Terms of Reference

Position: Project Inception Phase International Consultant

Duty station: Home-based with one mission to Astana, Kazakhstan

Duration: July –August 2017 (20 working days)

Contract type: Individual Contract

Languages: International expert with knowledge of English language. Proficiency in Russian is a significant advantage

Project title: Energy Efficient Standards, Certification, and Labelling for Appliances and Equipment in Kazakhstan

Project Description

The project addresses the development challenge through integrated activities directed at these barriers. The core focus will be the implementation of minimum energy performance standards (MEPS), which have a growing track record of achieving large-scale savings throughout the world. The project will also support the introduction of voluntary high-efficiency performance standards (HEPS) in conjunction with product labelling and government procurement rules. Enforcement of both MEPS and HEPS will be carried out by accredited certification laboratories, which the project will support with methodological guidance and needed equipment. The project will also conduct supporting market research, informational outreach and technical support to residential and industrial consumers.

The project consists of integrated activities placed under the following four components:

1. Development and adoption of EESL
2. Monitoring, verification, and enforcement
3. Boosting demand for energy efficient appliances and equipment
4. Ensuring supply of products compliant with EESL.

The inception period is crucial to building ownership for the project results and to plan the first-year annual work plan. During the inception period with participation of engaged international consultant the project partners have an opportunity to understand the project concept, to discuss roles, functions and responsibilities within the decision-making structures, including the communication channels and reporting relationships, conflicts resolution mechanisms. Initially, the current situation is analyzed within project implementation context and based on real situation the conclusions and recommendations are drafted for clarification of implementation of specific project components. In particular this is applied to such project components whereby the situation has significantly changed since the period of Project Document preparation.

At this time, the key terms of references for the key consultants are being drafted and discussed to implement the project initial phase, the first project annual work plan is drafted, and indicators, performance targets and verification measures are revised and approved.

According to the Project Document and under the established regulations for implementation of GEF Projects the international experts are engaged to participate at the initial phase of the project and at the inception workshop.
Based on above-said, the engaged international consultant should pay attention to analysis of planned implementation of Project Components, providing the required recommendations to the Project Implementation Team (PIT). Thus, for implementation of all the above-mentioned actions within the inception period there is need in engagement of international consultant with significant experience in preparation, implementation and funding energy efficient projects. This engaged consultant will be responsible for drafting the inception report under UNDP/GEF Project in cooperation with PIT, for drafting the number of ToRs within the initial stage of project implementation and for participation in a range of the project events, including the inception workshop in Astana.

Objective:

Participation in the inception phase of UNDP/GEF Project, including drafting of initial report, drafting the number of ToRs for engagement of expertise at the initial stage of project implementation and participation in initial Project events.

Main Functions:

- Provide management oversight for project as required and recommend actions that focus work plans on achieving key milestones in a timely manner;
- Recommend special expertise to be deployed on the Project to assist in its achievement of key milestones, and provide the interface between Project team and key specialist consultants, both domestic and international when appropriate;
- Provide technical support to the Projects Manager to go through and finalize the Inception phase of the Project. In essence, the responsibility of the IC is to ensure that the overall technical direction of the project in this phase is maintained and flexibly adapted to meet the practical challenges faced during implementation.

Scope of work:

1. Review the project document against components, outputs and activities and, in discussion with the Project team and key project partners, identify the potential gaps/areas that need to be re-examined in the inception phase.
2. Support project management: planning, quality management, monitoring and evaluation. Based on project Logical Framework, prepare and help PMU assure the effective implementation of the project impact-oriented M&E plan.
3. Prepare recommendations on strengthening institutional and technical capacities of the Project, know-how recommendations for the all components. To hold consultations with RTA and PM, to meet with key national partners in Astana (Kazakhstan). Also to provide strategic advice on the overall project implementation strategy to Project Board and PM.
4. Jointly with Project Manager to draft the Project Inception Report, which contains of recommendations on achievement of outcomes, outputs and activities including project work plan and monitoring and evaluation plan and to provide specific consultancy services at least during the first year of the project., including overview of changes in project environment, summary and justification for revision in Project Logical Framework, M&E plan, Risk Log, QA/QC provisions and quarterly annual work plan and budget.
5. To support the project manager in arranging co-operation with the current project partners and, as applicable, in establishing new, additional national and/or international partnerships to support the project goals and objectives and including support to the UNDP in the preparation of the Project Inception Workshop in Astana.
6. To carry out risk assessment and prepare risk mitigation plan, ensuring that risk mitigation actions are incorporated in the project work plan.
7. Jointly with Project Manager and based on inputs from national experts prepare Project Inception Report, including overview of changes in project environment, summary and justification for revision in Project Logical Framework, Monitoring and evaluation plan, Risk Log, QA/QC provisions and quarterly annual work plan and budget for 2017-2022 in full compliance and in the format presented by the PMU.

<table>
<thead>
<tr>
<th>№</th>
<th>Outputs</th>
<th>Estimated Duration</th>
<th>Target due dates</th>
<th>Review and Approvals Required</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Recommendations on each project outcome are presented in the form of an analytical paper and accepted by the PM</td>
<td>6 days</td>
<td>7 July</td>
<td>Project manager</td>
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<tr>
<td>2</td>
<td>Draft Inception Report</td>
<td>5 days</td>
<td>22 July</td>
<td>Project manager</td>
</tr>
<tr>
<td>3</td>
<td>Preparation of draft report, review of preliminary observations with stakeholders by means of sending draft report for comments, meeting and other feedback mechanisms.</td>
<td>5 days</td>
<td>5 August</td>
<td>Project manager</td>
</tr>
<tr>
<td>4</td>
<td>Preparation of final Inception report based on evaluation results (including comments)</td>
<td>4 days</td>
<td>17 August</td>
<td>Project manager</td>
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</tbody>
</table>

Note: by performance of each above points, the materials/reports should be submitted to Project Manager (PM) for commenting. In case of comments, the expert has to finalize the materials in compliance with the comments and/or to discuss these comments via e-mail and forward the final ones to the PM.

**Institutional Arrangement:**
- Ensures timely and quality execution of works described in the Terms of Reference;
- Ensures unconditional carrying out of requirements of the IC;
- Agrees some results given in the ToR and reports to project manager;

**Duration of the Work:** July –August 2017 (20 working days)

**Duty Station:** Home-based with one mission to Astana (4 day), Kazakhstan

**Qualifications of the Successful Individual Contractor:**
- At least master degree in the field of engineering, energy saving, energy efficiency, or natural sciences;
- 5 years minimum of work experience in preparation of reviews, project documents, concept papers related to energy efficiency and energy saving;
- 5 years minimum of work experience with international projects (UNDP, TACIS, EU, etc.);
- Knowledge of GEF and UNDP procedures for the assessment of the outcomes;
- Prior working experience in Kazakhstan and CIS or knowledge of its current socio-economic situation would be an advantage;
- Excellent communication skills and experience in conducting technical presentations with a variety of stakeholders;
- Good knowledge of Excel, Word, Power Point, and Web navigation;
- Full proficiency in English both written and verbal including ability to review and edit the required project documentation. Proficiency in Russian is a significant advantage;

**Scope of Price Proposal and Schedule of Payments:**

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<th>%</th>
<th>Stages of Work</th>
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<tr>
<td>20</td>
<td>Activities 1</td>
</tr>
<tr>
<td>30</td>
<td>Activities 2, 3</td>
</tr>
<tr>
<td>50</td>
<td>Activities 4</td>
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**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).

**Recommended Presentation of Offer:**

The following documents may be requested:

a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**Criteria for Selection of the Best Offer**

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max. of 30%;

**This TOR is approved by:**

<table>
<thead>
<tr>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Syrym Nurgaliyev/ Project Manager</td>
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<td>Name/Title</td>
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<tr>
<td>Programme officer</td>
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<td>Rassul Rakhimov/Programme Analyst</td>
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