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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30/07/2014

Country: KYRGYZSTAN/ PMU 14/058

Description of the assignment: National consultant on project document development

Project name: UNDP "Strengthening of institutional and legal capacities to enable improvement of the national monitoring system and management of environmental information (00090515)

Period of assignment/services (if applicable): From August 2014 to February 2015 (144 effective person days)

The proposal should be submitted no later than **15:00 (local time) on 08 August, 2014** by post to the address below: Room 709, 6 floor, 101/1, Manas ave., Bishkek, Kyrgyz Republic.

Date, time and venue for opening of Offers: 15:30 on 08 August 2014, UNDP PMU office, room 709, 6th floor, 101/1, Manas avenue, Bishkek, Kyrgyzstan.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above procurement@pmu.undp.kg. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Kyrgyzstan is eligible as a GEF grant recipient having ratified the three Rio Conventions, i.e., the Convention on Biological Diversity (CBD) on 26 July 1996; Convention to Combat Desertification and Drought (CCD) on 21 July 1999; and the Framework Convention on Climate Change (FCCC) on 14 January 2000. Kyrgyzstan has also acceded to or ratified another ten multilateral environmental agreements and protocols.

The basis for effective environmental management requires on-going and good quality monitoring that informs decision-making and planning. In Kyrgyzstan, environmental monitoring is characterized as unsatisfactory and insufficient to meet the requirements of the three above-mentioned Rio Conventions. Monitoring systems are of poor quality, with limited number of observed parameters, sites, and incongruent methodologies and metrics that limit the generation of accurate information. In 2005, the National Capacity Self-Assessment (NCSA) identified the lack of necessary information and relevant data as being an important barrier to the implementation of the Rio Conventions, as well as other MEAs. This was reaffirmed by the National State of the Environment Report for the Kyrgyz Republic in 2012. This barrier also impedes the formulation and implementation of environmentally sound and sustainable development in Kyrgyzstan, including environmental risk assessment protocols. One of the six recommendations of the NCSA's Strategic Action Programme (SAP) was to improve environmental and natural resource monitoring.

Currently, Kyrgyzstan has no unified system for environmental monitoring. While there are multiple monitoring services, these are not coordinated, the result of which is unnecessary duplication of monitoring efforts and the use of different methodologies and metrics that produce inconsistent and contradicting information. In order to address this issue, there is a need for a national level mechanism to coordinate environmental information management and monitoring. Such a mechanism would also reduce the overall cost of environmental monitoring by creating synergies and economies of scale while at the same time enhancing access to quality environmental data and information.

2. MAIN OBJECTIVES OF THE PROPOSED ANALYTICAL WORK.

Having received approval of the GEF Secretariat on the Project Identification Form (PIF), UNDP will implement the Project Preparation Grant (PPG) to develop a medium-sized project that aims at strengthening the national capacities for environmental monitoring and information management in the country in order to make better decisions for the global environment. The project's strategy is to achieve this through: 1) improved policy and legislative instruments for effective monitoring; 2) strengthened data and information management to produce new and improved knowledge; and 3) improved awareness of global environmental values.

3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Within the specified deadline, the National Consultant will help to formulate the Medium-Size Project document in close collaboration with the International Consultant and the UNDP. Specifically, the National Consultant will help elaborate the project's design as outlined in the PIF by providing country specific information, which will be based on a review of key documentation and feedback received from country-level consultations, namely:

- Review and assess the policy and legislation frameworks related to environmental information management and monitoring (EIMM);
- Review and assess the consultative and decision-making process in Kyrgyzstan with respect to implementing environmental legislation and regulation, in particular on the extent to which global environmental obligations are being addressed and the how global environmental issues are taken into account in national planning and decision-making;
- In collaboration with the International consultant, analyze other countries' experiences in preparation and implementation of similar projects in order to identify best practices relevant to this project's strategy and design;
- Make recommendations for strengthening appropriate legal and regulatory frameworks to catalyze improved adherence to national and global environmental laws, regulation, standards, and other obligations; and
- Additional details as requested by UNDP and the International Consultant.

In addition to this technical input, the National Consultant will work with UNDP to help implement the PPG, namely:

- Organize an Inception Workshop with participation of key stakeholder representatives to ensure country ownership and to discuss the institutional, technical and systemic challenges and opportunities that must inform the elaboration of the project design;
- Develop Terms of References and work plans for local consultants, as appropriate;
- Supervise the work of consultants and subcontractors and monitor performance of the assignments in accordance with their work plans;
- With support from UNDP and with guidance from the international consultant, undertake an analysis of project risks and project design options to reduce these;
- In collaboration with an international consultant, develop the project logical framework (with gender sensitive indicators) and SMART indicators;
- Undertake consultations with stakeholders to secure agreement(s) on project implementation arrangements, including roles, responsibilities, and accountabilities of lead and partner agencies;
- In collaboration with UNDP and guidance from the international consultant, work with the project partners to identify and secure project co-financing;

- In collaboration with the International Consultant and local consultants, contribute to drafting the medium-size project document;
- With the support of UNDP, help organize a Stakeholder Validation Workshop to review and endorse the project strategy and design; and
- Support UNDP on additional organization matters, as appropriate.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- ❑ Higher education in social or environmental or natural sciences;
- ❑ At least 5 years of experience in environmental management;
- ❑ Experience in development and revision of environmental legislation, proved by two projects;
- ❑ Experience in project development and implementation in the capacity building area, proved by two projects developed or implemented;
- ❑ Fluency in Russian.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Confirmation of Interest and Submission of Financial Proposal as per template;
2. Current, complete and signed P11 form (including past experience in similar projects);
3. At least 2 references (including their contact information);
4. ID card

Documents with a subject **“National consultant on project document development”** should be submitted no later than **15:00 (local time) on 08 August, 2014** by post to the address below: Room 709, 6 floor, 101/1, Manas ave., Bishkek, Kyrgyz Republic.

NOTE: Incomplete proposals will be rejected at the moment of evaluation!

- **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).

Travel: does not include trips

6. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person 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.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P =points for the financial proposal being evaluated

Y =maximum number of points for the financial proposal

L = price of the lowest price proposal

Z =price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant.

Eligibility Criteria	
1	Higher education in social or environmental or natural sciences;
2	At least 5 years of experience in environmental management;

2nd stage: Technical Evaluation/Desk review

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical:	70%	700
Education, including:	10%	Maximum 100 points, including:
Higher education in social or environmental or natural sciences;		100
Experience, including:	60%	Maximum 600 points, including:
5 years of experience in environmental management;		150
<i>For experience more than 5 years – 10 points per every extra year of experience but not more than 50 points in total</i>		50
Experience in development and revision of environmental legislation, proved by two projects;		150
<i>For projects more than 2 - 10 points per every extra project but not more than 50 points in total</i>		50
Experience in project development and implementation in the capacity building area, proved by two projects developed or implemented;		150
<i>For projects more than 2 - 10 points per every extra project but not more than 50 points in total</i>		50
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Desk review would be considered for the Financial Evaluation.		
Financial	30%	300

3rd stage: Financial evaluation (according to the method described above)

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

ANNEXES

ANNEX 1- INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITION