



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23rd of March 2022

REF No.: IC/015/22

Country: Uzbekistan

Description of the assignment: International Consultant on spatial planning regulations, incorporation of sustainability, resilience measures and climate considerations

Project name: UNDP/GEF “Market Transformation for Sustainable Rural Housing in Uzbekistan”

Period of assignment/services (if applicable): 40 w/d during April – July 31, 2022

Duty station (City and Country): Home based desk work, online meetings and one mission (depends on COVID 19 quarantine measures)

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of Procurement Notice **no later than end of April 5, 2022** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=105578
(cut and paste into browser address bar if the link does not work).

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You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=89390. (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (April 05, 2022) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org
UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and

minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

The UNDP/GEF and Government of Uzbekistan project on “Market Transformation for Sustainable Rural Housing in Uzbekistan” seeks to transform the rapidly growing rural housing sector in Uzbekistan towards a more sustainable and low-carbon development pathway by designing, piloting and scaling-up a green mortgage market mechanism, which will boost the demand for low-carbon housing among the Uzbek rural population thus reducing GHG emission. The project objective is to provide Uzbekistan’s rural population with improved, affordable and environmentally friendly living conditions.

The project consists of four inter-linked outcomes. The first and principal outcome is the establishment of the green mortgage scheme to incentivize and eventually scale-up the demand for low-carbon housing.

This outcome will be supported and enabled by three complementary outcomes related to strengthening domestic supply chain and capacities for construction of low-carbon housing (Outcome 2), introducing policies and regulations for low-carbon housing and settlements (Outcome 3) and raising public awareness about benefits and advantages of low-carbon housing (Outcome 4).

As of today, there are 1,200 cities and 1,844 rural settlements in Uzbekistan. Most of these settlements are not provided with spatial planning documents (general plans, detailed planning projects). In particular, of the 1,200 towns, only 230 have general plans. Of the 11,844 rural localities only 1,569 have master plans in force. 4131 of the total lists require revision, and 6144 have no urban planning documents. In Uzbekistan, the government plans to increase investment in rural housing, and it has defined the following targets to be achieved through state investment programs by 2022 development of 29 new rural settlements “Yangi O’zbekiston”, construction of 619 new multi apartment buildings (21,312 apartment units), 57 new social amenities (schools/hospitals).

In the Uzbekistan context, the Building Codes (SHNKs), include building and construction regulations, as well as urban and spatial planning norms and standards. An overview of all building codes and their content can be found here: (<https://mc.uz/gradostroitelnye-normy/>).

Under the overall supervision of the Project Manager, and the direct supervision of the Task Manager on Building Designs, Codes and Standards, and in consultations with the project Chief Technical Advisor, the International Consultant will be responsible for development of recommendations and guidelines on energy efficiency requirements, content related improvements of the two existing spatial planning building codes, and proposals on harmonious environmental, economic, social, and cultural development of cities and human settlements to the responsible government authorities/institutions.

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (at minimum, a Master's degree or equivalent, PhD is desired) in civil engineering, spatial planning, urban planning, energy engineering, energy efficiency, or related fields

II. Years of experience:

- At least five (5) years of progressively responsible working experience in development of building codes and/ or urban planning standards;
- Professional knowledge, good understanding of urban/rural planning, energy efficiency in cities and settlements, green infrastructure, sustainable transportation, population mobility;
- Sound knowledge of international best practices for the development of sustainable, energy-efficient cities/ settlements;
- Proven experience in conducting high-level consultations and reporting skills;
- Proven working experience in the relevant field in Eurasian Economic union (EAEU) and Central Asia countries;
- Proven working experience with international development organizations in promoting energy efficiency and sustainable "green" city development practices is an asset

III. Competencies:

- Strong analytical skills, result-orientation;
- Ability to perform under tight deadlines and timely delivery of good quality products;
- Ability to work in a multinational environment and establish good personal contacts;
- Ability to use information and communication technology as a tool and resource;
- Knowledge of spreadsheet and database packages, experience in handling of web-based management systems;
- Understanding of local conditions and ability to work with local professionals

IV. Language requirements:

- Proficiency in written and spoken English is required. Sound knowledge of Russian is an asset

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

Recommended Presentation of Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)¹ provided by UNDP;
- b) **CV and a Personal History Form** ([P11 form](#)²);
- c) Brief description of **approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a

¹<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

² http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. (Annex 3).

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5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

#	Deliverables	Timeframe	Payment
1.	Work plan (aligned with the work plan of the National Consultant) of activities submitted to, and cleared by Task Manager on Building Designs, Codes and Standards, and approved by Project Manager	10 days from the date of signing the contract	50%
2.	Report on preliminary analysis results and draft recommendations, and thematic inputs to a roundtable discussion developed, submitted to, cleared by Task Manager on Building Designs, Codes and Standards, and approved by Project Manager	50 days from the date of signing the contract	
3.	Draft report with preliminary recommendations on building codes (ShNKs) improvement based on roundtable feedback analysis results and with an estimate of the potential GHG impact of recommended amendments and additions to the analyzed building codes developed, submitted to, cleared by Task Manager on Building Designs, Codes and Standards and approved by Project Manager	80 days from the date of signing the contract	50%
4.	Policy paper based on feedback received from the Ministries, including recommendations on improvement of the building codes considered submitted, cleared by Task Manager on Building Designs, Codes and Standards and approved by Project Manager	110 days from the date of signing the contract	

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty

station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 points]

* Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the Financial Evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>		
Education and language skills <ul style="list-style-type: none"> ▪ PhD with English & Russian languages – 10 ▪ PhD with English language – 8 ▪ MSc with English & Russian languages – 6 ▪ MSc with English language – 4 	10%	10
Sound experience in development of building codes and/or urban planning standards with energy efficiency requirements in cities, settlements and climate considerations <ul style="list-style-type: none"> ▪ More than 5 years – 10 ▪ 5 years - 8 ▪ 4 years - 6 ▪ 3 years - 4 Less than 3 years is not acceptable	10%	10
Proven experience in promotion of international best practices for development of sustainable, energy-efficient cities/settlements for projects/programs implemented by international development agencies and/ or IFIs <ul style="list-style-type: none"> ▪ More than 7 years – 10 ▪ 6 – 7 years - 8 ▪ 4 – 5 years - 6 ▪ 3 years - 4 Less than 3 years is not acceptable	10%	10
Technical knowledge of energy-efficient measures and calculation of the associated GHG emission reductions for	15%	15

urban/rural development <ul style="list-style-type: none"> ▪ Yes – 15 ▪ No - 0 			
Proven working experience in the relevant field in Eurasian Economic union (EAEU) and Central Asia countries <ul style="list-style-type: none"> ▪ Yes - 10 ▪ No - 0 	10%	10	
Brief description of approach (max 1 page) to development of workable solutions for sustainable energy-efficient rural settlements development considering economic, political capacity and resources availability in Uzbekistan <ul style="list-style-type: none"> ▪ Good: 15 points ▪ Average: 10 points ▪ Satisfactory: 5 points ▪ No responses: 0 	15%	15	
Financial offer	30%	30	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL