

TERMS OF REFERENCE

Position:	International Expert on the development of a carbon project for unaccounted for forests in Pavlodar region and Semey region of the East Kazakhstan region and planting forests around the city of Pavlodar
Project number and title:	Assistance to the Republic of Kazakhstan in fulfilling international obligations to reduce greenhouse gas emissions by reducing the carbon footprint of electricity suppliers for the leading technology company Bitfury, 00111145
Type of Contract:	Individual contract (IC)
Duty Station:	Home-based with expected one time visit (9 days) to Nur-Sultan
Duration:	7 months from the date of signing the contract (estimated time of signing the contract is May 2022, up to 55 working days)

I. PROJECT DESCRIPTION:

The project is aimed at the implementation of complex measures in Kazakhstan to absorb CO₂ emissions by forest ecosystems. The main objectives of the project will be achieved through activities to (1) reduce the carbon footprint produced by Bitfury's electricity suppliers in the Republic of Kazakhstan by 110% with a total consumption of 82 MW (2) support Kazakhstan's national initiative to create offset mechanisms to neutralize greenhouse gas emissions of gases as part of the commitments under the Paris Agreement (3) contributing to the achievement of the UN Sustainable Development Goal of restoring 350 million hectares of forests worldwide by 2030 as part of the fight against climate change

In 2021-2022, an inventory of unrecorded forests of Pavlodar region and Semey region of the East Kazakhstan region (EKR) was carried out.

During the inventory of unrecorded forests, specialists carried out field work on the territory of nine administrative districts of two regions, during which the boundaries of unrecorded forests were clarified, cartographic materials were compared with satellite images, and natural forest inventory was carried out.

The composition of tree and shrub species growing on it was determined, the taxation characteristics of forests were determined (completeness, age, bonitet, timber stock per 1 hectare, as well as the average timber stock in each plot). Primary cartographic materials have been developed, and the coordinates of the corner points for each site have been determined. In general, in the course of work on the inventory of unaccounted for forests, their area was established (47.0 thousand hectares). These materials will be used in the calculation of the amount of CO₂ deposition by these forests and the development of the draft Carbon Project Concept and the corresponding carbon project. This event is provided for by the Project Work Plan for 2022.

The project also provides for the creation of green spaces on 20 hectares in the green zone of Pavlodar. The population of the cities of Pavlodar region is exposed to greenhouse gas emissions from the main energy supplying enterprises operating on the basis of coal generation. Bitfury's data centers will also use electricity produced in Pavlodar region.

The value of green spaces lies not only in the absorption of carbon dioxide and the release of oxygen during photosynthesis, they also reduce the level of air pollution with dust and gases, lower the air temperature due to evaporation of moisture, protect from winds, release phytoncides - volatile substances that kill pathogenic microbes and positively affect human health.

The working project on the creation of green spaces on 20 hectares of the green zone in Pavlodar will be completed in the 3rd quarter of 2022 and in the fall of this year, work will already be carried out to create a green zone.

The aim of this assignment is to provide support in the development of a carbon project for unaccounted for forests in Pavlodar region and Semey region of the East Kazakhstan region and planting forests around the city of Pavlodar.

II. SCOPE OF WORK:

International expert provides expertise and consulting support as part of the work on calculating the volume of CO₂ deposition by identified forests and developing the Concept of the carbon project and the carbon project itself (online). The international expert works in close cooperation with the Project experts.

Work composition:

1. Based on the materials on the inventory of unrecorded forests of Pavlodar region and Semey region of the East Kazakhstan region, it calculates the deposition of CO₂ by identified forests until 2070 inclusive, according to the

Methodology for preparing projects to increase absorption and reduce greenhouse gas emissions in forestry (Appendix 7 to the Methodology for calculating emissions and removal of greenhouse gases, approved by the order of the Minister of Ecology, Geology and Natural Resources of the Republic of Kazakhstan dated September 13, 2021 No. 371) and based on the recommendations of the Intergovernmental Panel on Climate Change (IPCC).

2. According to Appendix 1 to the Rules for the Approval of Carbon Offset and the Provision of Offset Units, approved by the Acting Order. Minister of Ecology, Geology and Natural Resources of the Republic of Kazakhstan dated November 5, 2021 No. 455 is developing:
 - 1) The concept of a forest carbon offset project on the management of unaccounted for forests Pavlodar region and Semey region of East Kazakhstan region;
 - 2) The concept of a forest carbon offset project for the creation of forest plantations on 20 hectares in the green zone of Pavlodar.
3. Participates in online meetings to review and discuss the draft Concept of two forest carbon offset projects with interested bodies in the Republic of Kazakhstan;
4. If necessary (based on the results of discussions), makes adjustments to the draft Concepts two forest carbon offset projects;
5. Based on the approved drafts of the Concept two forest carbon offset projects develops Project Documents and Monitoring Plan in accordance with appendices 2, 3 and 4 to the Rules for the approval of carbon offset and the provision of offset units, approved by the Order acting. Minister of Ecology, Geology and Natural Resources of the Republic of Kazakhstan dated November 5, 2021 No. 455.
6. Makes appropriate changes and additions (if necessary) to the Project documentation and the Monitoring Plan;
7. Prepares recommendations for the preparation of a report on the implementation of two forest carbon offset projects.
8. Takes part in the round table on the presentation of the developed documents for implementation at the national level;
9. Participates in the Scientific and Technical Council (STC) of the Committee for Forestry and Wildlife when considering and approving the developed documents (Concepts, Project Documents and Monitoring Plans);
10. Provides expert support to the project team in preparing proposals to the Committee for Forestry and Wildlife of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (MEG NR RK) on the further implementation of two forest carbon offset projects.

III. EXPECTED DELIVERABLES AND PAYMENT TERMS:

Nº	Deliverables/Outputs	Estimated Duration to Complete	Approx. Q-ty of working days	Review and Approvals Required	Payment
1	<p>Result 1. The final version of the draft Concept of the Forest Carbon Project for the management of unaccounted forests has been prepared Pavlodar region and Semey region of the East Kazakhstan region, which complies with the conditions of the national legislation in the field of carbon offsets.</p> <p>Result 2. The final version of the draft Concept of the Forest Carbon Project has been prepared on the creation of forest plantations on 20 hectares in the green zone of Pavlodar, conforming to the conditions of national legislation in the field of carbon offsets.</p>	Within 3 weeks after the contract is signed	15	Project Manager	25%

2	<p>Result 3. The final version of the project documentation and monitoring plan for the forest carbon project on the management of unaccounted for forests has been prepared Pavlodar region and Semey region of the East Kazakhstan region, which meets the conditions of the national legislation in the field of carbon offsets.</p> <p>Result 4. The final version of the project documentation and monitoring plan for the forest carbon project has been prepared on the creation of forest plantations on 20 hectares in the green zone of Pavlodar, which complies with the conditions of national legislation in the field of carbon offsets.</p> <p>Result 5. Recommendations for preparation of a report on the implementation of two forest carbon offset projects.</p>	Within 32 weeks after the contract is signed	25	Project Manager	50%
3	<p>Result 6. Provided expert and consulting support to the project team during the entire period of the contract, presented a final report on the work done</p>	Within 36 weeks after the contract is signed	15	Project Manager	25%

IV. INSTITUTIONAL ARRANGEMENT

- In the process of work, the international expert is accountable to the UNDP Biodiversity Project Manager. All actions related to the performance of work must be agreed with the specified persons;
- The involved international expert does not have the right to distribute, transfer data, materials, reports collected/prepared under this Terms of Reference without the permission of UNDP;
- The involved international expert ensures timely and rational planning, implementation of activities and achievement of results in accordance with the Terms of Reference. Reports must be submitted within the time frame specified in the Expected Results section of the Terms of Reference;
- In the course of work on the terms of reference, the involved international expert will closely cooperate with the experts of the UNDP Project;
- The involved international expert is responsible for the accuracy of the data in the reports submitted to UNDP, providing links to the relevant primary sources;

V. REPORTS AND MATERIALS

- Reports shall be submitted in accordance with the terms specified in the section "Expected Deliverables";
- The Expert shall ensure the timely and rational planning, execution of activities and achievement of results in accordance with the present Terms of Reference;
- The Expert shall not distribute, transfer materials, reports prepared as part of the present Terms of Reference without the permission of the UNDP;
- Reports and materials shall be submitted in the electronic format, used in UNDP Projects (Font used: Times New Roman, size: 12) in Russian and English languages;

VI. DURATION OF THE WORK

The International technical expert is expected to devote 55 working days (May – November 2022) to perform all expected deliverables as specified in the «Expected Deliverables and payment terms». Performance under IC begins as IC awarded and completes not later than 15th of December 2022.

VII. DUTY STATION

Home-based with expected one trip (9 days) to Nur-Sultan.

VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR:

A. Education

- Higher professional education (Master or higher) in the field, economics, forestry or related fields;

B. Experience

- At least 10 years of professional experience in the preparation and implementation of forest carbon projects;
- International experience in providing consulting / expert services on carbon sequestration by forests, forest management systems, forest inventory and monitoring (at least 1 project in the CIS countries);
- Proven experience in developing the Concepts of carbon projects, carbon projects, medium- and long-term policy documents, methodological documents, regulatory legal acts in the field of forestry and ecology (at least 1 project);

C. Competencies / Languages:

- Knowledge of writing, editing and oral communication in Russian is required; knowledge of English will be an asset.

Technical skills:

- Good analytical skills, ability to transfer/adapt international expertise to local conditions;
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with people of diverse social and cultural backgrounds;
- Ability to plan, organize, implement and report on work;
- Ability to work independently and effectively participate in the collective exchange of information;
- The manifestation of cultural, gender, religious, racial, national and age sensitivity and adaptability.

IX. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS:

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.

Please note that the financial offer must include all costs incurred by the consultant during the term of the contract (for example, daily rate (up to 55 working days), medical insurance, vaccination, travel expenses, and any other relevant costs associated with the provision of services).

Payment will be made in 3 installments after satisfactory completion of each item of the scope of work of the Terms of Reference and authorization of the results by the Head of Environment and Energy Unit. The contract amount will be fixed regardless of changes in cost components.

The financial proposal should include a breakdown of lump sum amount according to the following payment schedule:

Stage of work	Payment, %	Amount, KZT
Result 1-2	25%	
Result 3-5	50%	
Result 6	25%	

X. 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. Any evidence of the required knowledge of languages.
- 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.

XI. 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 professional education (Master or higher) in the field, economics, forestry or related fields;
- At least 10 years of professional experience in the preparation and implementation of forest carbon projects;
- Knowledge of writing, editing and oral communication in Russian is required;;
- International experience in providing consulting / expert services on carbon sequestration by forests, forest management systems, forest inventory and monitoring (at least 1 project in the CIS countries);
- Proven experience in developing the Concepts of carbon projects, carbon projects, medium- and long-term policy documents, methodological documents, regulatory legal acts in the field of forestry and ecology (at least one project);

Step III: **Technical Evaluation** - maximum 700 points.

- ✓ Only candidates obtained a minimum of 70% (490 points) will be considered for financial evaluation

Step IV: **Financial Evaluation** - 300 points.

Criteria	Weight / specific value	Minimum score	Maximum score
Technical evaluation			
Higher professional education (Master or higher) in the field, economics, forestry or related fields. <i>Master's degree – 98 points</i> <i>Phd – 140 points</i>	20%	98	140

At least 10 years of professional experience in the preparation and implementation of forest carbon projects; 10 years – 147 points 11-12 years – 168 points 13-14 years – 189 points 15 and more - 210 points	30%	147	210
Proven experience in developing the Concepts of carbon projects, carbon projects, medium- and long-term policy documents, methodological documents, regulatory legal acts in the field of forestry and ecology; 1-3 projects – 147 points 4-6 projects – 168 points 7-9 projects – 189 points 10 and more projects - 210 points	30%	147	210
International experience in providing consulting / expert services on carbon sequestration by forests, forest management systems, forest inventory and monitoring (in the CIS countries); 1-3 projects – 98 points 4-6 projects – 119 points 7 and more projects - 140 points	20%	98	140
Overall technical score	100%	490	700

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

APPROVED BY:

Talgat Kerteshev Talgat Kerteshev Date: 25-Apr-2022
Project Manager,
Department of Energy and Environment

Assel Nurbekova Assel Nurbekova Date: 26-Apr-2022
Program Analyst,
Department of Energy and Environment