



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04.07.2022

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**Country:** Uzbekistan

**Description of the assignment:** The International Chief Technical Advisor (ICTA) will advise the project team directly in effective and timely project implementation. The ICTA will provide overall project advisory services and technical assistance to PM, Task leaders, Project Field Coordinators and other project consultants. The responsibility of the ICTA is to ensure that the overall thematic/technical direction of the project is maintained and flexibility adapted to meet the practical challenges faced during the implementation of the project.

International Chief Technical Advisor will work under the overall guidance of the UNDP Head of Environment and Climate Action cluster (ECA), and direct supervision of the Project Manager.

The assignment will be based on home-based work with at least one mission each year to Tashkent, Uzbekistan for a total of 10 working days each year and 5 working days during project mid-term evaluation with 22 working days in 2022 and an average of 32 working days per calendar year from January 2023 to December 2026 (total 150 w/d). The ITA will be fully and solely responsible for undertaking the below tasks and quality and timely producing the expected outputs and deliverables indicated below.

**Project name:** “Conservation and sustainable management of lakes, wetlands, and riparian corridors as pillars of a resilient and land degradation neutral Aral basin landscape supporting sustainable livelihoods”.

**Period of assignment/services:** August 2022 – December 2026 with 150 working days during 5 years.

### **Application Process:**

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents in Part 5 of Procurement Notice no later than July 18, 2022 (New York time). Please combine all your documents into one (1) single PDF document as the system only allows you to upload a maximum one document. Your on-line application submission will be acknowledged to your email address provided in application. If you do not receive an email 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=107681](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=107681) (cut and paste into browser address bar if the link does not work).

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=93056](http://procurement-notices.undp.org/view_notice.cfm?notice_id=93056) (cut and paste into browser address bar if the link does not work).

Applications submitted via email, incomplete applications or received after the closing date (July 18, 2022 (New York time)) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at [www.uz.undp.org](http://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](mailto: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.

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## 1. BACKGROUND

The United Nations Development Programme (UNDP) assists the host Government to implement a Global Environmental Facility (GEF) Full-Sized NIM Project: **“Conservation and sustainable management of lakes, wetlands, and riparian corridors as pillars of a resilient and land degradation neutral Aral basin landscape supporting sustainable livelihoods”**.

The objective of the GEF funded UNDP project “Conservation and sustainable management of lakes, wetlands, and riparian corridors as pillars of a resilient and land degradation neutral Aral basin landscape supporting sustainable livelihoods” is to enhance the resilience of the ecosystems and livelihoods in Lower Amudarya and Aral Sea Basin (LADAB) through land degradation neutrality (LDN) compatible integrated land-water management in the productive landscapes around PAs and KBAs/IBAs. The four components proposed by this project have been designed within available GEF and co-financing framework to address the corresponding drivers of land, water degradation and biodiversity decline, which are directly linked to the diminishment and loss of lake, wetland and riparian biodiversity in this arid landscape. The project will deliver Global Environmental Benefits using a participatory approach that ensures promotion of women, youth and vulnerable groups and equitable participation opportunities.

For this project the State Committee for Ecology and Environment Protection (SCEEP) is the Implementing Partner. The Project will be nationally implemented (NIM) in line with the Standard Basic Assistance Agreement between the Government of Uzbekistan and the United Nations Development Programme (UNDP), signed by parties on June 10, 1993. The Implementing Partner is responsible for executing this project. Specific tasks include:

- Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- Risk management as outlined in this Project Document
- Procurement of goods and services, including human resources
- Financial management, including overseeing financial expenditures against project budgets
- Approving and signing the multiyear workplan
- Approving and signing the combined delivery report at the end of the year; and
- Signing the financial report or the funding authorization and certificate of expenditures.

Also, a Responsible Party/s will be engaged for the implementation of the project’s certain components or activities.

UNDP is accountable to the GEF for the implementation of this project. UNDP is also responsible for the Project Assurance role of the Project Board/Steering Committee. In accordance with the GEF Guidelines on Project Cycle dated 20 July 2020 and as requested by the Implementing Partner (SCEEP) UNDP will provide specific support services and at the same time will ensure a firewall between personnel involved in service provision and personnel involved in oversight. The specific support services are estimated to be focused on: international procurement and payments; national procurement of services (such as capacity development); implementation of the Micro-Grant component; implementation of the Innovation Challenge. In addition, during the inception phase, UNDP will organize a series of internal training sessions to strengthen the capacity of the Implementing Partner and a Responsible Party/s in project management and capacitate the Project Implementation Unit (PIU) and Responsible Party/s to implement UNDP/GEF funded projects. The internal training sessions will focus on UNDP/GEF procedures, project technical, administrative and financial implementation aspects, aligned with the International Public Sector Accounting Standards (IPSAS). To guide SCEEP during the project implementation, a Project Operations Manual will be prepared by UNDP and agreed upon by the SCEEP during the Inception Phase. As it is the first time when Goscomecology is launching full NIM project, and there's no previous experience in operationalization of grant projects this support is required.

For these purposes, Environment and Climate Action Cluster of the UNDP in Uzbekistan intends to hire a long-term International Chief Technical Advisor, who will be responsible for providing overall strategic advice to the Project Manager and technical guidance to the Task Leaders, Field Coordinators and team of national and international experts, in support of the realization of the Project Outputs under each component and contributing to the project's adaptative management strategy. The ICTA will support the provision of the required technical inputs, reviewing and preparing Terms of Reference and reviewing the outputs of consultants and other sub-contractors.

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

The ICTA will bear responsibility for the following project outputs and will undertake the following functions:

### *Thematic functions:*

#### **Component 1: Coordinated water management as basis for LDN and conservation**

**Output 1.1:** Revised norms of volume and timing of water supply through key hydrotechnical facilities developed and adopted

**Output 1.2:** Integrated Water Management Framework designed for LADAB landscape and 4 LDN-compatible Gender Sensitive Climate-Smart Integrated Water Management designed in 4 priority districts based on Output 1.1 and used as input to Output 2.1

#### **Component 2: Sustainable land management for Land Degradation Neutrality in the target landscape**

**Output 2.1:** LDN progress assessment for Karakalpakstan completed; regional LDN targets confirmed, future actions developed, and monitoring systems proposed; LDN action plan updated

**Output 2.2** *Integrated land-use spatial planning in 4 priority districts developed and under implementation in line with LDN principles*

**Output 2.3** *Improved management of pastureland by local communities in 4 priority districts*

**Output 2.4** *Innovative land restoration supported at most degraded areas*

**Output 2.5** *Community forest use in riparian corridors in 4 priority districts developed and under implementation*

**Component 3: Conservation of globally significant Aral basin biodiversity**

**Output 3.1.1** *Grounds established for protected area estate expansion securing the integrity of lake, wetland and riparian KBAs in Aral Sea region, through completion of feasibility studies, mapping and inventory, zoning regimes, management and financial planning*

**Output 3.1.2** *Improved management effectiveness of the existing PAs through PA regime compliance and enforcement, zoning, patrolling, research, species-focused conservation activities, as detailed in the narrative for the project strategy*

**Output 3.2.1** *PA buffer zones and corridors identified, planned and mapped through integrated district land use management plans (coordinated with Output 2.2) and implemented with supporting regulations*

**Output 3.2.2** *Training and capacity strengthening of local environmental inspectorates and border security*

**Output 3.2.3** *Sustainable livelihoods supported in KBA buffer zones and corridors (e.g. fast-growing plantations as alternative to logging; cattle grazing rotation and use of distant pastures)*

**Component 4: International cooperation and knowledge management**

**Output 4.1.1** *Education and awareness raising campaigns for local resource users about key biodiversity values and sustainable land-use management regimes and regulations*

**Output 4.1.2** *Awareness campaign for sustainable water use targeting decision-makers at local and regional levels*

**Output 4.2.1** *The Government, scientific community and NGOs supported (e.g. through preparation of science-based technical papers, communications/negotiations with other Aral Sea basin countries, and international advice where relevant) in developing and negotiating decisions on the Aral Sea basin at the international level*

**Output 4.2.2** *Donor/private sector/Government platform on replenishing the UN MPHSTF functions resulting in agreed new projects/activities focusing on integrated approaches towards water resource management and climate-smart land and resource use.*

Operational functions:

**1. Contribution to Periodic Review of Project Implementation and Advice on Improvement**

- Email and/or Skype/telegram/phone exchanges with project management, Task Leaders and Field Coordinators in order to monitor progress, assist in planning, and identify key technical problems (if any) and means for solving them (Skype/telegram/phone exchanges to be conducted at least monthly unless project staff state the need for longer intervals between calls);
- Undertake field trips to the project sites during each mission to Uzbekistan, if and when required, in order to make systematic review of the progress and results of each Component of the project based on field evidence;
- Participate, when feasible, in Project Board Meetings and other relevant project meetings within above outputs;
- Assist in capturing the key lessons and developing a replication plan for other regions and communities in Uzbekistan. As part of the replication strategy, assist in developing replication materials for wider dissemination and application of project results and lessons learned;
- In cooperation with the project team and UNDP CO, develop a suitable project exit strategy, and present it for approval to the Project Board Meeting.

**2. Assistance in Planning, Staff Recruitment, Monitoring and Evaluation**

- Provide technical support to the Task Leaders, Field Coordinators and Project Manager and other government counterparts in the areas of natural resources management (in the project domains); supports work planning including site activities, monitoring, and impact assessment;
- Support the Project Manager in preparing Terms of Reference for consultants and sub-contractors;

- Supports the peer-review of the technical reports provided by the team of national and international consultants; works with the lead consultants to ensure that the reports include practical recommendations for national counterparts;
- Support the Project Manager in coordinating the work of all consultants and sub-contractors, ensuring the timely delivery of expected outputs, and ensuring an effective synergy among the various sub-contracted activities;
- Assist the Task Leaders and Project Manager in the preparation of the Project Implementation Review/Annual Project Report (PIR/APR), technical reports, quarterly financial reports for submission to UNDP, the GEF, other donors and Government Departments, as required;
- Assist the Task Leaders and Project Manager in liaison work with project partners, donor organizations, NGOs and other groups to ensure effective coordination of project activities;
- Support the Project Manager in documenting lessons from project implementation and make recommendations to the Steering Committee for more effective implementation and coordination of project activities;
- Writes the Scaling Up and Replication Strategy of the Project (with the support of the other project's specialists) to be presented to the Project Board and during the project's final conferences

## **Outputs**

### **1. Written comments and recommendations with regard to the four thematic functions listed above.**

Written work will be supplemented by other requested consultation by phone, Skype, telegram and/or in person. Work conducted for this output will be summarized in a biannual written report, prepared in conjunction with Output 2 below.

### **2. Written comments and recommendations on project planning and evaluation documents and reports. These documents are expected to include, but not be limited to:**

- Terms of Reference for international/national consultants/organizations to be recruited during 2022-2026
- Annual Work Plan (including detailed Annual Plan of Action) for the period of 2022-2026
- Annual Project Reports for the period of 2022-2026
- PIRs/APRs, technical reports, quarterly financial reports for submission to UNDP, the GEF, other donors and Government Departments covering period of 2022-2026
- Mission reports
- Final Report, including lessons learnt and Exit Strategy
- Mid-Term and Terminal Evaluations, including MTE and TE management responses.
- Written work will be supplemented by other requested consultation by phone, Skype, and/or in person. Work conducted for this output will be summarized in a biannual written report, prepared in conjunction with Output 1 above.

**3. Reports on missions and/or participation in Project Board Meetings or other meetings.** The ICTA shall compose annual (or more frequent) written reports summarizing his or her participation in any missions or meetings undertaken during this assignment. At least one mission to Tashkent per year for a total of 10 working days each is envisaged.

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## **3. RECRUITMENT QUALIFICATIONS**

- Education: University education (MSc or PhD) in environmental sciences with specific expertise in the area of Sustainable Land Management (SLM).
- Experience:

- At least 15 years of professional experience in natural resource management and rural entrepreneurship/ rural livelihoods
- Demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects
- Language Requirements: Excellent English skills are required for this assignment; working knowledge of Russian is an asset.
- Others:
  - Effective negotiation skills, with excellent oral and presentation skills;
  - A good working knowledge of international best practice in natural resource management planning is desirable;
  - Excellent writing skills;
  - Initiative, analytical judgment, ability to work under pressure, ethics and honesty.

#### 4 DELIVERABLES AND TIMEFRAME

The following deliverables and indicative schedule are expected from the consultancy contract. The final schedule will be agreed upon in the beginning of consultancy assignment.

#	Deliverables	Timeframe
1	First biannual report, covering all the functions and outputs listed in Section III above and executed during the period August 2022 – December 2022	December 30, 2022
2	Second biannual report, covering all the functions and outputs listed in Section III above and executed during the period January 2023 – June 2023	July 15, 2023
3	Third biannual report, covering all the functions and outputs listed in Section III above and executed during the period July 2023 – December 2023	January 15, 2024
4	Fourth biannual report, covering all the functions and outputs listed in Section III above and executed during the period January 2024 – June 2024	July 15, 2024
5	Fifth biannual report, covering all the functions and outputs listed in Section III above and executed during the period July 2024 – December 2024	January 15, 2025
6	Sixth biannual report, covering all the functions and outputs listed in Section III above and executed during the period January 2025 – June 2025	July 15, 2025
7	Seventh biannual report, covering all the functions and outputs listed in Section III above and executed during the period July 2025 – December 2025	January 15, 2026
8	Eights biannual report, covering all the functions and outputs listed in Section III above and executed during the period January 2026 – June 2026	July 15, 2026
9	Ninth biannual report, covering all the functions and outputs listed in Section III above and executed during the period July 2026 – November 2026	December 1, 2026
10	Report on participation in missions and meetings in Uzbekistan <ul style="list-style-type: none"> <li>a. 1st report (2022)</li> <li>b. 2nd report (2023)</li> </ul>	Within two weeks of completion of mission

c.	3rd report (2024)	
d.	4th report on mid-term evaluation (2025)	
e.	5th report (2025)	
f.	6th report (2026)	

## 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

Proposal (not submitting any of the below documents may be reason for rejecting the candidate):

- a) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) CV and a Personal History Form (P11 form );
- 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)
- d) 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 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.

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.

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

<sup>2</sup>[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

## 6. FINANCIAL PROPOSAL

### Fixed price contracts

This is a lump sum contract that should include all costs of consultancy, including costs of international travel (in-country air ticket costs will be covered by the project), accommodation and meal (DSA or per diems) and visa costs required to produce the abovementioned deliverables. Payment will be released in 9 (nine) installments below upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.

1st (14.6% of the total contract amount) to be made upon achievement of Deliverable 1 and 10a

2nd (6.7% of the total contract amount) to be made upon achievement of Deliverable 2

3rd (14.6% of the total contract amount) to be made upon achievement of Deliverable 3 and 10b

4th (6.7% of the total contract amount) to be made upon achievement of Deliverable 4

5th (14.6% of the total contract amount) to be made upon achievement of Deliverable 5 and 10c

6th (6.7% of the total contract amount) to be made upon achievement of Deliverable 6 and 10d

7th (13% of the total contract amount) to be made upon achievement of Deliverable 7 and 10e

8th (10.1% of the total contract amount) to be made upon achievement of Deliverable 8

9th (13% of the total contract amount) to be made upon achievement of Deliverable 9 and 10f

### Travel:

All envisaged travel costs must be included in the financial proposal.

## 7. EVALUATION

Applicants will be evaluated based on the following methodologies:

### Cumulative analysis

*The award of the contract shall be made to the applicant 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%]*

*\* Financial Criteria weight; [30%]*

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

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"><li>At least 15 years of professional experience in natural resource management and rural entrepreneurship/ rural livelihoods</li><li>Experience in implementing equivalent GEF or other</li></ul>	15%	15

multilateral donor-funded projects		
<ul style="list-style-type: none"> <li>University education (MSc or PhD) in environmental sciences with specific expertise in the area of Sustainable Land Management (SLM)</li> </ul>	15%	15
<ul style="list-style-type: none"> <li>Perfect command of English language</li> </ul>	5%	5
<ul style="list-style-type: none"> <li>Interview</li> </ul>	35%	35
<i>Financial</i>	30%	30

**Ravshan Yunusov, Project manager** \_\_\_\_\_