



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 October 2022

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**REF No.: IC/027/22**

**Country:** Uzbekistan

**Description of the assignment:** International consultant who will be responsible for formulation of recommendations on workable options on incentive mechanisms and innovative solutions, including green financial products and gender focused options, to attract private sector (including farmers, homeowners, SMEs, etc) for climate change adaptation efforts with consideration of economic environment of Uzbekistan for the 5 key project sectors (agriculture, water, health, housing, and emergency management) and 3 target provinces (Republic of Karakalpakstan, Khorezm and Bukhara regions).

**Project name:** UNDP/GCF "Sector driven National Adaptation Plan (NAP) to advance medium- and long-term adaptation planning in Uzbekistan"

**Period of assignment/services (if applicable):** 45 w/d from November 2022 – February 2023, part time, and desk-work based at home country

### **Application Process:**

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents in Part 4 of Procurement Notice no later than October 27, 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=109683](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=109683) (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://procurementnotices.undp.org/view\\_notice.cfm?notice\\_id=96408](http://procurementnotices.undp.org/view_notice.cfm?notice_id=96408) (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 (October 27, 2022) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at <https://www.undp.org/uzbekistan>. 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.

## 1. BACKGROUND

Climate change is happening with unprecedented speed and intensity throughout the world, threatening continued economic growth and development progress. This has become a serious and major challenge to the Central Asian region, specifically Uzbekistan whose land is extremely vulnerable to drought caused by the climate change. The country needs to put climate change adaptation at the heart of its agenda.

The population with lowest income of Uzbekistan lives in the most arid parts of the country, is dependent on subsistence agriculture, and is facing increased vulnerability to changes in climate conditions and natural resources availability. Given this, the government has recognized the urgent need for climate change adaptation measures.

The proposed project, as part of Uzbekistan's response to address the above challenges, has as its objective to advance the adaptation planning process for priority climate-sensitive sectors and regions in Uzbekistan through implementation of three flows of activities that need to be coordinated and consolidated in climate change adaptation context that shall produce main expected outcomes by the project. It will accomplish this via achieving the following three outcomes:

Outcome 1: The coordination mechanism for multi-sectoral adaptation planning and implementation at different levels is strengthened

This outcome seeks to identify barriers to integration of climate change adaptation into development planning and budgeting, and subsequently build capacity of key stakeholders to effectively plan for and monitor adaptation in Uzbekistan.

Outcome 2: The evidence base for adaptation planning is strengthened and adaptation is prioritized into national and sectoral planning and budgeting

This outcome seeks to consolidate existing climate information and put in place a system for science-backed economic analysis of adaptation options, to enable informed decision making in climate change adaptation in the country.

Outcome 3: An adaptation financing and investment strategy for Uzbekistan is developed

This outcome seeks to identify options to sustainably finance the NAP process in Uzbekistan and engage the private sector in supporting adaptation.

The main beneficiaries of GCF financing support will be the Centre of Hydrometeorological Services (Uzhydromet) under the Cabinet of Ministers of the Republic of Uzbekistan, Ministry of Investment and Foreign Trade (MIFT as National Designated Authority) as well as stakeholders from 5 key sectors (agriculture, water, health, housing, and emergency management) and provincial governments in the three target provinces of this project (Republic of Karakalpakstan, Bukhara and Khorezm provinces).

By aligning itself with the government's National Strategy on Sustainable Development (NSSD), focusing on strengthening existing systems and mechanisms such as the Uzbekistan Development Strategy this project aims to be both incremental and sustainable. With the inclusion of stakeholder representatives from vulnerable populations, including women and indigenous people, it is designed to be inclusive and participatory. Gender inclusiveness is at the centre of the NAP process. During the

implementation process, gender concerns will be brought to the forefront through all three of the project outcomes.

Under the overall operational supervision of the of the Project Manager, and in cooperation with the National Climate Finance Analyst, the International Consultant will be responsible for formulation of recommendations on workable options on incentive mechanisms and innovative solutions, including green financial products and gender focused options, to attract private sector (including farmers, homeowners, SMEs, etc) for climate change adaptation efforts with consideration of economic environment of Uzbekistan for the 5 key project sectors (agriculture, water, health, housing, and emergency management) and 3 target provinces (Republic of Karakalpakstan, Khorezm and Bukhara regions) that are under the project consideration, for that the sectoral National Adaptation Plans are being developing. The International Consultant will work closely with the project team and project partners to share information, ensuring reliable delivery of services and achieving satisfactory project outcomes through fulfilling the following tasks:

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

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- Advanced University Degree (Master’s degree or equivalent; PhD an asset) in finance, economics, environment studies, development studies, public policy, or related fields of study. Background in other areas may be considered based on experience and performance in previous positions.

### **II. Years of experience:**

- At least 5 years professional experience related to finance and in high-quality policy advisory roles, including in areas such as capital markets, blended finance, fiscal policy, private and financial sector development, financial analysis and advisory roles, including on issues of environment, economy, sustainable development;
- Proven experience in development of innovative financial tools or green financial product options within the development of at least 1 climate change adaptation plan;
- Progressing experience of working with and/or guide international and national expert groups in climate change action;
- Experience in reviewing and analysing changes related to at least 1 national and/or sub-national policy/law/legal framework with focus on climate change adaptation;
- Strong track record of experience in innovative leadership in climate change related issues, and proven experience in producing demonstrable results;
- Experience in working for climate change adaptation projects/programmes implemented nationally or internationally in at least 1 of the countries in Central Asia and/or Eastern Europe and CIS countries. Working experience in Uzbekistan is an asset;
- Proven working experience focused on climate adaptation with at least 1 international development organization, IFIs and donors;
- Good knowledge of UNFCCC, IPCC manuals and guidelines will be a distinctive advantage.

### **III. Competencies:**

- Excellent interpersonal, collaborative and communication skills. Ability to build and sustain collaborative relationships with other partners, within and outside UNDP;
- Ability to plan, develop and implement project and programme activities;
- Ability to transfer analytical results into simple and workable solutions;
- Excellent organizational skills, interpersonal communication skill, self-motivated, proactive and reliable with good communication and ability to work in harmony with staff members of different national backgrounds;
- Openness to change and ability to receive/integrate feedback;
- Ability to work in close collaboration with national and international experts, to meet strict deadlines and plan the work according to priorities;
- Ability to use information and communication technology as a tool and resource;
- Computer proficiency; especially related to professional office software packages (MS Office);
- Demonstrates integrity and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### **IV. Language requirements:**

- Proficiency in written and spoken English is required. 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:

##### **Proposal:**

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex 3);
2. CV with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultants will be requested to submit, fill in and sign a Personal History Form (P11 form) before contract issuance.
3. Provide a detailed Action plan/methodology on how he/she will approach and conduct the work (max. 1 page)

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc.), 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 (Annex 3).

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.

#### **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/Outputs	Timeframe	Payment
1	Draft report (no more than 15 pages with content agreed by Project Manager) on incentive mechanisms and innovative solutions, including green financial products and gender focused options, to engage private sector in climate change adaptation activities developed, submitted to, and approved by the Project Manager as well as UNDP Environment and Climate Action Cluster, UNDP Country Office (25 w/d);	December 1, 2022	60%
2	Final report (no more than 20 pages with content agreed by Project Manager) on incentive mechanisms and innovative solutions, including green financial products and gender focused options, to engage private in climate change adaptation activities developed, submitted to, and approved by the Project Manager as well as UNDP Environment and Climate Action Cluster, UNDP Country Office (20 w/d);	February 1, 2023	40%

#### Travel

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 to 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

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable; and
- 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% of total evaluation (70 points)

- Relevant education (5 points);
- Language proficiency in written and spoken: only English (3 points), English and Russian (5 points)
- 5 years professional experience related to finance and in high-quality policy advisory roles,

including in areas such as capital markets, blended finance, fiscal policy, private and financial sector development, financial analysis and advisory roles, including on issues of environment, economy, sustainable development (5 points);

- Proven experience in development of innovative financial tools or green financial product options within the development of at least 1 climate change adaptation plan (max. 15 points);
- Experience in reviewing and analyzing changes related to at least 1 national and/or sub-national policy/law/legal framework with focus on climate change adaptation (max. 15 points);
- Experience in working for climate change adaptation projects/programmes implemented nationally or internationally in at least 1 of the countries in Central Asia and/or Eastern Europe and CIS countries (max. 15 points);
- Proven working experience focused on climate adaptation with at least 1 international development organization, IFIs and donors (5 points);
- Brief description of approach to work/technical proposal on how s/he will implement and complete the assignment; (max 1 page) (5 points).

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

Financial Criteria weight: 30% of total evaluation (30 points)

Total Score + Technical Criteria (max. 70 points) + Financial Criteria (max. 30 points)

Criteria Point	Weight	Max. points
<b>Technical</b>		
Relevant education	5%	5
Language proficiency in written and spoken: only English – 3 points; English and Russian – 5 points	5%	5
5 years professional experience in finance and in high-quality policy advisory roles, including in areas such as capital markets, blended finance, fiscal policy, private and financial sector development, financial analysis and advisory roles, including on issues of environment, economy, sustainable development	5%	5
Proven experience in development of innovative financial tools or green financial product options within the development of at least 1 climate change adaptation plan: innovative financial tools or green financial product options within 1 climate change adaptation plan – 10 points; innovative financial tools or green financial product options within 2 or more climate change adaptation plans – 15 points	15%	15
Experience in reviewing and analyzing changes related to at least 1 national and/or sub-national policy/law/legal framework with focus on climate change adaptation:	15%	15

1 national and/or sub-national policy/law/legal framework – 10 points; 2 or more national and/or sub-national policy/laws/legal frameworks – 10 points		
Experience in working for climate change adaptation projects/programmes implemented nationally or internationally in at least 1 of the countries in Central Asia and/or Eastern Europe and CIS countries: Experience in 1 country – 10 points; Experience in 2 or more countries – 15 points	15%	15
Proven working experience focused on climate adaptation with at least 1 international development organization, IFIs and donors	5%	5
Brief description of approach to work/technical proposal on how s/he will implement and complete the assignment (max 1 page)	5%	5
<b>Financial offer</b>		
Detailed financial offer	30%	30

## ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- confirming interest and availability for the Individual Contractor (IC) assignment and financial submission form (breakdown of costs supporting the all-inclusive financial proposal)