

## UNITED NATIONS DEVELOPMENT PROGRAMME



### I. Position Information

<b>Project Title:</b>	UNDP-GEF Project: “De-risking Renewable Energy Investment”
<b>Position Title:</b>	International Consultant: Develop proposals for small-scale RE technology standards
<b>Duty Station:</b>	home-based, with up to 2 missions to Kazakhstan
<b>Duration of Appointment:</b>	4 months (approx. 34 working days)
<b>Contract type:</b>	Individual Contract

### II. Project Description

The objective of the project is to promote private sector investment in renewable energy in Kazakhstan to achieve Kazakhstan’s 2030 and 2050 targets for renewable energy. The project targets both large-scale and small-scale renewable energy. The goal of this project is to achieve energy market transformation in Kazakhstan by significantly scaling-up the deployment of renewable energy in electricity generation, from a 0.77% share of renewable energy to a 10% share by 2030, which makes for 10-fold increase in renewable energy-based energy generation to be facilitated by the project. In large-scale renewable energy, the project will promote Kazakhstan as a prime destination for international investment.

Technologies will include wind energy and solar photovoltaic (PV). In small-scale renewable energy, the project will promote investment in “RES for urban life”, on-grid small-scale renewable energy applications, targeting urban households and businesses; and “RES for rural life”, both on-grid and off-grid small-scale renewable energy applications, targeting farms and rural SMEs. Technologies may include solar PV (roof-top), solar water heating and small-scale wind.

The project will promote the latest business and finance models for small-scale RES developers (for example, third-party ownership models). The design and implementation of this project make use of the ‘Derisking Renewable Energy Investment’ methodology developed by UNDP, which is a model for quantitative and qualitative comparison of the cost-effectiveness of different public instruments in promoting renewable energy investment.

The project is structured under 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 Derisking and Incentives

with cross-cutting activities related to knowledge management, and monitoring and evaluation included within these components.

### III. Scope of Work

Under the overall supervision of the Project Manager the International Consultant will have the following specific duties:

- Take stock of existing national product and technologies standards and existing framework for their enforcement (e.g. quality systems, testing laboratories, certificate schemes etc.);

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- In close consultations with stakeholders (producers, sellers, buyers, users and/or regulators) undertake comprehensive assessment and gap analysis of existing technical standards and quality systems for small-scale renewable equipment (including solar water heaters, solar PV, small wind, thermal pump etc.);
- Work with the national project team and stakeholders to select priority products for which technical standards and or quality systems need to be developed in short and medium term;
- In close consultations with stakeholders develop a road map, recommendations and drafting for the development of technical standards based on ISO or IEC standards and quality systems for selected product groups. Wherever relevant, accompany the recommendations with analysis of the potential impact and benefits to support the decision-making process. The roadmap and recommendations will include:  
Definition of products groups, technical standards and enforcement/quality systems to be introduced
  - Institutional responsibilities
  - Timeline for the implementation of the Roadmap and recommendations;
  - Important milestones and deliverables;
  - Possible risks expected and activity to mitigate it;

### Expected results and payment:

No	Deliverables	Target Due Dates	Estimated Duration to Complete	Review and Approvals Required
1	Detailed questionnaire submitted to project team to collect information on national product and technologies standards and, enforcement frameworks as well as stakeholders' identifications	By 8.07.2019	3 days	Project Manager
2	Mission #1 -Fact finding mission to Kazakhstan – undertake interviews with identified stakeholders to feed in Assessment and gap analysis report	By 12.08.2019	8 days	Project Manager
3	Gap analysis and stock taking assessment report submitted and discussed with project team Agree with project team List of priority product groups for which technical standards and or quality systems need to be developed in short and medium term and Develop draft Road-map and recommendations	By 16.09.2019	14 days	Project Manager
4	Mission #2 - Final draft Road map and recommendations discussed with stakeholders in Nur-Sultan	By 24.09.2019	6 days	Project Manager
5	Final Road-map and recommendations submitted reflecting comments received during stakeholders' consultations	By 24.10.2019	3 days	Project Manager

#### IV. Institutional arrangement:

- International Consultant (IC) agrees the actions and reports to the Project Manager;
- IC ensures the timely and rational planning, performance of works scope and achievement of deliverables according to the ToR;
- IC ensures unconditional performance of requirements of the Individual Contract;
- IC is responsible for quality of documents prepared as scheduled above;
- Draft and final documents to be submitted in English or Russian language in MS Word (2007 or later). Used font: Calibri, size: 12. The presentations to be made in Power Point (2007 or later).

#### Duration of the works:

The Individual Contract is awarded for period of 4 months (appx. 34 working days) to perform all expected deliverables as specified in the «Expected Results». Performance under IC begins as IC awarded and completes all deliverables not later than 4 months. Once received the reporting documents from the Consultant, Project Manager provides the comments\recommendations and confirmation of works acceptance within 4-5 days.

#### **Duty station:** home-based. There are planned 2 trips to Kazakhstan:

- 1st trip, with duration no longer that 6 days (not including the travel days),
- 2nd trip, with duration no longer that 4 days (not including the travel days).

#### V. Competencies

- Excellent analytical and writing skills;
- Ability to interact effectively communicating and working with multi-stakeholders, including high-level government officials, development partners, academics, private sector and communities
- Demonstrated analytical skills and experience in preparing technical and/or policy-relevant reports and papers; and excellent presentation skills and experience in conducting stakeholders' consultations;
- Team-oriented with the ability to work in a multi-cultural environment;
- Good communication skills and ability to cooperate;

#### VI. Required skills and experience

- At least Master's degree in the field of environment, engineering, energy saving, energy efficiency or natural science;
- Minimum 5 years of experience in designing and implementing technical assistance projects in energy, with extensive knowledge and experience with renewables, small/medium scale solar and wind;
- At least 5 years minimum of work experience related to product standards for various renewable energy technologies and familiarity with the legislation in other countries on one or more technologies such as one or more of small-scale renewable equipment (solar water heaters, solar PV, small wind, thermal pump etc.), including infrastructure, testing and certification schemes;

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- At least 5 years minimum of experience working with international institutions/organizations. Working experience within UN system would be an asset;
- In-depth knowledge and understanding of (and preferably implementation experience with) small-scale renewable energy projects, policies, technologies, preferably in developing countries such as the one targeted under this assignment;
- Good working knowledge of English; knowledge of Russian is considered an advantage.

**VII. Recommended Presentation of application**

The following documents to be attached to the Offer (maximum size 9Mb per one transmission) should be sent to [procurement.kz@undp.org](mailto:procurement.kz@undp.org) indicating Ref.2019-013 in the e-mail subject not later than 12 June 2019:

- a) A duly drafted Offeror's letter confirming interest and readiness for the assignment; Financial proposal, including the fixed total contract value, with a breakdown of costs in accordance with the UNDP template;
- b) Detailed personal CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) of the Offeror;
- c) Other documents certifying the work experience, expertise and skills (qualification improvement certificates\diplomas, awards, etc.)
- d) Brief description of why the individual considers him/herself as the most suitable for the assignment (Maximum 1000 Characters).

There should be max 2 e-mail transmissions. Please indicate Ref-2019-013 in the e-mail subject and the e-mail order.

**VIII. Scope of price proposal and Schedule of Payments**

The financial proposal in USD shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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).

**IX. Evaluation**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable and b) having the highest score out of set of weighted criteria (70%) and financial criteria (30%).

1) Initially, the candidates' applications will be shortlisted based on the following qualification criteria of the applicant:

- Master's degree in the field of environment, engineering, energy saving, energy efficiency or natural science. (5 points);
- Minimum 5 years of experience in designing and implementing technical assistance projects in energy, with extensive knowledge and experience with renewables, small/medium scale solar and wind (5 points).

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2) Top 5 shortlisted applicants will be evaluated based on a Combined Scoring Method taking into consideration the combination of the applicants' qualifications and financial proposal.

Technical evaluation – total 70% (500 points)

Criteria	Weight %	Max. points
<b>Academic background and skills</b>		
Minimum 5 years of experience in designing and implementing technical assistance projects in energy, with extensive knowledge and experience with renewables, small/medium scale solar and wind;	30%	150
At least 5 years minimum of work experience related to product standards for various renewable energy technologies and familiarity with the legislation in other countries on one or more technologies such as one or more of small-scale renewable equipment (solar water heaters, solar PV, small wind, thermal pump etc.); including infrastructure, testing and certification schemes;	30%	150
At least 5 years minimum of experience working with international institutions/organizations. Working experience within UN system would be an asset;	10%	50
In-depth knowledge and understanding of (and preferably implementation experience with) small-scale renewable energy projects, policies, technologies, preferably in developing countries such as the one targeted under this assignment;	15%	75
Demonstrated analytical skills and experience in preparing technical and/or policy-relevant reports and papers; and excellent presentation skills and experience in conducting stakeholders' consultations;	5%	25
Good working knowledge of English; knowledge of Russian is considered an advantage.	10%	50
<b>Total:</b>	<b>100%</b>	<b>500</b>

### X. Signatures

Head of SDU  
Ramazan Zhampiissov

Signature

*Ramazan Zhampiissov*

Date  
5/28/2019

Project Manager  
Syrym Nurgaliyev

Signature

*Syrym Nurgaliyev*

Date  
5/28/2019