

Terms of Reference

Title:	National Consultant to support the project implementation
Place of work:	Nur-Sultan, Kazakhstan, with travels to project sites
Period:	215 working days during March - December 2022
Contract type:	Individual Contract
Project title:	00091328, UNDP-GEF Project “Nationally Appropriate Mitigation Actions (NAMA) for Low-Carbon Urban Development”

Background:

The long-term economic vision for the Republic of Kazakhstan, as embodied in the Strategy "Kazakhstan-2050" (the message of the President of the Republic of Kazakhstan - the leader of the nation N.A. Nazarbayev to the people of Kazakhstan dated December 14, 2012) calls for accelerated transition to a low-carbon economy, i.e. an economy characterized by low fossil fuel consumption and low environmental impact. It is widely understood that an important element of the transition to a low-carbon economy is implementation of the energy efficiency policy and wide application of renewable energy sources (RES).

UNDP has been supporting the Government of the Republic of Kazakhstan in designing, developing and implementing an array of GEF and other donor-funded projects in natural resources management and climate change mitigation and adaptation projects.

The UNDP-GEF “Nationally Appropriate Mitigation Actions (NAMA) for Low-Carbon Urban Development” Project (NAMA Project) is a \$5.93 million USD project which focuses in making investments in energy efficiency more attractive in Kazakhstan. The NAMA Project is implemented in close cooperation with the Ministry of Industry and Infrastructure Development of Kazakhstan. The definition of NAMA being used by the Project is about any investment into clean energy that reduces greenhouse gas emissions, regardless of whether it has international support or not.

One of the main outcomes of the NAMA Project is the facilitation of financing for urban NAMAs through the creation and operationalization of a dedicated fund. After two years, the NAMA Project concluded that creating its own financial support mechanism (FSM) was not feasible and instead it was decided to cooperate with an existing FSM, which is implemented by the DAMU (<https://www.damu.kz/en/>). The UNDP and DAMU cooperation in the provision of financing support to urban NAMA projects is embodied in the new FSM. It was launched in October 2017 and was running now for over three years. Over the period from December 2017 to June 2020, 110 applications for subsidies were received and the results were that 10 of them – rejected as non-eligible, 100 – endorsed. Out of the 100 endorsed projects 37 projects were approved to receive loans by commercial banks and received loan interest payment subsidies. Initial estimates have suggested that for the 37 projects funded the lifetime emissions reductions are 660,673 t CO₂.

Building on the experience of the NAMA Project, the Government of Kazakhstan, and other stakeholders, including financial institutions, such as Astana International Finance Centre and DAMU, were interested to further develop the mechanisms of attracting private investments into energy saving projects.

Objective:

The main objective of the consultancy is the provision of project implementation support, focusing on the following outputs:

- Facilitate and support to the testing of the updated (after FSM review) financial support mechanisms for SMEs through Damu Fund on low-carbon pilot projects and monitoring of pilot low-carbon projects results from a gender perspective.
- Facilitate and support to the finalization of the construction and installation works in the multi-apartment residential buildings of the pilot quarter in the city of Nur-Sultan (heating system in two pilot buildings of the quarter), including monitoring the results of this pilot project.
- Support and facilitate the Terminal evaluation of the project and conducting the Final Workshop on the FSM.

Scope of work:

The National Consultant will work under the direct supervision of the Head of Energy and Environment Unit / GEF Portfolio Manager, closely cooperate with the International Consultant (CTA) and other UNDP Projects and Experts and will closely coordinate with the Ministry of Industry and Infrastructural Development, partners and other relevant organizations to accomplish the following scope of work:

1. Organize and facilitate the testing of updated (after FSM review) financial support mechanisms for SMEs through Damu Fund on low-carbon pilot projects and monitoring of pilot low-carbon projects results from a gender perspective:
 - 1.1. Presenting the final report of the financial support mechanism (FSM) Review Team to the Ministry of Industry and Infrastructure Development (MIID) - the Implementing Partner of the NAMA UNDP-GEF project from the Government of the Republic of Kazakhstan (MIID); collect and summarize comments on this report from the MIID.
 - 1.2. Organization of consultations with key project partners to discuss planned changes (MIID of the RK, DAMU Fund, Commercial banks, NGOs, others); agreeing the transition to a subsidy of part of the loan principal, as a quickly implemented instrument, due to the limited time remaining for implementation, based on recommendations of the FSM Review.
 - 1.3. Coordination of preparation of the final draft of changes to the support mechanism in accordance with the recommendations of the FSM Review and consultations with the project partners (amendments to the Support Rules and

other documents necessary for the operation of the FSM), based on the recommendations of the FSM Review.

- 1.4. Facilitate the coordination of the proposed changes with the MIID and DAMU, including approval by the Project Board and signing of new agreements by MIID and DAMU.
 - 1.5. Initiation and control of Informing potential applications via the websites of the NAMA project and DAMU that preliminary applications are accepted for the renewed FSM, provided funding is available.
 - 1.6. Organize presentations of the updated FSM to the key partners and to future clients (through regional branches of the DAMU Fund), Akimats of pilot cities, etc.).
 - 1.7. Coordination of preparation and implementation of a schedule of agreed interest rate subsidy payments to earlier 37 supported projects.
 - 1.8. Provide technical support to the UNDP with conclusion of an RPA with the "Electric Power and Energy Saving Development Institute" (EPESDI) to provide support in the procedure of the technical assessment of future applications for support.
 - 1.9. Participate in the identification of urban NAMA projects on a national scale, eligible support under the revised/redesigned FSM to generate a pipeline of eligible urban NAMA projects, based on the experience from mini-webinars that boosted applications flow in 2020.
 - 1.10. Organize trainings (on-line and off-line, if the epidemiological situation allows) on the redesigned FSM and on its implementation to a broader range of stakeholders (SMEs, DAMU and banks regional networks, etc.).
 - 1.11. Organize and facilitate the processing of applications for financial support under the new FSM (technical assessment and approval by the Project Board).
 - 1.12. Facilitate the monitoring of implementation of urban NAMA projects that will have been approved for financial support under the redesigned FSM.
 - 1.13. Coordination of organization of payment of subsidies for completed projects supported through the new/redesigned FSM, and payments for the monitoring of the projects.
 - 1.14. Provide technical support to assessment results of completed projects based on previously developed MRV protocols.
 - 1.15. Provide technical support to assessment of gender results of completed projects.
2. Support the finalization of the construction and installation works in the multi-apartment residential buildings of the pilot quarter in the city of Nur-Sultan (heating system in two pilot buildings of the quarter), including monitoring of the results of this pilot project:
 - 2.1. In cooperation with the Energy Efficiency Project Expert contribute to the ToR and cost estimation for the organization of procurement of civil works for pilot quarter in the city of Nur-Sultan (energy-efficient heating systems for two apartment buildings).
 - 2.2. In cooperation with the Energy Efficiency Project Expert contribute to the ToR for the organization of procurement of Engineering Services on Design/Author supervision for Modernization of heating and Hot Water Supply systems.

- 2.3. Organize and participate in control over the implementation of civil works in accordance with the UNDP rules.
- 2.4. Provide technical support to acceptance of completed construction works in accordance with the UNDP rules.
- 2.5. In cooperation with the Energy Efficiency Project Expert contribute to preparation and publication of the final report on the results of the thermal energy improvements that were carried out in each pilot multi-apartment building.
3. Contribute to and facilitate the Terminal evaluation of the project and organize the Final Workshop on the FSM.
 - 3.1. Provide technical support to the UNDP with conducting the Terminal evaluation of the project in line with the UNDP-GEF rules.
 - 3.2. Organize and participate in the final Workshop on the FSM.
 - 3.3. Provide support to the project budget revisions.
 - 3.4. Contribute to preparation of presentations and publications. In cooperation with the UNDP PR/Communications Specialist contribute to the development of outreach materials.
 - 3.5. Contribute to the experience exchange and knowledge sharing platforms.
 - 3.6. Contribute to compilation of progress and financial reports.

Expected deliverables and results:

The deadlines for completing tasks and payment will be carried out according to the following table:

No.	Deliverables	Estimated duration of task	Estimated completion date	Payment
1.	Organize and facilitate the testing of updated (after FSM review) financial support mechanisms for SMEs through Damu Fund on low-carbon pilot projects and monitoring of pilot low-carbon projects results from a gender perspective Result 1: Technical report on the presentations of the updated FSM to the key partners and to future clients and schedule of agreed interest rate subsidy payments to earlier 37 supported projects with Annexes.(List of Annexes is described below in the Annex A to the Terms of references)	43 days	2 months after signing the contract	20%
2	Provide technical support to the UNDP with conclusion of an RPA with the "Electric Power and Energy Saving	43 days	4 months after signing the contract	20%

	<p>Development Institute" (EPESDI) to provide support in the procedure of the technical assessment of future applications for support.</p> <p>Organize trainings (on-line and off-line, if the epidemiological situation allows) on the redesigned FSM and on its implementation to a broader range of stakeholders (SMEs, DAMU and banks regional networks, etc.).</p> <p>Result 2:</p> <ul style="list-style-type: none"> • Signed Responsible Party Agreement between the "Electric Power and Energy Saving Development Institute" (EPESDI) and UNDP to provide support in the procedure of the technical assessment of future applications for support. • Technical report on the conducted trainings on the redesigned FSM and on its implementation to a broader range of stakeholders. 			
3	<p>Organize and facilitate the processing of applications for financial support under the new FSM (technical assessment and approval by the Project Board).</p> <p>Facilitate the monitoring of implementation of urban NAMA projects that will have been approved for financial support under the redesigned FSM.</p> <p>Result 3:</p> <ul style="list-style-type: none"> • List of new NAMA urban projects nationally eligible for support under the revised/redesigned FSM. • Minutes with approval by the Project Board of applications for financial support under the new FSM. 	43 days	6 months after signing the contract	20%
4	<p>Organize and participate in control over the implementation of civil works in accordance with the UNDP rules.</p> <p>Provide technical support to acceptance of completed construction works in accordance with the UNDP rules.</p>	43 days	8 months after signing the contract	20%

	<p>Contribute to and facilitate the Terminal evaluation of the project and organize the Final Workshop on the FSM.</p> <p>Provide technical support to the UNDP with conducting the Terminal evaluation of the project in line with the UNDP-GEF rules.</p> <p>Result 4:</p> <ul style="list-style-type: none"> • Technical report on the implementation and completion of civil works in accordance with the UNDP rules. • Technical report describing support provided to the Terminal evaluation of the project in line with the UNDP-GEF rules. 			
5	<p>Facilitate the monitoring of implementation of urban NAMA projects that will have been approved for financial support under the redesigned FSM.</p> <p>Coordination of organization of payment of subsidies for completed projects supported through the new/redesigned FSM, and payments for the monitoring of the projects.</p> <p>Provide technical support to assessment results of completed projects based on previously developed MRV protocols.</p> <p>Provide technical support to assessment of gender results of completed projects.</p> <p>In cooperation with the Energy Efficiency Project Expert contribute to preparation and publication of the final report on the results of the thermal energy improvements that were carried out in each pilot multi-apartment building.</p> <p>Result 5:</p> <ul style="list-style-type: none"> • A technical report on the monitoring of implementation of urban NAMA projects approved for financial support under the redesigned FSM. 	43 days	10 months after signing the contract	20%

	<ul style="list-style-type: none"> • Report on completed projects based on previously developed MRV protocols. • Assessment of gender results of the completed projects. • Draft publication of the final report on the results of the thermal energy improvements that were carried out in each pilot multi-apartment building. • A technical report describing the organization of payment of subsidies for completed projects supported through the new/redesigned FSM, and payments for the monitoring of the projects. • Technical report from the final Project Workshop on the FSM. 			
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**Note: Each Technical report on project progress should include a description of the implemented activities with the application of prepared materials.*

Indispensable conditions:

- The Consultant should fully accept and agree with the TOR requirements and the General Conditions for Individual Contract including UNDP individual contract template;
- The Consultant must ensure the safe and legal production of the required deliverables (e.g., reports and finished products), excluding the creation of counterfeit products).
- The Consultant undertakes to comply with the legislation of the Republic of Kazakhstan in the field of copyright and related rights;
- All rights to products produced, including originals of documents and their copies, can be transferred to any third person by the decision of the client (UNDP Kazakhstan), and such transfer can be carried out directly to the third person and immediately upon completion and acceptance of all work, 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.
- 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.

Responsibility and accountability:

- The Consultant bears full responsibility for the accuracy and legality of the information provided.
- In case of poor quality of the Consultant's work, UNDP reserves the right to terminate the contract unilaterally. Therefore, the Consultant is expected to provide the prescribed

deliverables in a timely and professional manner throughout the period this contract is in force.

- In the course of his work, the involved Consultant coordinates actions to be carried out with the Head of UNDP Environment and Energy Unit in Kazakhstan.
- The Consultant collaborates with the NAMA Project experts (Energy Efficiency Project Expert and ICTA).

Reports and materials:

- The reports should be provided in the Russian language, in written and electronic versions in MS WORD (2003 and above) according to the UNDP format; Font: Times New Roman, 12.
- The Consultant 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.

Duration of work: The total duration of work is 215 working days from the date of signing the contract during March – December 2022.

Place of work: Nur-Sultan, Kazakhstan, with travels to project sites. The travel schedule is determined by the service provider subject to the Project approval. Trips will take place only if the situation with the COVID-19 improves. In this case the travel related expenditures (DSA, travel) will be paid separately by UNDP.

Required skills, work experience of expert:

- Higher education in one of the following areas: engineering, environmental sciences, social sciences, international relations, business administration or related sciences.
- At least 5 years of working experience in the field of energy and environment area.
- Hands on at least 2 years of experience in implementation of projects in energy efficiency or renewable energy sources.
- Experience in working with local authorities and national institutions.
- Excellent reporting and presentation skills.
- Excellent computer skills and in particular, mastery of all MS Office applications and Internet search.
- Fluency in Russian language and working knowledge of English language. Knowledge of Kazakh language is an asset.

Financial proposal and payment schedule:

This contract is concluded for a fixed amount, including the costs of consulting services.

Payment will be made in instalments after satisfactory completion of each item of the scope of work of the Terms of Reference and authorization of the results by the Programme specialist/Head of Unit.

In this regard, the Consultant's proposal must be submitted with an indication of the lump sum payment in accordance with the following instalments:

#	Stage of work	Amount
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1	Result 1	20%
2	Result 2	20%
3	Result 3	20%
4	Result 4	20%
5	Result 5	20%
	TOTAL	100%

Recommendations for submitting a proposal:

The following documents in *.pdf to be attached to the proposal (maximum size 19Mb) and sent to procurement.kz@undp.org:

- A duly completed and signed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 4);
- The **Financial proposal** must include a fixed total contract value, with a cost breakdown according to the UNDP template (see Annex 5);
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
- A **detailed personal CV**, including previous work experience in similar projects, as well as contact details (email and phone number) of the applicant.
- Other documents certifying experience, knowledge, and skills (**diplomas**, certificates of advanced training, certificates of completion of courses, awards, etc.).
- **Short essay** explaining **why the applicant considers himself/herself the most suitable candidate** for the announced position (1000 characters maximum).

Criteria for selecting the best offer.

Individual consultants will be assessed based on cumulative analysis or combined assessment method. The award of the contract must be made to the individual consultant whose proposal has been assessed and determined as:

- I. acceptable and satisfying the minimum requirements
- II. got the highest score according to predefined technical and financial criteria:
 - a. Share of technical criteria: 70%;
 - b. Share of financial criteria: 30%

- Step I: **Preliminary evaluation** of offers. ONLY fully and timely submitted applications with all required documentation (CV, diploma, a brief description of why the applicant considers himself/herself the most suitable for the job, Annex 4, Annex 5,) would be considered for shortlisting;
- Step II: **Shortlisting** (Pass/fail). Applications will be shortlisted meeting the following mandatory criteria:
 - ✓ Higher education in one of the following areas: engineering, environmental sciences, social sciences, international relations, business administration or related sciences.
 - ✓ At least 5 years of working experience in the field of energy and environment area.

- ✓ at least 2 years of experience in implementation of projects in energy efficiency or renewable energy sources.
- ✓ Experience in working with local authorities and national institutions.
- ✓ Excellent reporting and presentation skills.
- ✓ Excellent computer skills and in particular, mastery of all MS Office applications and Internet search.
- ✓ Fluency in Russian language and working knowledge of English language.
- **Step III: Technical Evaluation** = maximum 500 points, which consists of technical Scoring - 350 points and interview – 150 points.
 - ✓ Only candidates obtained a minimum of 70% (from 350 points maximum) will be admitted to interview;
 - ✓ Only candidates obtained a minimum of 70% (from 150 points maximum) will be considered for financial evaluation (as a result of interview).
- **Step IV: Financial Evaluation** = 300 points.

Criteria	Weight / specific value	Minimum score	Maximum score
Technical desk review			
Higher education in one of the following areas: engineering, environmental sciences, social sciences, international relations, business administration or related sciences <ul style="list-style-type: none"> • Bachelor degree – 35 points • Master's degree - 42.5 points • Doctor's degree (PhD) – 50 points 	10%	35	50
Working experience in the field of energy and environment area. <ul style="list-style-type: none"> • 5 years – 105 points • 6 years - 127.5 points • 7 years and more-150 points 	30 %	105	150
Experience in implementation of projects in energy efficiency or renewable energy sources. <ul style="list-style-type: none"> • 2 years-52.5 point • 3 years and more -75 points 	15%	52.5	75
Reporting and presentation skills. <ul style="list-style-type: none"> • satisfactory skills-35 points • excellent skills-50 points 	10%	35	50
Fluency in Russian language and working knowledge of English language. Knowledge of Kazakh language is an asset <ul style="list-style-type: none"> • Fluency in Russian and working knowledge of English language-17.5 points • Fluency in Russian and working knowledge of English language. Knowledge of Kazakh language – 20 points 	5%	17.5	25

<ul style="list-style-type: none"> • Fluency in Russian and English languages – 22.5 points • Fluency in Russian and English languages. Knowledge of Kazakh language – 25 points 			
<i>Subtotal</i>	<i>70%</i>	<i>245</i>	<i>350</i>
Interview	30%	105	150
Overall technical score	100%	350	500

Financial (Lower Offer/Offer*30)	30%
Total Score	Technical score 70% + 30% Financial

**List of Annexes
to the technical report under Deliverable 1:**

- Minutes with collected and summarized comments on the results of the submission of the final report of the Financial Support Mechanism Review (FSM).
- Minutes of the consultations with key project partners to discuss the planned changes in the FSM implementation.
- Text with amendments to the Support Rules and other documents necessary for the implementation of the FSM, based on the recommendations of the FSM Review team.
- Minutes (and/or letters) of approval of changes from MIID, DAMU and the Project Board.
- Inventory of preliminary applications are accepted for the renewed FSM (screenshots from websites of the NAMA project and DAMU).
- Draft ToR and cost estimation for the organization of procurement of civil works for the pilot area in the city of Nur-Sultan (energy-efficient heating systems for two apartment buildings).
- Draft ToR for the organization of procurement of Engineering Services on Design/Author supervision for Modernization of heating and Hot Water Supply systems.