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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 August 2012**

Country: Kyrgyzstan

Description of the assignment: Specialist to promote safe management of PCB-containing equipment in Kyrgyzstan

Project name: 00072737 UNDP/GEF Project "Management and Disposal of Polychlorinated Biphenyls in Kyrgyzstan"

Period of assignment/services (if applicable): 11 months

Proposal should be submitted at the following address #52-54, Orozbekova str., Bishkek or by email to procurement.pcb@carnet.kg no later than 24 August 2012 .

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP Entity 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

Project objective: Project provides Kyrgyzstan with the instruments to achieve effective follow-up of its obligations on Stockholm Convention.

Project implementation is aimed at solving the following tasks:

- Identification of Polychlorinated Biphenyls and public awareness. The task is aimed to fill the gap of knowledge related to identification of extent of Polychlorinated Biphenyls' presence in the country and definition of main obstacles in this.
- Strengthening legislative and regulatory measures, and supporting institutions. The task addresses the major gap in national regulation, which is needed to be overcome through development of legislative and regulatory acts for complete identification of the extent of Polychlorinated Biphenyls management and their safe disposal.
- Development of technical capacity for sustainable Polychlorinated Biphenyls management. Task on support technical capacity needs, knowledge development, awareness, regulatory and operational perspectives.
- Securing Polychlorinated Biphenyls stockpiles and wastes. Task is directed to developing the basic infrastructure and expertise needed to ensure secure management/storage/disposal of Polychlorinated Biphenyls wastes and stockpiles, and feasibility work on developing local and regional potential.
- Monitoring, learning, adaptive feedback, outreach and evaluation. Task is aimed at maintaining and reproducing project results in accordance with short-term outputs: i) monitoring, evaluation and adaptive feedback, ii) lessons learned and best practices are replicated at national level.

Achievement of main results should be implemented in accordance with approved plan and Project Document of UNDP/GEF "Management and Disposal of Polychlorinated Biphenyls in Kyrgyzstan".

2. MAIN OBJECTIVES, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the overall guidance of the Project Coordinator and in close cooperation with the project team the Specialist is responsible for implementation of the activities in accordance with the scope of work.

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

1. Provide support to the project implementation in accordance with the approved Annual Work Plan (AWP);
2. Contribute to development of draft work plans and reports;
3. Work with project experts on thematic issues;
4. Support to resource mobilization;
5. Collect all necessary information for the successful implementation of the project activities;
6. Prepare presentations on the project implementation progress and present at round tables and meetings;

7. Provide assistance in conducting meetings of the Project board and Inter Agency Coordination Committee;
8. Liaise with the project partners, NGOs, scientific institutions, private sector and other relevant projects for promotion of the project objectives;
9. Organize and control development of improved Technical instructions on identification, sampling, servicing, storage, and handling of PCB containing equipment in service and upon phase-out, promote endorsement of the draft Technical Instructions in order to ensure Environmentally Sound Management and Disposal of PCB-containing equipment and wastes.
10. Organize works on registration, labeling, registration and reporting status of all in-use and potential PCB containing materials;
11. Provide assistance in approval of appropriate classification of PCB wastes;
12. Provide assistance in approval of MACs (Maximum Acceptable Concentration) for PCBs in Kyrgyzstan;
13. Provide assistance in enactment of legal ban on new use, re-use, trade, import, and export of PCBs and PCB contaminated equipment and materials;
14. Provide assistance in development of legal measures allowing unrestricted regulatory access to information and locations that may have PCBs;
15. Provide assistance in development of standards and methodologies for ongoing identification and assessment of contaminated sites, including 15 trained service provider staff to undertake it.
16. Provide assistance in development of the strategy and plan for pretreatment and disposal of PCB stockpiles and wastes;
17. Provide assistance in development of the Long term plan for the monitoring and phase out of PCB containing in service equipment till 2025 consistent with Stockholm Convention requirements;
18. Prepare section on management of PCBs to be introduced into the National plan for sound management of chemicals;
19. Provide assistance in creation of the data management and mapping system for the purposes of reporting, registration and raising awareness;
20. Provide assistance in obtaining needed status of the Feasibility assessment and decision respecting decontamination of PCB containing equipment to allow retention in service or minimization of elimination obligations. study and solutions on decontamination of PCB-contaminated equipment;
21. Assist in awareness raising of policy makers, stakeholders and the public, including metal collectors, on the need for environmentally sound management of PCB which will stimulate sustained attention to the issue and timely responses;
22. In close cooperation with the project team conduct works on assessment and analysis of the current situation on PCB management in Kyrgyzstan and prepare analytical reviews, including results on conducted in-country inventory;
23. Provide assistance in creation of capacity for identification of contaminated sites, their assessment and clean up;
24. Organize training and informative workshops on management of chemicals for all stakeholders (scientific institutions, private sector, NGOs and impacted communities);
25. Assist in strengthening capability to effectively monitor and analyze PCBs in the environment and human receptor paths enabling better decision making on priority actions in preventing uncontrolled PCB release;
26. Assist in strengthening capability for safe storage of stockpiles and wastes at the sites of major holders;
27. Assist in conducting trainings for service providers capable of undertaking packaging, transportation, and residual contamination cleanup of contaminated sites;
28. Take minutes of the meetings with the national project partners as needed;
29. Assist in procurement of the laboratory equipment for identification of PCBs;
30. Assist in printing of project publications;
31. Ensure proper media coverage of project activities;
32. Provide assistance in conducting preparatory works on disposal of 50 tons of PCB-containing wastes by export to a qualified disposal facility;
33. Provide assistance in organization of M&E and adaptive management for post-project period.

Work schedule and dates of progress reports' submission to be specified and agreed by the Project coordinator.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- ✓ Higher university degree in the spheres of ecology or other related fields;
- ✓ At least 10 years of work experience in the sphere of environment protection;
- ✓ At least 5 years of work experience in international projects, in particular those of the GEF partners;
- ✓ Good knowledge of issues on environmental inspections of nature users; secure management of hazardous wastes;
- ✓ Work experience in state institutions on environment protection;
- ✓ Computer Skills;
- ✓ Fluency in Russian and Kyrgyz. Knowledge of English is an asset.

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal;

3. Duly signed and dated P-11 Form in Russian language.

5. FINANCIAL PROPOSAL

• 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:

In the course of the assignment, the Specialist will be expected to undertake field trips within Kyrgyzstan. The dates for missions will be agreed upon. Thus the specialist should fit to travel.

Please take into account the below schedule when preparing your financial quotations:

October 2012

Batken oblast 2 working days

Osh oblast 2 working days

Jalal-Abad oblast 2 working days

In the **event of unforeseeable travel**, the respective Business Unit and the Individual Contractor should agree upon the manner in which travel costs including tickets, lodging and terminal expenses are to be reimbursed prior to travel. The IC must indicate in writing his/her willingness to undertake such unforeseen travel, before any such travel commences. Travel expenses should be reimbursed to the Individual Contractor, upon submission of Back-to-Office report, travel claim (F-10 form) and all necessary supporting documents.

Selection process:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant 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.

The selection of candidates will be done in 3 stages:

1st stage: - Shortlisting: the evaluation is done based on compliance to the below eligibility criteria.

#	EVALUATION CRITERIA	Complies/ does not comply
1.	Higher university degree in the spheres of ecology or other related fields	Yes/no
2.	At least 10 years of work experience in the sphere of environment protection	Yes/no
3.	At least 5 years of work experience in international projects, in particular those of the GEF partners	Yes/no
4.	Work experience in state institutions on environment protection	Yes/no
5.	Computer Skills	Yes/no
6.	Fluency in Russian and Kyrgyz	Yes/no

Applications compliant to all the above mentioned minimum requirements will be accepted for the 2nd stage of evaluation.

2nd stage: - assessment of the "Technical Proposal". Assessment is carried out in accordance with the requirements set forth below.

The technical offer should include:

1. Justification of your candidacy as the most suitable for this work; (40%)
2. A brief description of the methodology (not more than 2 pages) about your approach to work and achieve the objectives listed in the table "Expected results"; (60%)

Applicants scored 70% out of 100% possible will participate in the third stage of evaluation.

3rd stage: - assessment of the "Financial proposals". All applicants must submit a "Financial Proposal" in accordance with the provided format.

This specification provides for the piece-rate basis as a condition for payment, where the total budget will be paid in tranches based on the provision of relevant products, shown in the table "Expected results".

All financial proposals shall include all expenses related to fulfillment of the TOR (fee and all other costs related to fulfillment of the assignment). Contract award shall be recommended to the applicant achieving the highest cumulative score based on the below formula:

$$B = (\text{Clow}/C * 0.3) + (T/\text{Thigh}) * 0.7$$

Where:

C = Price of the proposal being evaluated

Clowest= Price of the lowest priced proposal

T = The total score(for all previous stages) awarded to the evaluated candidate

Thighest = The highest Technical Score

Applicant obtained the highest scores will be recommended for contracting by the evaluation committee.