical standards;</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• Excellent communication skills;</li> <li>• Excellent analytical skills;</li> <li>• Strong oral and writing skills;</li> <li>• Extensive knowledge of PC applications;</li> <li>• Focuses on result for client and responds positively to feedback;</li> <li>• Consistently approaches work with energy and a positive, constructive attitude;</li> <li>• Remains calm, in control and good humored even under pressure;</li> <li>• Ability to work independently as well as part of a fairly big team;</li> <li>• Ability to operate under strict time limits.</li> </ul>

## IX. Evaluation of Applicants

Criteria for Evaluation of Proposal: Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

### Cumulative analysis

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 received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Criteria weight: 70% of total evaluation (70 points)

- Education, relevant working experience, and language skills (15 points)
- Sound knowledge of monitoring, reporting and verification system (MRV), NDC, GHG inventory/BUR, and National Communications under UNFCCC (10 points)
- Proven experience in developing MRV systems (10 points)
- Knowledge of technical training methodologies/tools, delivering trainings or capacity building activities on MRV arrangements to a range of different stakeholders (10 points)
- Proven working experience on MRV systems development and implementation in the Eastern Europe and CIS region, preferable in the Central Asia region (10 points);
- Brief description of approach (max 1 page) for provision of policy advice on development of MRV system and corresponding and capacity building in Kyrgyzstan, Uzbekistan and Tajikistan (15 points)

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Financial Criteria weight: 30% of total evaluation (30 points)

Total Score = Technical Criteria (max. 70 points) + Financial Criteria (max. 30 points)

## X. Application procedures

Applicants are requested to apply online through the UNDP website at <http://www.uz.undp.org> Application shall be submitted by indicated deadline. Incomplete applications or applications received after the closing date will not be given consideration. Application should contain a current and complete C.V. with indication of the e-mail and phone contact. Shortlisted candidates will be requested to submit a price offer indicating the total cost of the assignment (including daily fee, daily subsistence allowance and travel costs). Incomplete applications will be excluded from further consideration.

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

- a) Letter of Confirmation of Interest and Availability using the template provided by UNDP as attachment to this notice;
- b) CV with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultants will be requested to submit, fill in and sign a Personal History Form (P11 form) before contract issuance.
- c) Brief description of approach to work/technical proposal on how s/he will implement and complete the assignment; (max 1 page);
- d) Financial Proposal – specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount and in accordance with the table provided in Annex 3 to this notice;

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Gender Balance in Management Policy promotes achievement of gender balance among its staff at all levels.

## XI. Signatures - Post Description Certification

Incumbent (*if applicable*)

Name	Signature	Date
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Mr. Alisher Utemisov Manager of Joint Programme	Signature	Date
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