**TERMS OF REFERENCE**

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| **Title:** | Digital data platform on air pollution. |
| **Duration of the Work:** | 3 month from the contracting date |
| **Project title**: | City Experiment Fund |

**Glossary**

Application The document with a pre-defined form, including project plan, project budget and CVs of experts, submitted to UNDP in regular and timely manner.

Applicant Entity submitting Application to UNDP from the private sector.

Award The financial amount received by the Awardee for the implementation of the Project. UNDP will provide between US$10,000 and US$40,000 per project.

Agreement The Agreement between the Awardee and UNDP governing the financial award and responsibilities of the Awardee during the implementation of the Project.

Awardee The successful Applicant, which signed Award Agreement.

Application The document with a pre-defined form, including project plan, project budget and CVs of experts, submitted to UNDP in regular and timely manner.

CEF The City Experiment Fund is a part of the Transformative Governance and Finance Facility II, which is funded by the Slovak Ministry of Finance. The Project seeks to test out emerging technologies, financial mechanisms and innovative approaches in accelerating meeting the SDGs.

Entity A person, partnership, organization, business or other applicable that has a legal and separately identifiable existence.

Project Manager Project Manager responsible for the management and the implementation of the Project and all its activities.

Project The innovation project implemented by the Entity according to the proposed Application.

Project Budget The total budget of the project submitted as part of the application.

Project Plan Detailed description of the Project on the pre-defined form, as part of the application.

UNDP The United Nations Development Programme is the global development network of the United Nations. It promotes technical and investment cooperation among nations and advocates for change and connects countries to knowledge, experience and resources to help people build a better life for themselves.

**I. Basic Concept and Characteristics**

**Objectives**

By 2050, the UN foresees that 66% of the world's population will be living in metropolitan cities and, thereby, increasing pressure on municipal governments to provide reliable access to public services. With this expanding population, there is a global shift to cities as primary agents of innovation and intervention and a general consensus that, to accommodate these new patterns, they need to be resilient, economically vibrant, more livable, sustainable, accessible, well-governed, and well-planned. To many cities, these demands elicit uncomfortable growing pains that force existing structures, policies, and regulations to stretch or break. In the Europe and Central Asia region, there are two intersecting trends: one of rapid depopulation of monotowns & another of expansion of metropolitans. As an example, Almaty is a vibrant, beautiful city that attracts people from different parts of Kazakhstan. But growth of population raises new challenges for all aspects of public services. There are already studies, projects on the scientific level, city authorities’ level, on governmental level with international institutions (like World Bank, Asian Development Bank).

One of the aspects of big metropolitans is ecological situation. It was always on the other hand to economic growth. But now everyone recognizes human capital as main economic power of the metropolitans. So comfortable ecological background is inevitable part. So, Almaty is not an exception, there is a room for decisions to make for everyone. For researchers, for local and governmental authorities, but also for private sector, local communities, and citizens.

After interviews with the members of all parties we see that there are some initiatives among private sector, NGOs and local innovators, some studies planned by researchers. So, UNDP under the framework of the City Experiment Fund sees an opportunity space for innovation challenge to create an innovative, digital data platform on air pollution.

**Outcomes**

UNDP recognize that innovations come in many forms. But the principles for such data platform are:

1. Transparency, principles of open data. Everyone should be able to get needed data. Well documented API is also “must have”.
2. Data reliability.
3. “Real time” (maximal step for key data 60 minutes).
4. Historical data storage.
5. Raising awareness tool among citizens

By innovative we mean:

1. Scalability of the platform to other cities
2. Scalability of the platform to other domains (like waste management data).

The Awardee is expected to consult and implement their solution with local partners, stakeholders and/or final beneficiaries in order to make sure that the solution is adapted to and viable in local conditions. This engagement with local partner in Almaty needs to be documented in form of the Letter of Intent, Bilateral Contract, or Memorandum of Understanding.

The Awardee is expected to participate in meeting and other sessions with CEF during the duration of the contract.

**Awards and budget**

The ‘Project’ will provide between US$10,000 and US$40,000 as award through the CEF.

Typical items that can be covered from CEF financing include, but are not limited to:

* Salaries of project staff;
* Technology, design, development, and other consultancy services;
* Advisory inputs;
* Small equipment and supplies;

Expenses that will not be considered for CEF financing include, but are not limited to:

* Capital expenditures;
* Interest or debt owed to any third party;
* Expenditures and provisions for possible future losses or debts;
* Items already financed through another similar scheme, program or institution, financial awards;
* Bank and currency exchange expenses, losses, fees, and penalties;

The expenses shown above should be predicted to reflect the project goals and should be clearly justified in accordance with the project objectives. Only expenditures accrued during the Project in accordance with the Project plan, in line with project objectives, necessary for achieving Project outcomes, and completed by the end of the Project are eligible for financing. All agreements with subcontractors or third parties must be submitted with the Application and must contain provision that the Applicant retains ownership of all new intellectual property and know-how that may be created during the implementation of the Project.

**Duration of the project**

The Project must be completed within 3 months from the signature of the

agreement.

Template of Agreement is available for viewing [on the websites of UNDP](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Innovation_CSO%20engagement%20and%20E-tendering_Model%20Innovation%20Challenge%20Agreement%20(company)%20-%20Jan%202016.docx&action=default&DefaultItemOpen=1).

**Gender Equality**

When drafting the proposal and implementing the Project, the Applicant need to pay attention to gender equality from different angles, in terms of:

* Human resources: balance between women and men in the implementing team(s) who will implement and publicly present the Project;
* Content: analysing and taking into account the possible differences between men and women, boys and girls, or males and females, in the local context and innovation content of the Project.

**Eligible Applicants**

Challenge applicants can be any registered organization in Kazakhstan, that meets following requirements:

* Expertise in Ecology;
* Expertise in Data Analytics;
* Ecological portfolio, publications will be an advantage;
* Contracts with UNDP and other international agencies will be an advantage;

# Quality standards, methodology, recommendations, previous work

# availability of constituent and legal documents.

# a list of services rendered over the past three years, including the contact details of customers.

# availability of letters of recommendation from enterprises, organizations, and other customers (at least 2 letters).

* each team member must confirm availability in writing during the entire term of the contract (contract).

# The proposed Project must have a potential for financial, social, and environmental sustainability – and scale-up and replication.

# The Applicant must apply for an Award ranging between US$10,000 USD and US$40,000.

**II. Selection process**

The selection process is open and designed according to the principles of merit,

transparency, equality, and rational use of funds.

Applications are submitted and selected against clear eligibility and evaluation criteria. The Applications which fulfill all eligibility criteria, best satisfy the evaluation criteria, and can fulfill legal requirements are offered to sign an Award Agreement.

General rules for Applications:

* Only one Application per Entity will be selected for Award.
* Deadline for Applications has to be strictly respected.
* Re-submission of a modified and improved Application after the deadline for application is strictly restricted.
* During the evaluation process, only complete Applications will be evaluated and accepted.
* Application and supporting documents (i.e. Extract from Public Registry) have to be provided in an electronic format. Hard copy of the supporting documents might be requested.

**III. Evaluation**

After the deadline for the submission, all submitted Applications are reviewed against the eligibility criteria and completeness. All rejected Applicants will get a notice accompanied by a short explanation. For those Applicants, the selection process is finished. They also do not have right to appeal.

Only eligible and complete Applications will be evaluated by a five-member UNDP Evaluation Panel.

**Evaluation Criteria**

Eligible and complete Applications will be evaluated according to evaluation criteria as follows:

* Degree of innovation 10%

Degree of innovation with consideration of risks, originality – i.e. new product or approach, new to local market/sector, disruptive and transferable. 0 % if not demonstrated, not relevant or questionable; 3 points for each element (new product or approach, new to local market/sector, disruptive, and transferable, consideration of risks), up to a maximum 10 % when the degree of innovation with consideration of risks is strongly and clearly demonstrated.

* Project Quality, Concept and Methodology 20%

Development concept, project quality and intervention logic, which are demonstrated by properly set up metrics for measurement of development concept (incl. sector benefits, number of positively affected beneficiaries, impact on beneficiaries), intervention logic (incl. clear methodology where activities lead to outcomes, measurable indicators for outcomes, response to real life conditions) and project quality (incl. knowledge of local conditions and assessments preceding formulation of the project). 0 % if not demonstrated, not relevant or questionable; up to a maximum 20 % when the development concept, project quality and intervention logic are strongly demonstrated and relevant.

* Team experience 15%

At least 1 expert in Ecological Field with more than 3 years’ experience. 1 point for each year above 3, 1 point for each scientific publication (max 7%).

At least 1 data scientist/data engineer 3 years’ experience. 2 points for each year above 3 (max 4%)

At least 1 developer 3 years’ experience. 2 points for each year above 3 (max 4%)

* Potential scale-up 10%

Potential for scale-up and replication, which is demonstrated in scalability (both geographic and in other domains of ecological sphere).

*0 % if not demonstrated or poor; up to a maximum 10 % when the potential for scale-up and replication is strongly and clearly demonstrated.*

* Long term sustainability 15%

Financial, social and environment sustainability, which fits the local context and is valid for the long term.

*0 % if not demonstrated, not relevant or questionable; up to a maximum 15 % when the sustainability strategy is strongly demonstrates*

* Scope of price bid 30%

Value for money and cost-effectiveness, which is reflected in balance between the overhead costs (incl. management costs, rent, production), production costs (incl. raw materials, equipment) and delivery costs (incl. installation and trainings, travel).

*0 % if did not prove value for money; up to a maximum 10 % when the balance is ideal, not questionable and without possibility of risks.*

**Minimum threshold of 50% will be set for the evaluation of the Applications. Only Applications that pass the minimum threshold in the evaluation can be considered for Award.**

**Awarding Decision**

Based on the results of the evaluation of all received applications, the overall ranking of all received applications is created according to the number of points

received, and the threshold is defined by considering the available funds and the

amount applications required from the CEF.

The final decision for awarding is made according to the ranking list. Only Applicants with an evaluation score above the defined threshold can be proposed for awarding. The awarding decision is guided by the principles of impartiality, transparency, and rationale use of funds.

Following the award decision, the selected Applicants will be offered to sign the Award Agreement. The Award Agreement, among others, contains the final Project plan and total budget of the project that is not necessarily the same as the one the Applicant submitted, resulting from negotiations with Applicant.

Prior to contract signature, UNDP and successful applicants will agree on specific activities, outputs, and timetables for the implementation.

Awarding is done under the general provisions of the Award Agreement, and the payment is done based on UNDP rules.

**IV. Implementation and Monitoring**

The Awardee has to carry out the Project carefully and efficiently in accordance with the Project plan and total budget of the project, respecting the provisions of the Award Agreement.

Any significant deviation from the Project plan (e.g. changes of timetables, or proposed milestones are not achieved) requires prior written consent of the UNDP.

The overall implementation will be managed by the ‘Project’. The Project manager will also liaise both with UNDP Country Office and Awardee, which will be informed about the progress of the Project and utilize their expertise to support the on-site monitoring of the Project implementation.

**Monitoring of Projects**

The purpose of the monitoring is: (i) to assess the progress of the successful Project implementation in terms of activities envisaged and the Project goal achievements, and (ii) to assure that financial expenditures are in accordance with the total budget of the project for the given period. Methods of monitoring include review of submitted milestone reports and on-site monitoring visits. The monitoring will also ensure that key information is regularly collected and tracked so the SCF and the ‘Project’ progress can be measured towards set objectives.

The Awardee has to deliver short milestone reports and a detailed final report, including all key information required for tracking progress against the ‘Project’ targets and for the uses of Knowledge Management (for lessons-learned examples).

Any changes to the Project (e.g. regarding Project implementation, timelines, total budget of the project, deliverables, Project staff, etc.) should be communicated to the UNDP contact point and the ‘Project’ manager in writing as they require written consent.

**Disbursement**

Disbursement of funds will be made as per milestone deliverables specified in the Agreement.

The Awardee is allowed up to ten percent (10%) expenses variations within any of major budget categories. Should the expenses variations related to any major budget category be expected to exceed ten percent, a written request for funds reallocation must be submitted for UNDP approval.

Requests for budget increases are not allowed and cannot by reflected by UNDP, total budget cannot exceed the approved figures from the agreement. In the case that the Awardee fails to perform any of its obligations under the Award Agreement, the UNDP shall be under no obligation to issue any further payment upon termination of this Award Agreement, and may, at its sole discretion, require that all or any part of the payments made by the UNDP to the Awardee be repaid to the UNDP.

Terms of Reference approved:

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Danabek Kaliazhdarov

Head of Exploration/CEF Project Manager

Date:

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Irina Goryunova

ARR/Head of Programme

Date: