



TERMS OF REFERENCES

Position:	National Consultant for the Study of Gender Balance in the Renewable Energy Sources (RES) Sector
Work location:	Home based in the Republic of Kazakhstan
Duration:	80 working days (estimated July - October 2022)
Contract type:	Individual contract
Project name:	00101058 – UNDP - GEF Project "Derisking Renewable Energy Investment" (DREI)

PROJECT DESCRIPTION

The goal of the DREI project is to promote private sector investment in renewable energy sources (RES) in Kazakhstan to achieve Kazakhstan's renewable energy targets for 2030 and 2050. The DREI project targets both large scale and small scale renewable energy generation. The goal of the project is to achieve the transformation of the energy market in Kazakhstan by expanding the use of renewable energy sources in the electric power industry from 1.1% in 2017 to 10% by 2030, i.e. increase the production of renewable energy by about 10 times.

To achieve the goal, the project includes activities to support renewable energy projects, which should reduce emissions of at least 460,000 tons of CO₂. In addition, by the end of the project, the project should support the commissioning of 9.5 MW of capacity, small-scale renewable energy (RES) generation, which will produce about 500 GWh of energy.

The project includes three components:

- Component 1 - Large Scale Renewable Energy: Policy and Financial Derisking Measures.
- Component 2 - Renewable Energy for Life: Policy Derisking.
- Component 3 - Renewable Energy for Life: Financial Measures to Reduce Risks; information and education.

This consulting assignment is a part of Activity 1.2.1 under Component 1 / Output 1.2.

OBJECTIVES

The purpose of this work will be to provide a service to study the gender balance in the renewable energy sector, taking into account mechanisms to support gender equality and forecasting the possible creation of jobs for women, including analysis of legislation and regulations (NLA), and an online seminar on the current state of the gender balance in the energy sector and the prospects for renewable energy from a gender perspective.

Currently, energy investments are mainly focused on physical and infrastructure improvements rather than assistance to households to enable them to transition to modern and more efficient forms of energy. Women's engagement in microenterprise and home-based work is seen as an important means of expanding women's economic opportunities, but many women's informal sector activities are energy-intensive and therefore affected by energy availability and price.

The components of the project will allow women in rural and urban areas to benefit greatly from improved energy services in the form of heat and power generated from renewable energy

sources. These improvements could ease women's workloads, reduce the time spent on household tasks such as cooking and cleaning, and could provide improved comfort and reduced vulnerability during the heating season

SCOPE OF WORK

Under the guidance of the Project Manager, in close cooperation with the UNDP Gender Specialist and the project team, and in close cooperation with the Department RES of the Ministry of Energy, the National Consultant will work on the following scope of work:

Stage 1

Analysis of the mechanism for supporting gender equality:

- 1.1 Preparation and coordination with the Project and the gender specialist on the proposed concept of the study.
- 1.2 Study of the gender balance in energy companies and other organizations in the field of renewable energy of the Republic of Kazakhstan for 2019-2021. The structure and summary of the study should be agreed in advance with UNDP.
- 1.3 Study of the situation, developments and recommendations for the implementation of mechanisms to support gender equality in the Republic of Kazakhstan with a forecast of the possible creation of jobs for women in the energy sector, including the renewable energy sector.
- 1.4 Analysis of current issues in the energy sector that affect the improvement of gender equality and self-realization opportunities for girls and women in the Republic of Kazakhstan, as well as risk assessment for vulnerable groups such as rural residents, migrants, people with disabilities (social, economic, everyday aspects, and etc.). This analysis should include a review of the scientific literature.
- 1.5 Analysis of corporate policies of foreign companies in the energy and renewable energy sector on gender equality issues, with an assessment of the applicability of various policies and practices in Kazakhstani organizations.
- 1.6 Analysis and recommendations for the implementation of the SDGs and ESG at the company and industry level, with a focus on gender equality indicators. World practice.
- 1.7 Analysis of the benefits of developing the renewable energy sector in remote settlements of the Republic of Kazakhstan as an element of supporting women in everyday matters, in the absence and limited central heating / energy supply, including social, economic and housekeeping aspects, in relation to various renewable energy technologies and their application (solar collectors, heat pumps, solar photovoltaic panels, fuel briquettes, etc. - the list of technologies must be agreed with UNDP in advance).
- 1.8 Preparation of practical recommendations for large and medium-sized corporations in Kazakhstan on corporate development (SDGs and ESG) and women's capacity building to build a career in energy sector companies and industry organizations for renewable energy.

Stage 2

Analysis of legislation and regulations:

- 2.1 Analysis of the legislation and by-laws of the Republic of Kazakhstan with aimed at facilitating the jobs accessibility and realization of the potential of women in the energy market, including in the renewable energy sector, taking into account typical life situations and constraints faced by women.
- 2.2 Analysis of barriers, preparation of a comparative table and recommendations for changing regulations to improve the gender balance in the energy sector, covering the renewable

energy sector and taking into account the interests of rural women, migrants, women and men with disabilities

- 2.3 Analysis of the legislative framework in other countries, an assessment of the implementation of gender development policies in the energy and renewable energy sectors (SDGs and ESG).
- 2.4 Development of proposals for improving national programs, projects, road maps and other policy documents of the Republic of Kazakhstan to increase the share of the employed and the role of women in the energy sector, as well as in the renewable energy sector.

Stage 3

Analysis of existing training programs in the country, preparation of an information booklet and delivering an webinar:

- 3.1 Preparation of information material “Success stories of women in the energy and renewable energy sector of Kazakhstan” (success stories and career building).
- 3.2 Recommendations on training and improving the skills of women in the energy sector, analysis of various training programs existing in the country and preparation of proposals in the necessary areas of training activities on RES issues.
- 3.3 Conducting an online seminar on the current state of gender balance in the energy sector and prospects in the field of renewable energy, taking into account gender aspects. The format, program, and presentation materials have to be agreed with UNDP prior to the event.
- 3.4 Preparation of a preliminary and final assessment of knowledge on the topic and analysis of the proposals received from the seminar participants, preparation of the final draft of recommendations.
- 3.5 Preparation of an information booklet containing current issues of gender balance in the renewable energy sector, as well as support measures for gender equality in the industry.

Stage 4

- 4.1 Preliminarily agree on the format, content and volume of the final report. Preparation and presentation of the final information and analytical report covering the results of the work performed by the UNDP team.

The work should be presented and discussed with all interested stakeholders and parties, including, but not limited to: the Ministry of Energy, Industry and Infrastructure Development, the National Commission on Women's Affairs, public organizations involved in gender agenda.

EXPECTED RESULTS

Terms of assignments and payment will be carried out in accordance with the following table:

no.	Expected results	Estimated duration of tasks (working days)	Estimated completion date	Payment
one	<p><i>Stage 1</i></p> <p>Analysis of the mechanism for supporting gender equality:</p> <ul style="list-style-type: none"> • research concepts • study of gender balance in energy companies • study of the situation, developments and recommendations for the implementation of 	35	Within 7 weeks after signing the contract	40%

	<p>mechanisms to support gender equality in the Republic of Kazakhstan</p> <ul style="list-style-type: none"> • analysis of current issues in the energy industry that affect the improvement of gender equality and self-realization opportunities for girls and women in the Republic of Kazakhstan • analysis of corporate policies of foreign companies in the energy and renewable energy sector on gender equality • analysis of the benefits of developing the renewable energy sector in remote settlements of the Republic of Kazakhstan as an element of supporting women in household matters • preparation of practical recommendations for large and medium-sized corporations of Kazakhstan on corporate development and capacity building of women to build a career in energy sector companies and industry organizations for renewable energy <p>Deliverable 1: Interim Report</p>			
2	<p><i>Stage 2</i></p> <p>Analysis of legislation and regulations:</p> <ul style="list-style-type: none"> • analysis of the legislation and by-laws of the Republic of Kazakhstan with aimed at facilitating the jobs availability and realizing the potential of women in the energy market • analysis of barriers, preparation of a comparative table and recommendations for changing regulations to improve the gender balance in the energy sector, covering the renewable energy sector. • analysis of the legislative framework in other countries with an assessment of the implementation of gender development policies in the energy and renewable energy sectors. • development of proposals for improving national programs, projects, road maps and other program documents of the Republic of Kazakhstan to increase the share among the employed and the role of women in the energy sector, as well as in the renewable energy sector. <p>Deliverable 2: Interim report</p>	25	Within 12 weeks after signing the contract	30%
3	<i>Stage 3</i>	20		30%

	<p>Analysis of existing training programs in the country, preparation of an information booklet and delivering an online seminar:</p> <ul style="list-style-type: none"> • preparation of information material “Successful stories of women in the energy and renewable energy sector of Kazakhstan” (success stories and career building). • Recommendations on training and improving the skills of women in the energy sector, analysis of various training programs existing in the country and preparation of proposals on the necessary areas of training activities on RES issues. • holding an online seminar on the current state of gender balance in the energy sector • preparation of a preliminary and final cut of knowledge • preparation of an information booklet containing current issues of gender balance in the renewable energy sector <p>Deliverable 3: Interim Report</p>		Within 16 weeks after signing the contract	
4	<p><i>Stage 4</i></p> <p>preparation and presentation of the final information and analytical report based on the results of the work performed</p> <p>Deliverable 4: Final Report</p>			

GENERAL TERMS

- The National Consultant must fully accept and agree to the requirements of the ToR and the General Conditions of the Individual Contract, including the UNDP Individual Contract Template;
- When performing all types of work, the National Consultant must ensure the safe and legal production of materials and finished products, excluding the creation of counterfeit products.
- The National Consultant undertakes to comply with the legislation of the Republic of Kazakhstan on copyright (and related rights) and follow the relevant regulations.
- All rights to the manufactured products, including original documents and their copies, can be transferred to any third party at the decision of the Client (UNDP Kazakhstan), and such transfer can be carried out directly to a third party immediately after completion and acceptance of all work performed in accordance with this Terms of Reference.
- 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 (no more than 25% of the volume) that do not affect the general nature of the work and the cost of services under the Contract.

RESPONSIBILITY AND ACCOUNTABILITY

- The National Consultant is solely responsible for the accuracy and legality of the information provided and for the timely submission of reports.
- In the course of its work, the involved Consultant coordinates the planned activities with the UNDP Project Manager and the UNDP Gender Specialist.
- The consultant cooperates with partners and a team of project experts.
- In case of unsatisfactory quality of work of the Consultant, UNDP reserves the right to terminate the contract unilaterally. Therefore, the Consultant is expected to deliver in a timely and professional manner in accordance with the requirements of the Terms of Reference throughout the duration of the contract.

REPORTS AND MATERIALS

All reports must be submitted in Russian in electronic format in MS WORD format (2003 and above), font size 11 . Font requirements: "Proxima Nova" or "Arial".

The Consultant submits the materials of the completed work to UNDP (addressed to the head of the UNDP Department for Energy and Environment) for comments and approval. The submitted results are agreed in accordance with the expected results specified in this Terms of Reference, within 5 working days by e-mail.

Working time: The total duration of the work is 80 working days from the date of signing the contract, presumably between July and October 2022.

Place of work: The engaged Consultant performs work at its location in Kazakhstan. Business trips are not included.

QUALIFICATION REQUIREMENTS

- Higher education in one of the following areas: technical sciences, economics, ecology, sustainable development, social sciences;
- At least 5 years of experience in conducting research, preparing analytical materials, briefing papers and presentations in the field of gender equality and women's empowerment;
- At least 3 years of experience in organizing and conducting seminars, trainings and master classes in the field of gender equality and empowerment of women;
- At least 3 years of experience in working with legislative acts and regulatory documents of the Republic of Kazakhstan;
- Experience in the activities of companies and organizations in the energy sector, interaction with companies in the energy and renewable energy sector of the Republic of Kazakhstan will be an advantage.
- Experience of working with UNDP and other international organizations will be an advantage.

VOLUME OF THE PRICE OFFER AND PAYMENT SCHEDULE

This contract is concluded in national currency (Kazakh tenge) for a fixed amount, including the cost of consulting services.

Payment will be made in 3 tranches after the satisfactory completion of each item of the scope of work of the Terms of Reference and approval of the results by the Project Manager.

In this regard, the Consultant's proposal must be submitted indicating a lump sum payment for the following tranches:

Stage of work	% of the contract amount
Result 1	40%
Result 2	30%
Result 3	30%
Result 4	

RECOMMENDATIONS FOR SUBMITTING A PROPOSAL

The following documents in *.pdf format should be sent to procurement.kz@undp.org along with your proposal (maximum size 19 MB):

- 1) A duly completed and signed letter of interest and readiness to work according to the template provided by UNDP (Annex 4);
- 2) **Financial proposal** in local currency (Kazakhstani tenge), which indicates the fixed total cost of the contract with a breakdown of costs in accordance with the UNDP template (Annex 5).
If the Applicant is employed by an organization/company/institution and he/she expects his/her employer to charge a management fee during his/her transfer to UNDP under a Reimbursable Loan Agreement (RLA), the Applicant must indicate this item and make sure that all such costs are duly included in the financial proposal submitted to UNDP.
- 3) **Detailed personal CV**, which includes previous work experience and skills related to the assignment, as well as all necessary contact information (email address, phone number, etc.) and three professional references.
- 4) **Copies of higher education diplomas** and other documents confirming work experience, knowledge and skills (certificates of advanced training, awards, etc.).
- 5) **Brief essay** explaining why the applicant considers himself the most suitable candidate for the proposed position.

Criteria for choosing the best offer

Individual consultants will be assessed on the basis of a cumulative analysis or a combined assessment method. The contract must be awarded to an individual consultant whose proposal has been evaluated and determined as:

- I. acceptable and meeting the minimum requirements
 - II. received the highest score according to pre-determined technical and financial criteria:
 - a. Share of technical evaluation: 70%;
 - b. Share of financial assessment: 30%
- Stage I: Preliminary evaluation of proposals. (ONLY fully and timely submitted applications with all required documentation, diploma, short essay explaining why the candidate considers himself the most suitable for the job, Attachment 4, Attachment 5) will be admitted to the next stage.

- Stage II: Forming of the list of candidates who passed the selection according to the minimum criteria (pass / fail): Only candidates meeting the mandatory criteria will be included in the final list:
 - ✓ Higher education in one of the following areas: technical sciences, ecology, sustainable development, economics, social sciences;
 - ✓ At least 5 years of experience in conducting research, preparing analytical materials, briefing papers and presentations in the field of gender equality and women's empowerment;
 - ✓ At least 3 years of experience in organizing and conducting seminars, trainings and master classes in the field of gender equality and empowerment of women;
 - ✓ At least 3 years of experience in working with legislative acts and regulatory documents of the Republic of Kazakhstan.
- Stage III: Technical assessment = maximum 1,300 points, which consists of a technical assessment of qualifications and experience - 1,000 points and an interview - 300 points.
 - ✓ Only candidates who score at least 70% (out of 1,000 points maximum) will be admitted to the interview;
 - ✓ Only candidates who score a minimum of 70% (out of a maximum of 300 points) in the interview will be considered for financial evaluation
- Stage IV: Financial assessment = 557 points.

Criteria	Weight / specific value	Minimum score	Maximum score
Technical evaluation			
Higher education in one of the following areas: technical sciences, ecology, sustainable development, economics, social sciences: <i>Bachelor's degree - 140 points</i> <i>Master's degree - 170 points</i> <i>Doctor of Science (PhD) degree - 200 points</i>	15.4%	140	200
At least 5 years of experience in conducting research, preparing analytical materials, briefing papers and presentations in the field of gender equality and women's empowerment: <i>5 years of experience - 168 points</i> <i>For each additional year - 12 points</i> <i>Maximum - 240 points</i>	18.5%	168	240
At least 3 years of experience in organizing and conducting seminars, trainings and master classes in the field of gender equality and empowerment of women: <i>3 years of experience - 140 points</i> <i>For each additional year - 12 points</i> <i>Maximum - 200 points</i>	15.4%	140	200

At least 3 years of experience in working with legislative acts and regulatory documents of the Republic of Kazakhstan <i>3 years of experience - 136.5 points</i> <i>4-5 years of experience - 156 points</i> <i>6-7 years of experience - 175.5 points</i> <i>8 years of experience or more - 195 points</i>	fifteen %	136.5	195
Experience in the activities of companies and organizations in the energy sector, interaction with companies in the energy and renewable energy sector of the Republic of Kazakhstan will be an advantage: <i>Lack of experience - 0 points</i> <i>Experience - 100 points</i>	7.7%	70	100
Experience working with UNDP and other international organizations will be an advantage: <i>Lack of experience - 0 points</i> <i>Experience - 65 points</i>	5%	45.5	65
Subtotal	77%	700	1000
Interview	23%	210	300
Overall Technical Assessment Score	100%	910	1 300

Share of Financial Criteria (Lowest Bid/Offer*30)	30%
Total score	Technical assessment (70%) + Financial assessment (30%)