

## 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: Preparation and development an MRV system of international standard for regular measurement, reporting, and verification of relevant indicators for the small-scale renewable sector |
| <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:

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Drawing on the project and available literature, the Consultant will develop a renewables small-scale monitoring, reporting and verification framework (Monitoring Plan), considering:

- Avoided greenhouse gas impacts and tracking of other impacts through key sustainable indicators;
- Requirements for differentiation of the framework by renewable project type (namely for small-scale solar PV and small-scale wind);
- Insights along the results chain beyond developed projects to also consider policies established; investment in systems, job creation, knowledge development and gender implications; and
- The need for review of the methodologies proposed for the small-scale renewable monitoring framework and to update based on review comments.

### **Expected results and payment:**

| <b>No</b> | <b>Deliverables</b>  | <b>Target Due Dates</b> | <b>Estimated Duration to Complete</b> | <b>Review and Approvals Required</b> |
|-----------|--|-------------------------|---------------------------------------|--------------------------------------|
| 1         | Development of assignment methodology report which includes: purpose, objective, key principles and benefits of a small-scale RES MRV system. Should include analysis of small-scale RES project types and their impact assessment: boundaries, baselines and scenarios. | till 22.07.2019         | 5 days                                | Project Manager                      |
| 2         | Mission #1 - Fact-finding mission to Kazakhstan to undertake interviews with identified stakeholders and institutions to feed in Monitoring Plan.  | till 15.08.2019         | 8 days                                | Project Manager                      |
| 3         | Development of key indicators and parameters (how to quantify, key indicators, methodologies), and institutional set up and responsibilities and Draft interim report submitted and discussed with project team  | till 31.08.2019         | 12 days                               | Project Manager                      |
| 4         | Data gathering and setting up of small-scale RES MRV procedures, institutional responsibilities at local level and MRV requirements in the context of UNFCCC. Identification of gaps and barriers.   |                         |                                       |                                      |
| 5         | Mission#2 - Draft of a Monitoring Plan discussed with stakeholders and institutions in Nur-Sultan and Final Monitoring Plan submitted  | till 30.09.2019         | 6 days                                | Project Manager                      |
| 6         | Finalization of the Monitoring Plan reflecting comments received during consultations  | till 31.10.2019         | 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, natural science or a closely-related field;
- Minimum 5 years of experience in designing and implementing technical assistance projects in energy, preferably in renewable energy area, experience in the design and/or operation of MRV frameworks and development of indicators, including for international donor-funded projects;
- Experience with project planning and consulting, including the effective provision of substantive leadership and guidance, oversight, monitoring and reporting;
- Experience with international projects;
- Minimum 5 years of experience working with international institutions/organizations. Working experience within UN system would be an asset;

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- Experience and good knowledge of transition economies, CIS countries;
- 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) must be sent to [procurement.kz@undp.org](mailto:procurement.kz@undp.org) indicating Ref.2019-014 in the e-mail subject not later than 11 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-2019-014** 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:
  - At least Master's degree in the field of environment, engineering, energy saving, energy efficiency, natural science or a closely-related field (5 points);
  - Minimum 5 years of experience in designing and implementing technical assistance projects in energy, preferably in renewable energy area, experience in the design and/or operation of MRV frameworks and development of indicators, including for international donor-funded projects (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, preferably in renewable energy area, experience in the design and/or operation of MRV frameworks and development of indicators, including for international donor-funded projects. | 25%         | 125         |
| 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;   | 20%         | 100         |
| Experience and good knowledge of transition economies, CIS countries;   | 15%         | 75          |
| Experience with project planning and consulting, including the effective provision of substantive leadership and guidance, oversight, monitoring and reporting;   | 5%          | 25          |
| Minimum 5 years of experience working with international institutions/organizations. Working experience within UN system would be an asset; Experience with international projects;   | 20%         | 100         |
| Good working knowledge of English; knowledge of Russian is considered an advantage.   | 15%         | 75          |
| <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